

# **Classroom Handbook**

## **Level 2**

**2015- 2016**

## **Greetings Integrity Academy Parents and Students!**

Welcome to the Level 2 classroom at Integrity Academy! The following pages will provide you with lots of helpful information including contact information, classroom activities, schedule, curriculum, and expectations of students, parents and mentors. Please read this information carefully and feel free to reach out with questions and suggestions at any time.

### **Contact Information**

#### **Integrity Academy**

1701 Toomey Rd  
Austin, TX 78704

**Phone: 512-535-1277**

**Website:** [www.integrityacademy.org](http://www.integrityacademy.org)

#### **School Hours**

Monday – Thursday 9am - 3pm

**Director: Ali Ronder Email:** [ali@integrityacademy.org](mailto:ali@integrityacademy.org)

**Administrative Assistant: Sara Ronder Email:** [sara@integrityacademy.org](mailto:sara@integrityacademy.org)

### **Level 2 Mentors**

**Chris Ready - Email:** [chris@integrityacademy.org](mailto:chris@integrityacademy.org) **Phone:** 512-590-0380

**Michelle Carbonne - Email:** [michelle@integrityacademy.org](mailto:michelle@integrityacademy.org) **Phone:** 314-580-0018

**EMAIL/PHONE CALLS:** When communicating with staff, parents are asked to email whenever possible; when phone calls are necessary, please call between 8 AM and 6 PM. We ask that families and staff members avoid calling after 6 PM or anytime Friday - Sunday. E-mails may be sent after 6 PM but will only receive responses during 8 AM and 6 PM on weekdays. Calls made to the school on school days by parents will be returned within 48 hours.

**Please contact Sara or Ali in the school office for all pick-up/drop-off, absence, and medical-related issues. Kindly CC mentors on emails of this nature.**

## Integrity Academy School Overview

Integrity Academy is committed to co-creating an educational environment that nurtures the physical, social, emotional, spiritual, and intellectual development of our students with active participation from their families.

### COMMUNICATION

#### **What can you expect from us?**

- ◆ To share our passion for life and learning with your children
- ◆ To communicate honestly & respectfully with your child & family
- ◆ To be receptive to your ideas, suggestions, feedback, and concerns
- ◆ To welcome and celebrate parental involvement
- ◆ To keep parents updated and informed on what we are doing in the classroom by providing weekly Level 2 blog updates.
- ◆ To communicate with you personally about our joys and concerns.
- ◆ To brainstorm & problem-solve when issues/concerns arise.
- ◆ To follow The Four Agreements by striving to be impeccable with our word, not making assumptions, not taking anything personally and always doing our best.
- ◆ To respond to your calls/emails/notes in a timely manner (*Note: Please remember that parents are asked not to contact staff members after 6 PM on weekdays and anytime Friday - Sunday. E-mails may be sent after 6 PM but will only receive responses during 8 AM and 6 PM on weekdays.*)

#### **What do we expect from you?**

- ◆ To help your child choose/create a place to do homework which has minimal distractions
- ◆ To help your child establish and reinforce healthy work habits/routines (including the completion of homework)
- ◆ To be your child's academic cheerleader & guide - not his/her critic.
- ◆ To stay informed by reading the weekly newsletter, our class blog, & the class & school-wide Google Groups messages.
- ◆ To save long, private, &/or serious conversations for scheduled meetings or phone calls versus during drop-off or pick-up.
- ◆ To communicate directly, respectfully, & in a timely manner about your ideas, suggestions, questions, compliments, & concerns.
- ◆ To follow The Four Agreements by striving to be impeccable with your word, not making assumptions, not taking anything personally and always doing your best.
- ◆ To brainstorm & problem-solve when issues/concerns arise.
- ◆ When you are happy-and-you-know-it, let us know!

#### **What can you do if you have a concern?**

Please contact us via email or phone to set up a time to discuss whatever challenges might be arising for you and/or your child. Communication is paramount in our mission to create a safe, productive and caring learning community.

### **Class Schedule\***

9:00	Arrive and Morning Circle
9:30-10:30	Literacy
10:30-11	Yoga/Movement
11-11:30	Recess
11:30-12:00	Lunch
12:00-12:45	Math
12:45-1:00	Snack
1:00-1:45 1:45-2:30	Science or Social Studies Outdoor time
2:30-3:00	Cleanup, read aloud and dismissal

\*\*Dismissal to parent.

IMPORTANT NOTE: A student can only be released to an authorized parent or individual and must be signed out.

\*This is a general outline and does not include special events and activities.

### **Our Outdoor Play Policy**

The children play outdoors every day, weather permitting (in the absence of thunder and lightning). Children are expected to have appropriate clothing for the corresponding weather. For example, on rainy days, a rain coat, rain boots, and complete change of clothes is required. For example, on days below 50 degrees, a hat, scarf, gloves and coat are required. It is to the discretion of the student whether they make use of all clothes and accessories, but the items must be made available to

the student prior to outdoor play. The mentor has authority to reduce outdoor time, if students do not have the necessary clothes on hand. Under normal conditions all children are expected to go outside. If parent(s) have a special health concern, they must contact the office before dropping the child off, to make arrangements for the child to remain inside. This can only be provided if there is enough staff available.

A complete change of clothes includes the following:

Short sleeve shirt (Long sleeve in winter)

Pair of shorts (Pants in winter)

Pair of underwear

Pair of socks

If a student uses the change of clothes, a fresh change of clothes should be brought with the student the next day.

## **Level 2 Curriculum**

Integrity Academy employs interactive, interdisciplinary, and student-focused materials to bring all subjects to life, and exposes their relevance to the “real world” and current events. Please contact your student's mentor for details on the curriculum being used in your student's classroom, but a brief overview follows:

**Language Arts:** Language Arts in Level 2 will be all about fun and expression through different types of writing (from expository texts, to writing scripts, poetry, personal narratives and more!) tied into our thematic areas of science, social studies and math. We'll be using a variety of strategies that will take us through the exploration of writing. Students will also begin to recognize and use sight words, read independently and develop a love of reading.

**Math:** Level 2 students will be learning math through a variety of formats, including games, kinesthetic and creative hands-on projects, as well as exploratory learning. Math activities will have a strong tie-in to science and nature curriculum. Students will develop deeper understanding of number sense, operations, patterns, simple measurement, and basic geometry. Student progress is monitored with classroom based assessments and student portfolios/projects.

**Science:** This year we will be cooking up some fun science explorations and projects. Our Science themes will occur the 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> units of our 6-unit school year. Unit 2 will focus on a study of seasonal and weather patterns from the ground and space. Unit 4 will focus on a study of plants, animals and their habitats. Unit 6 will focus on caring for the earth and how earth health can influence the health of our bodies. There will be a continual year-long thread of learning about inventors and innovators as we move through each unit. Our science curriculum will be hands-on, project-based, and a lot of fun!

**Social Studies:** Our Social Studies units of study will occur the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> units of our six-unit school year. Unit 1 will focus on local geography and history starting with the student's history and branching out into Austin and then some Texas history, Unit 3 will celebrate the cultures students are a part of or are interested in. In Unit 5, we will explore South American culture and history and discover how it has influenced local Austin and Texas culture. Our Social Studies curriculum will be explored through literature and writing. Our thematic projects will center on these units of study and we are especially looking forward to incorporating a high degree of artistic expression in the areas of theater, visual arts, music and dance.

### **WEEKLY COMMUNICATION:**

(Refer to community handbook)

### **HOMEWORK:**

- traditional homework (e.g., excessive handouts & busy work) will not be a part of our curriculum. However, in the pursuit of completing certain projects, mastering skills and meeting student/parent goals, it is necessary for students to continue practicing new skills and learning at home.

### **ASSESSMENT:**

Student progress and mastery of academic skills will be monitored and assessed through a variety of ways including the use of diagnostic instruments that measure reading, writing and math proficiency, regular observation and anecdotal note-taking by mentor, oral and written periodic assessments in both math and literacy, curation of a portfolio, and one-on-one conferencing with students. Students will also have many opportunities to reflect upon new learning and assess their own progression.

### **CLASSROOM MANAGEMENT:**

Our primary goal is to set a positive, supportive, safe culture. As part of this effort, The Four Agreements will be discussed at the beginning of the school year and children and mentors will have the opportunity to express what it means to them. Ongoing classroom meetings will take place throughout the year to reinforce expectations and to integrate positive strategies for resolving common conflict scenarios.

### **SNACKS/FOOD/LUNCH:**

Lunch is provided by Casa de Luz, Center for Integral Studies. Meal plans are on our website for your convenience. Snack is also provided by Casa De Luz in the form of handmade granola

bars, dried vegetables and other foods from the Casa De Luz dining hall. Caffeine, soda, chocolate, candy, and foods with hi-fructose corn syrup, food coloring, hydrogenated oils and MSG are not allowed on campus. Parents are welcome to provide fruit as a snack to our snack pantry.

### **SPECIAL ITEMS:**

Special items include toys, bikes, cool rocks, a special new costume. We have an official sharing day on Tuesdays. Students are allowed to bring in special items / stories to share with everyone at class during our blocked out share time. We also allow our students to bring special items on other days to play with during playground and free times. We believe this promotes sharing with other students and taking responsibility for personal belongings. Please don't bring valuables like iPads, Nintendo DS, tooth fairy money, etc. Mentors can put away special items at their discretion if they become distracting.

### **EMERGENCIES:**

We have a red emergency folder containing each child's emergency info, allergies, and medical needs, as well as a cell phone on our person during the day for emergency use.

**First Day of School: August 17, 2015**

**School starts at 9:00AM! Please be prompt to assure a smooth transition into the first day's activities.**

*We are grateful to be your mentors and can't wait to begin learning with you!!*

I acknowledge that I have read and understand this handbook

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

