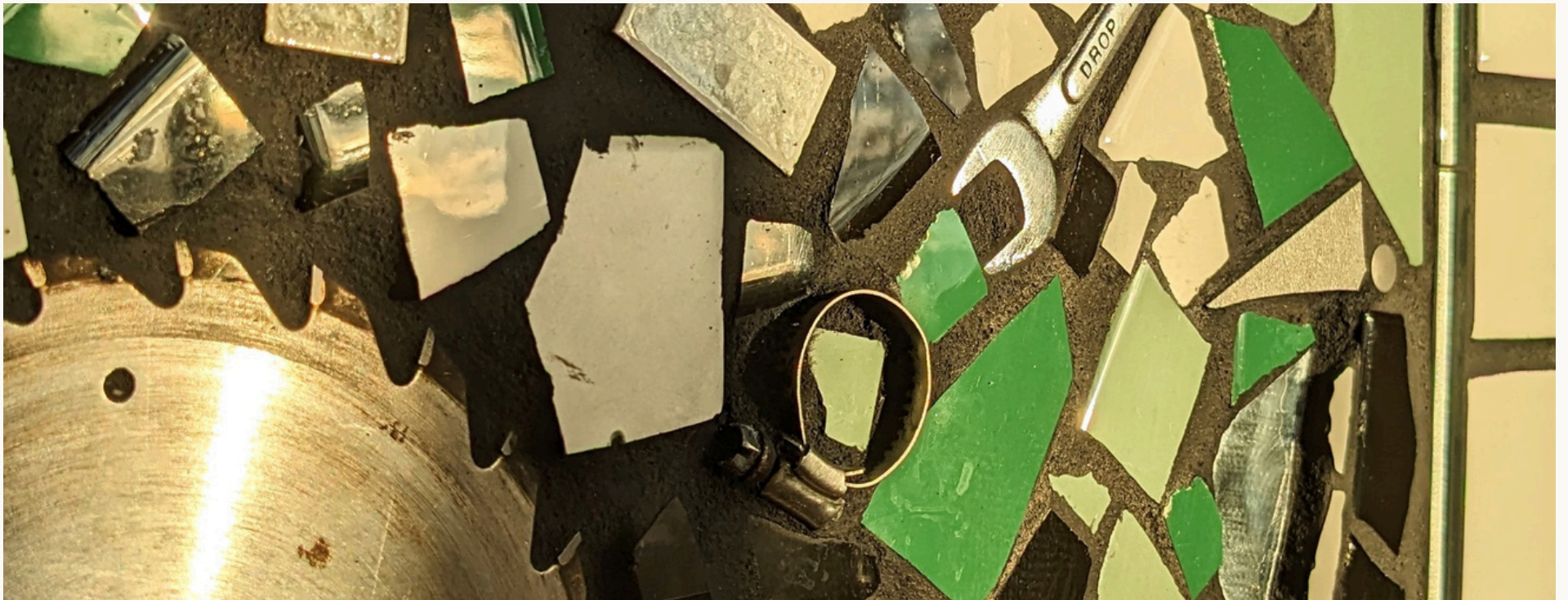


**2024/25**  
**INNOVATION ACADEMY**  
**STUDENT/PARENT HANDBOOK**



# INNOVATION ACADEMY 2024/25



## STUDENT/PARENT HANDBOOK

# CONTACT INFO

Main Office 541-842-3669

Email InnovationAcademy@medford.k12.or.us

Attendance Line 541-842-1986

Attendance Email IA.Attendance@medford.k12.or.us

MSD Help Desk 541-842-1111



<http://innovationacademy.medford.k12.or.us>

 Innovation Academy

 @innovationacademy\_

Cass Thonstad,  
Principal 541-842-1974  
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Colin Bado,  
Assistant Principal 541-842-3465  
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Morgan Davidson,  
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Jennifer Selberg,  
Registrar 541-842-3843  
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Tina Webb,  
Counselor 541-842-1994  
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# JULY 2024

<b>sun</b>	<b>mon</b>	<b>tue</b>	<b>wed</b>	<b>thu</b>	<b>fri</b>	<b>sat</b>
	1	2	3	4 Independence Day District Closed	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# BELL SCHEDULE

M,T,TH,F Bell Schedule - 9/10 Cohort			
Period	Min	Time	What
1	25	9:00-9:25	Advisory
	10	9:25-9:35	Break
2	120	9:35-10:30	PBL Block A
		10:30-10:35 Break	
3		10:35-11:40	
	45	11:40-12:25	Lunch
4	120	12:25-1:20	PBL Block B
		1:20-1:25 Break	
5		1:25-2:30	
	10	2:30-2:40	Break
6	40	2:40-3:20	Explore

Wednesday Bell Schedule - 9/10 Cohort			
Period	Min	Time	What
2	120	9:35-10:30	PBL Block A
		10:30-10:35 Break	
3		10:35-11:40	
	45	11:40-12:25	Lunch
4	120	12:25-1:20	PBL Block B
		1:20-1:25 Break	
5		1:25-2:30	
	10	2:30-2:40	Break
6	40	2:40-3:20	Explore

M,T,TH,F Bell Schedule - 11/12 Cohort			
Period	Min	Time	What
1	25	9:00-9:25	Advisory
	10	9:25-9:35	Break
2	120	9:35-10:40	PBL Block A
		10:40-10:45 Break	
3		10:45-11:40	
	45	11:40-12:25	Lunch
4	120	12:25-1:30	PBL Block B
		1:30-1:35 Break	
5		1:35-2:30	
	10	2:30-2:40	Break
6	40	2:40-3:20	Explore

Wednesday Bell Schedule - 11/12 Cohort			
Period	Min	Time	What
2	120	9:35-10:40	PBL Block A
		10:40-10:45 Break	
3		10:45-11:40	
	45	11:40-12:25	Lunch
4	120	12:25-1:30	PBL Block B
		1:30-1:35 Break	
5		1:35-2:30	
	10	2:30-2:40	Break
6	40	2:40-3:20	Explore

# AUGUST 2024

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Planning/prep day No school	20 Planning/prep day No school	21 Registration 10:30-12 4:30-6:00 Planning/prep day No school	22 Planning/prep day No school	23 Planning/prep day No school	24
25	26 First Day for 9th Grade	27 First Day for All Students	28	29	30 Schools closed	

# EXPECTATIONS

Innovation Academy is committed to implementing preventive and positive approaches to create a safe and supportive learning environment. Creating positive citizens, for both the learning community and future, requires a dedication to teaching social skills, promoting social and emotional well being, and commitment to addressing the causes of misbehavior, resolving conflicts, and meeting students' needs. Our goal is to keep students in school with positive approaches balanced with accountability for one's actions. Students have both rights and responsibilities.

If a student willfully refuses to abide by the expectations at Innovation Academy and the teaching of expectations does not work, appropriate consequences will follow. This handbook outlines accepted norms of behavior, particularly with respect to the safety and rights of others. Violation of the law or violation of rules may result in suspension or expulsion, even if the misconduct occurs at times/places other than on-campus or during school activities.

The following student behaviors are appropriate, encouraged and expected by the IA community:

- Be considerate of self and others: obey school rules as well as local, state, and federal laws.
- Be respectful of private property.
- Abstain from tobacco, alcohol, and drugs.
- Clean up after yourself at school and in the community.
- Be on campus and in class during class time.
- Refrain from loitering in the neighborhood. Specifically, loitering in the parking lot and the surrounding businesses is prohibited before, during, and after school.
- Students will not use their bodies or vehicles to impede traffic.

## STUDENTS WILL COMMIT TO:

- Attending classes regularly.
- Arriving to school with the necessary tools.
- Respecting individual and cultural differences.
- Graduating.
- Striving to do their best work.
- Being polite.
- Looking for positive ways to resolve conflict.
- Avoid bringing harmful/illegal/dangerous items to school.
- Being kind.

- Following school rules.
- Respecting district property and the surrounding neighborhood property.
- Learning from mistakes.
- Using technology responsibly.
- Ask for help when needed.
- Practicing good citizenship by being helpful and honest.

## PARENTS WILL COMMIT TO:

- Promoting healthy choices.
- Partnering with the school to address behavior and learning.
- Helping students use technology responsibly.
- Communicating promptly with the school regarding changes to address, living situation, medical issues, or changes in legal status.
- Communicating promptly with the school regarding attendance.
- Setting high academic and behavior expectations.
- Helping students to arrive to class prepared.
- Encouraging positive ways to resolve conflict.
- Helping students to get to school on time every day.
- Providing a quiet space for homework.
- Attending parent-teacher conferences.
- Supporting school rules and policies.
- Reviewing child's academic progress regularly.
- Helping students grow a sense of responsibility.
- Prioritizing education.
- Not allowing students to bring harmful/illegal/dangerous items to school.

## THE SCHOOL WILL COMMIT TO:

- Respecting individual and cultural differences.
- Reinforcing good behavior.
- Modeling appropriate behavior.
- Creating a safe and clean learning environment.
- Encouraging healthy habits.
- Keeping accurate records.
- Teaching and supporting digital citizenship.
- Treating students and families with dignity and respect.
- Implementing inclusive practices.
- Communicating expectations to students and parents.
- Partnering with parents to address behavior and learning concerns.

# SEPTEMBER 2024

<b>sun</b>	<b>mon</b>	<b>tue</b>	<b>wed</b>	<b>thu</b>	<b>fri</b>	<b>sat</b>
1	2 Labor Day District closed	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 School Improvement Plan Day No school	28
29	30					



# ATTENDANCE POLICY AND PROCEDURES

## MEDFORD SCHOOL DISTRICT ATTENDANCE POLICY

It is the intent of the Board, district and school administration, and school staff that all students have maximum opportunities for academic growth and achievement. Absenteeism affects student performance and reduces a student's opportunity for success both academically and in the work force. Attendance policies, regulations, rules and procedures should promote student success.

Medford School District 549C supports the compulsory school attendance laws established by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. Because the law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused, the district has established the following parameters under which an absence from school will be considered an excused absence:

- Personal illness of the student.
- Medical appointment with written verification by the medical professional.
- Serious illness or death in the family.
- Family emergency as determined by a school official.
- Prearranged absences as approved by a school official.
- School-sponsored activities. (While absences for school-sponsored activities are automatically excused, the student must arrange ahead of time to get any assignments he/she will miss.)
- Suspension.

### All other absences will be considered unexcused absences.

For an absence to be excused for the above reasons (except school absences due to school-sponsored activities), the school will determine the method of verification of absence the parent will use. The parent must notify the school's attendance office within 48 hours of the student's return to school. Failure to do so means the absence will become a permanent unexcused absence. It is the parent's or guardian's responsibility to account for student absences. Students must make up the school work they miss whenever they are absent regardless of the reason for the absence. Except for suspensions and school-sponsored activities, the parent or guardian is responsible for accounting for these absences according to the verification method specified by the school.

Code: JE-AR Revised/Reviewed: 10/17/95; 6/03/97; 2/27/17

## IA ATTENDANCE PROCEDURE

Students with unexcused absences may be assigned lunch detention and/or in-school suspension.

- Tardiness - Students tardy to class may be required to serve detention during lunch in Student Management. Failure to serve lunch detention may result in in-school suspension.
- Extended Absences - Students who are absent for 10 days will be dropped. When a student returns, they must report to the front office to be reenrolled.

All absences must be cleared within 48 hours by calling (541) 842-1986, faxing documentation to (541) 842-1990, sending a note signed by a parent/guardian, or by e-mailing: [IA.attendance@medford.k12.or.us](mailto:IA.attendance@medford.k12.or.us).

Please refer to the Medford School Board Attendance Policy for additional information regarding the necessary information/documentation for excusing absences.

## STUDENT CHECK IN / CHECK OUT

All students will be required to check in/out of the building at the Attendance Office. Students that are late to class will check in at the attendance window to receive a tardy slip. Students should bring notes, or have parent/guardian call well in advance to be excused from class. Ample time is needed to locate students and deliver notes. If a student becomes ill while in class, the student needs to get permission from the teacher to go to the office to contact the parent/guardian for permission to go home.



# OCTOBER 2024

sun	mon	tue	wed	thu	fri	sat
		1	2	3	4	5
6	7	8	9 Open House Hex 1 Exhibition 5:00-6:00 	10 End of First Hexter	11 Inservice Day No school	12
13	14 Grading Day No school	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# DRESS CODE AND SCHOOL BUS CONDUCT

## IA DRESS CODE

The Innovation Academy dress code supports the transitioning of students from school to the work environment. Student attire should be supportive of a learning environment for all students. All clothing shall be within the boundaries of decency and good taste and not create a disruption to the teaching and learning environment.

Students dressed inappropriately for school will be given the opportunity to make necessary changes. Some dress code violations may be corrected by turning a shirt inside out, covering up with a jacket or sweater, or putting on an appropriate shirt. At staff member's discretion, however, a student may be escorted to Student Management where he/she will be given the opportunity to call home for more appropriate attire.

- **EXCESSIVE BARENESS IS NOT PERMITTED.**
- "See-through" blouses or shirts are not allowed.
- No bare midriffs or low-cut, revealing tops.
- Halter tops, strapless tops, bralettes and tops with spaghetti straps are not permitted. Tank tops must have at least one-inch, fitted straps.
- Shorts and skirts may not be excessively short.
- Clothing must be sufficient and must be worn to conceal underclothes.
- Pants must be worn at waist level.
- Chains, spikes or other objects which might present a safety hazard are prohibited. Inappropriate and/or dangerous items may be confiscated.
- References to drugs, alcohol, tobacco, violence, satanic themes, sex, racial slurs, disparaging remarks, or any messages deemed inappropriate by school officials may not be worn or displayed.
- Displaying any gang symbol is strictly prohibited. This may include tattoos, handkerchiefs, suspenders, belts, jewelry, jackets or devices associated with group intimidation or gang affiliation.
- Any group identified by common dress must have administrative approval to be on campus.
- Bandanas may not be displayed or worn while on campus.
- Clothing worn by groups in an effort to intimidate or make territorial claims at the school are not allowed.
- Capes and flags are not permitted to be worn as clothing unless being worn for dress up days.
- Shirts and shoes are required at all times.
- Students are expected to demonstrate good hygiene.

## SCHOOL BUS CODE OF CONDUCT

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:



1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones. Loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

Adopted: 10/21/03

# NOVEMBER 2024

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11 Veterans Day District closed	12	13	14	15	16
17	18	19	20	21 End of Second Hexter	22 Grading Day No school	23
24	25 Conferences 11:00-7:00 Hex 2 Exhibition No school 	26 Conferences 7:30-3:30 Hex 2 Exhibition No school 	27 Thanksgiving Break District closed	28 Thanksgiving Break District closed	29 Thanksgiving Break District closed	30

# INAPPROPRIATE BEHAVIOR

## PHYSICALLY DANGEROUS BEHAVIOR, OVERT INSUBORDINATION, & ILLEGAL ACTS

Consequences for the misbehaviors listed below may result in suspension for up to 10 school days, with possible recommendation for expulsion. Students who encourage or dare other students to violate school rules may also receive consequences:

- Assault and/or fighting.
- Logging onto a school computer under any log-in other than your own, tampering with a school computer, or falsifying documents.
- Open acts of defiance, disrespect toward teachers or other school staff on or off campus, extending outside the regular school day.
- Unlawful interference with school authorities by force, violence, threat, or coercion.
- Profane, obscene or abusive language or actions toward school staff, patrons or students, (including social media).
- Theft or unauthorized entry.
- Malicious destruction of, or damage to, school or personal property.
- Trespassing (unauthorized presence or refusal to leave when ordered to do so by school officials or by other authorized personnel).
- Refusal to properly identify oneself to school staff at any time or refusing the lawful request of any school staff member.
- False alarms, bomb threats.
- Use or possession of explosive devices, smoke bombs, firecrackers, etc.
- Setting of fires.
- Tampering with any fire extinguishing device or alarms.
- Possession or use of all types of firearms/ammunition, replicas of firearms/ammunition, including but not limited to: BB/pellet guns, paint ball guns, soft air guns or other potentially dangerous instruments or weapons, including but not limited to: knives, nunchucks, ninja stars, tasers or materials of destruction. (School Board Policy JFCJ)
- Possession or use of all types of irritating or poisonous gas (e.g., mace and pepper spray).
- Extortion, blackmail, or unlawful coercion.
- Drug and alcohol offenses including but not limited to: possession, distribution, use, paraphernalia, under the influence on or near campus during the school day or at any school activity/event.
- Intimidation, racial slurs, or threat of harm to others.
- Harassment: Behavior which causes the victim or victims to feel pestered, tormented, or persecuted. Harassment includes verbal as well as physical misconduct, particularly when the action is based on race, sex, national origin, religion, age, or disability. Sexual harassment includes solicitation of sexual nature, inappropriate physical contact, sexual insults, and unwelcome sexual jokes, sounds, or actions.
- **Possession of medications (prescriptions and non-prescription drugs) or prescription drugs by students is prohibited.**
- Encouraging threats, defamation of another student, or violence through actions or words.

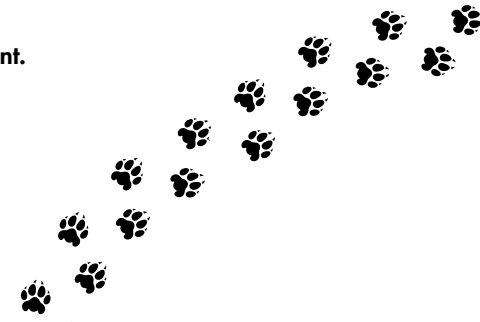
## CHRONIC MISBEHAVIOR

The misbehaviors listed below may result in referral to school counselor, discipline technician or assistant principal:

- Leaving school premises without permission.
- Dress code violations.
- Disturbance or disruption of the school environment, including but not limited to: classrooms, cafeteria, halls, school grounds and facilities, and/or school activities.
- Possession or use of disruptive devices including, but not limited to: water balloons, squirt guns, "stink bombs", noisemakers, lasers, drones, or snowballs.
- Profane, vulgar, or obscene language/gestures.
- Possession of obscene or pornographic materials.
- Any display or signal for the purpose of identifying gang membership or gang support.
- Possession of matches, lighters, tobacco, e-cigarettes, or vapor pens.
- Failure to obey bus regulations.
- Failure to obey campus parking and motor vehicle regulations.
- Violation of the computer network user agreement.
- Gambling.
- Improper display of affection.
- Touching, using, or taking a staff member's property without permission.
- Using digital cameras or video cameras on campus.
- Riding of bicycles, skateboards, scooters, or rollerblades on campus or around neighboring properties.
- Use of electronic devices without permission and at inappropriate times.
- Permanent marking pens are not allowed at school unless they are needed for a school project/activity; unnecessary marking pens may be confiscated.
- Unauthorized use and/or possession of school documents, the defacing or forging in part or in whole of any document used in official school business (including parental notes, e-mails, and phone calls).

Consequences for Chronic Misbehavior

- Lunch detention - Failure to serve a lunch detention may result in a greater consequence.
- Suspension (in-school or out of school) - In-school suspension is a full school day (9:00am-3:20pm).
- Confiscation of inappropriate items.
- Conference with parent/guardian and/or student.



# DECEMBER 2024

<b>sun</b>	<b>mon</b>	<b>tue</b>	<b>wed</b>	<b>thu</b>	<b>fri</b>	<b>sat</b>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Winter Break No school	24 Winter Break No school	25 Winter Break No school	26 Winter Break No school	27 Winter Break No school	28
29	30 Winter Break No school	31 Winter Break No school				

# SEXUAL HARASSMENT POLICY

## MEDFORD SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, or staff or third parties by other students, staff, Board members, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. The prohibition also includes off-duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the proceedings and findings of the investigation and, if appropriate, that remedial action has been taken.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teachers Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff, and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students, and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools.

# JANUARY 2025

sun	mon	tue	wed	thu	fri	sat
			<p>1</p> <p>Winter Break No school</p>	<p>2</p> <p>Winter Break No school</p>	<p>3</p> <p>Winter Break No school</p>	<p>4</p>
<p>5</p>	<p>6</p> <p>Classes Resume</p>	<p>7</p>	<p>8</p>	<p>9</p>	<p>10</p>	<p>11</p>
<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p>  <p>Hex 3 Exhibition 5:00-6:00</p>	<p>17</p> <p>End of Third Hexter</p>	<p>18</p>
<p>19</p>	<p>20</p> <p>Martin Luther King Jr Day District closed</p>	<p>21</p> <p>Grading Day No school</p>	<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>
<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p>	<p>30</p>	<p>31</p>	



# ACADEMIC DISHONESTY

## ACADEMIC DISHONESTY

For any incident of academic dishonesty, the administration will determine the appropriate level of discipline. These consequences will be recorded as part of your discipline record in the form of a referral. Students found to be academically dishonest are subject to disciplinary action up to and including suspension, dismissal from student offices, athletics, and extracurricular activities, involuntary transfer, or expulsion.

Medford School District requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, and in testing situations. Grades should be an authentic reflection of a student's work.

Academic dishonesty, cheating, or plagiarism involves an attempt to demonstrate a level of knowledge or skill which a student does not possess by attempting to substitute the product of another, in whole or in part, as student's own work. This policy covers all school-related tests, quizzes, reports, assignments, and projects. Academic dishonesty will be addressed through the disciplinary process and will result in an INCOMPLETE on the assignment. The student will be expected to re-take the assignment.

Academic dishonesty includes, but is not limited to, the following:

- Obtaining information from another student during an examination.
- Communicating information from another student during an examination.
- Knowingly allowing another student to copy one's work.
- Unauthorized use of an electronic device to solicit, transmit or search for answers.
- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination unless specifically authorized by the teacher.
- Using unauthorized material during an examination.
- Altering a graded examination or assignment and returning it for additional credit, under the pretense that the teacher made an error.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Misreporting or altering the data in laboratory or research projects.

## PLAGIARISM

Plagiarism is to present the ideas, words, or creative product of another as one's own. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge. Students may be required to repeat the assignment or complete an alternative assignment in the event that they are caught plagiarizing.

## COLLUSION

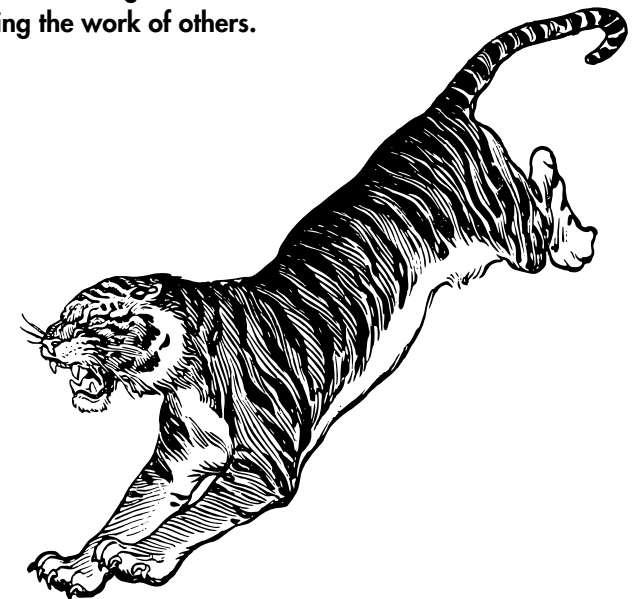
Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.

## COMPUTER HACKING OF GRADES


This may result in expulsion from school and could be treated as a criminal offense.

## OTHER DISHONEST CONDUCT

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Alteration of computer and/or grade book records or forgery of signatures for the purpose of academic advantage.
- Sabotaging or destroying the work of others.



# FEBRUARY 2025

sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Presidents Day District closed	18	19	20	21	22
23	24	25	26	27  Hex 4 Exhibition 5:00-6:00	28 End of Fourth Hexter	

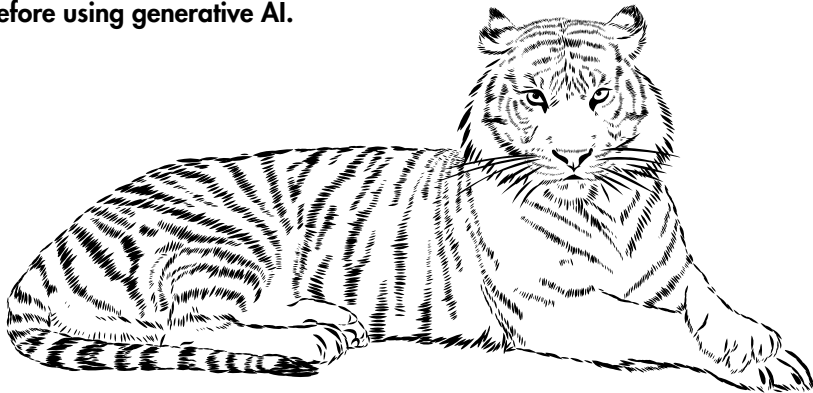
# GRADING AND ASSESSMENT

## AI POLICY

When utilizing generative AI tools to create or support the creation of texts or creative works, students are expected to adhere to these guidelines as well as any additional guidance provided by their classroom teacher.

- Use AI responsibly: Students should use AI tools and techniques in a responsible and ethical manner. This includes not using AI to cheat, plagiarize or gain unfair advantage. For school related work, generative AI tools should *only* be used when given approval or guidance from a classroom teacher.
- Understand the limitations of AI including potential biases: Students should understand the limitations of AI and recognize that it is not a substitute for critical thinking, creativity and problem solving skills.
- Maintain data privacy: The use of AI should be done in a way that protects personally identifiable information (PII). Students should not share any PII (their own or that of anyone else) with AI technologies including name, birth date, address, financial or confidential information.
- Check sources generated by AI: AI is not perfect. It has been known to create inaccurate information and can be used to create misinformation and disinformation. The SIFT strategy can help with the accuracy of your research (Stop, Investigate the Source, Find Better Coverage & Trace to the Original Context). Use SIFT to help you check sources and find independent facts to confirm AI-generated content.
- Provide attribution: When using AI tools and techniques, students must provide proper attribution and credit to the source of the tool or technique.

Seek guidance when in doubt: If a teacher has not specifically indicated whether generative AI is recommended or permitted - and students are unsure whether the use of AI is appropriate for a particular assignment or project - students should ask before using generative AI.



## GRADING SCALE

The primary purpose of grading is to communicate academic progress to students and their families. Grades reflect what a student knows and is able to do in a course.

### INNOVATION ACADEMY GRADING SCALE:

A (90-100/100) - Through extensive evidence, the student demonstrates superior academic performance, an in-depth understanding of the standard and an ability to apply knowledge and strategies to complex problems.

B (80/100) - The student consistently meets and sometimes exceeds the basic level and demonstrates a complete understanding of the standard.

C (70/100) - The student generally meets the standard and demonstrates basic knowledge of essential skills, some errors may be present, but the strengths are dominant.

D (60/100) - Though the student is occasionally demonstrating a working knowledge of the essential skills that encompass the standard, there is still much room for growth.

F (1-59/100) - Little or no understanding or skill demonstrated yet.

GRADING SCALE	INCLUDED IN GPA?	RECORDED ON TRANSCRIPT
100-90 (Mastery of Subject)	Yes	A
<90-80 (Advanced Quality of Work)	Yes	B
<80-70 (Meets Proficiency)	Yes	C
<70-60 (Approaching Proficiency)	Yes	D
<60-0 (Below Proficiency)	Yes	F
W = Withdraw	No	W
P = Pass	Class-Specific	P
X = No Grade or Credit	No	X
I = Work in Progress	No	I

## MAKE UP WORK

When a student has been absent from a class, that student has the opportunity to work with the teacher and arrange to complete missed assessments within one week of returning to class. Previously assigned work which was due on the day of an absence is due upon the student's return.

# MARCH 2025

<b>sun</b>	<b>mon</b>	<b>tue</b>	<b>wed</b>	<b>thu</b>	<b>fri</b>	<b>sat</b>
						1
2	3 Grading Day No school	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Spring Break No school	25 Spring Break No school	26 Spring Break No school	27 Spring Break No school	28 Spring Break No school	29
30	31 School Improvement Plan Day No school					

# ACTIVITIES

## ACTIVITIES & ATHLETICS

Students attending IA may participate in sports and activities through their home school (North or South). Students must participate in tryouts through that school and must maintain IA and North or South eligibility requirements to remain involved.

### CRITERIA FOR DETERMINING ELIGIBILITY

1. Under the guidelines established by the OSAA and the Medford School District, a student athlete is eligible to participate if they have successfully completed the equivalent of 2.5 credits in the previous two quarters and are currently enrolled in and passing five classes.
2. In addition to the OSAA standards, the Medford School District has implemented a policy that students participating in extra-curricular activities who received one or more "F" grades at the end of a quarter will be placed on probation for the next quarter. While on probation, students will be eligible to participate in extra-curricular activities.

### ACTIVITY LETTERS

Medford School District awards Activity letters to students who participate in speech/debate, music (band, orchestra, choir), drama, flag team, and student government. In order to qualify for the Activity letter, a student must satisfy the general requirements for all school letter awards and the specific requirements for the individual activity.

### GENERAL REQUIREMENTS:

1. Maintain eligibility the entire season.
2. Attend all practices and events (advisor may make exceptions).
3. Equipment must be returned on time or payment made for missing articles.
4. If activity is related to an academic class, the student must maintain a "B" or higher grade average in the class.
5. National Honor Society is open to all 10th, 11th, and 12th grade students with an academic GPA of 3.70 or higher. Qualifying students will receive an invitation to apply for NHS in the fall. Once admitted, they will spend the year working on community service projects as a group and individually and attend monthly meetings.

## DANCE RULES

Students who attend dances must obey the following rules:

- School ID must be shown at admittance to the dance.
- Students must be dressed appropriately to attend school dances.
- Appropriate conduct must be maintained at all times, especially while dancing.
- Transportation home after the dance must be arranged prior to the dance.
- Once students leave the dance, they cannot re-enter and must depart school grounds immediately.
- No backpacks/satchels allowed into the dance area.
- Students may bring guests who have been issued guest passes at the discretion of the administration. Guest passes may be requested in Student Management in advance. You must accompany your guest to the dance and you are responsible for your guest's conduct. No guest over the age of 19 will be allowed to a Innovation Academy dance.
- A limited number of guest passes are issued to underclassmen for the junior/senior prom on a first come, first served basis.
- Personal property is the responsibility of the student. We recommend that students leave electronics and valuable equipment at home.
- School drug and alcohol policies are in effect at all activities.
- Crowd-surfing and/or inappropriate dancing will result in immediate dismissal from the dance and may also result in the dance ending early.

### DANCE RULES FOR PROM (IN ADDITION TO THE ABOVE)

- Formal attire is required.
- Guest passes are required to be approved for ALL 9th and 10th graders and/or guests from other schools up to the age of 19. No guest over the age of 19 will be allowed to a Innovation Academy dance.
- A limited number of 9th and 10th graders will be allowed to attend as guests of upper classmen. This number will be determined by venue capacity and administration.
- Dance privileges and guest passes may be withheld or revoked from students with referrals, poor Attendance, or outstanding Fs in classes.



# APRIL 2025

sun	mon	tue	wed	thu	fri	sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17  Hex 5 Exhibition 5:00-6:00	18 End of Fifth Hexter	19
20	21 Grading Day No school	22	23	24	25 No school	26
27	28	29	30			

# POLICIES

## LOITERING

Students may not loiter (wait around idly or without apparent purpose) in parking lots, in front of the school, or the surrounding neighborhoods. When the school day ends, students will be asked to leave campus unless they have official business or participate in an after-school activity. At 4:00pm, students need to leave campus or wait for their transportation at the front of the school.

## SOLICITATION

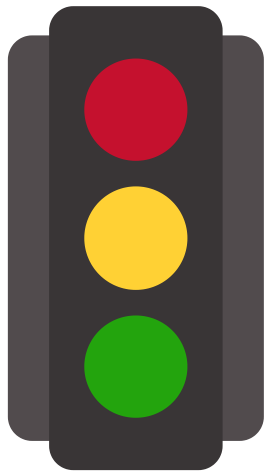
No person may solicit money or sell items to students or staff without the prior approval of the principal. Building principals may give permission to the students in their building to raise funds for student activities. Distribution of flyers or other materials to students must be approved in advance.

## IA CELL PHONE GUIDELINES

Demonstrating good cell phone etiquette is an expectation of all Innovation Academy students. Cell phones may be used in the common areas and hub. In classrooms, cell phones need to be OFF and AWAY, INVISIBLE and INAUDIBLE unless authorized by teacher. Consequences for inappropriate use of cell phones may include:

- Phones confiscated by teacher for the duration of class.
- Phones confiscated by teacher until the end of the student's school day.
- Phone turned into Student Management until the end of the student's school day.
- Parent contact and/or additional disciplinary action.

## CLASSROOM CELL PHONE STOPLIGHT POLICY



### WHEN ON RED:

Cell phones and headphones should be away, silent, and untouched.

### WHEN ON YELLOW:

Cell phones may be checked very little. No headphones.

### WHEN ON GREEN:

Students can listen to music or do research with teacher permission during independent work. Headphones OK.

## ASSEMBLIES/PROGRAMS

Attendance at assemblies is mandatory. Any student who causes a disturbance or disruption during assemblies will be removed and additional consequences given.

## SAFETY DRILLS

To ensure the safety of our students, we practice regular fire drills, earthquake drills and lockdown drills. We also partner with the Medford Police Department to bring drug dogs on campus.

## SURVEILLANCE CAMERAS

The IA campus is monitored by internal and external surveillance cameras.

## PARENTVUE & CANVAS FOR PARENTS

Parents may register for these interactive services, allowing them access to student attendance, grades, and teacher email. For help registering, visit the Medford School District's technology support webpage at: [medford.k12.or.us/departments1/information-technology/frequently-asked-questions](http://medford.k12.or.us/departments1/information-technology/frequently-asked-questions).

## MEDICATION

A parent/guardian permission form must be submitted for all medications (both prescription and non-prescription). Students may not possess medications at school without submitting a form. Medication forms can be picked up at the Attendance window.

## LOST AND FOUND

If students lose something, they should go to the Front Office to see if it has been turned in. If theft is suspected, students should report their suspicions to Student Management. Unclaimed "Lost and Found" items will be donated to charity at the end of each hexter.

## VISITORS

Due to the enrollment size and for student safety, student visitors are not allowed. All other visitors must have prior administrative approval, check in with the Main Office, and display a visitors' pass at all times while on campus.

## COMPUTER/INTERNET USE

Students viewing, storing or transferring inappropriate materials will be subject to school consequences, will lose computer privileges, and may be dropped from their computer courses with an "F" grade.

# MAY 2025

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day District Closed	27	28	29	30 Graduation Ceremony 7:00-8:00 Hex 6 Exhibition 8:00-9:00	31



# POLICIES

## STUDENT PARKING

- Students may not cause any disruption in the parking lot.
- Students may not loiter (wait around idly or without apparent purpose) in the parking lot.
- No weapons or illegal substances of any kind are allowed in student vehicles while on school property.
- Any vehicle entering this area is subject to search by either school authorities and/or law enforcement personnel. Such searches may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
- Any student caught driving in an unsafe manner may have their parking privileges suspended. Vehicles may be towed if the student/driver has lost their parking privileges and continues to park on school property.
- Students may not save parking spaces.
- Students may not loan their parking pass.

Consequences for inappropriate use of the parking lot include:

- Boot placed on car wheel.
- Tickets & fines.
- Loss of parking privileges.
- Additional disciplinary action.
- Towing charges at student/parent expense.

As a courtesy, we will do our best to communicate with parents regarding parking issues; however, it should be noted that the ticket serves as notice of an infraction. Please contact Student Management if you have any questions.

## SKATEBOARDS/BIKES

Skateboards/rollerblades/bikes/scooters are not allowed inside the campus or inside school building. They need to be secured in the racks located by the student parking lot or in the racks located in the foyer. Skateboards, bikes, and scooters are not to be ridden anywhere on campus. Bikes, skateboards, and scooters must be walked or carried when on the school campus.

## DRONES

Drones will not be permitted on school grounds unless part of a classroom assignment and with administrative approval.

## FINES

Fines for parking or loss of/damage to school property must be paid by students to the Activities Office. These charges must be cleared by the end of the school year. Seniors with unpaid fines/ fees may not participate in graduation ceremonies.

## PHOTO GUIDELINES

It is never appropriate to take pictures/video without permission. Posting inappropriate pictures/video or harassing comments on the internet may result in disciplinary action and/or referral to law enforcement. Failure to follow these guidelines may result in confiscation of cameras and/or phones and restricted internet access while on campus.

## FOOD & BEVERAGE

Food and beverages are NOT permitted outside of the hub or cafeteria areas.

## FOOD DELIVERY

Innovation Academy prohibits students from ordering food and attempting to have it delivered to the school's campus. Food deliveries will be kept at the Front Office until the lunch period or end of school. Food deliveries will need to be picked up from the Office by students at an appropriate time. This is to ensure the safety of our school and eliminate management of food delivery personnel. The school recognizes that there are special events where food deliveries to the school are acceptable. These events must be approved and managed by Innovation Academy staff.

A student's guardian may drop off food for their student if necessary. If the food is delivered during class time, it will be kept at the office until the lunch period or end of school.

# JUNE 2025

<b>sun</b>	<b>mon</b>	<b>tue</b>	<b>wed</b>	<b>thu</b>	<b>fri</b>	<b>sat</b>
1	2	3	4	5 Last Day of School	6 Grading Day No school	7
8	9	10	11	12	13	14
15	16	17	18	19 Juneteenth District Closed	20	21
22	23	24	25	26	27	28
29	30					

Medford School District provides equal opportunity and access to all educational services, facilities, and/or employment to every person. Medford School District 549C does not discriminate on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age or disability. Inquiries or complaints regarding the District's non-discrimination policies and compliance can be directed to:

Janel Reed - Chief Human Resources Officer  
680 Biddle Rd. | Medford, OR 97504 | 541-842-3625  
PARA SERVICIOS EN ESPAÑOL 541-842-5387