



LEVEL 1
CLASSROOM
HANDBOOK
2015-2016



LEVEL 1 MENTORS:

Becky Daily becky@integrityacademy.org

Elizabeth Turner elizabeth@integrityacademy.org

IA Phone # (512) 535-1277

- **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 or emailing weekdays after 6 PM or anytime Friday - Sunday. Calls made to the school on school days by parents will be returned within 48 hours.

IA MISSION:

To co-create an educational environment that nurtures the physical, social, emotional, spiritual, and intellectual development of our students with active participation from their families.

IA PHILOSOPHY:

All humans need love, compassion, intellectual stimulation and nutrition. Integrity Academy provides not only a physical location, but an energetic space that expands past the walls of the campus.

SCHOOL HOURS:

All students: M-Th 9:00am-3:00pm
Before school program: 7:00am-9:00am
Friday camp/after school/break-camps- (GrowIn Together)

ABSENCE:

Please **notify the office** if your child will be absent. We need to know if illness is the cause of the absence.

ARRIVAL:



Children MAY NOT be left in a room unattended. The child must be greeted by the teacher before the parent(s) departs. The children should arrive before morning circle.

9 AM drop-off:

- Students should arrive between 8:50-9:00am
- If it is after 9:00am & mentors are not outside to greet your child, please walk them to the door of classroom. Please say your “goodbyes” **at the door quietly** so as to not disturb our circle time.
- Students who arrive after 9:15 AM are considered late. While we understand that unavoidable circumstances sometimes arise, late arrivals are a disruption and we ask that every effort is made to arrive on-time. Mentors are asked to communicate directly with parents when late drop-off becomes an issue.
- In cases where a child will be absent or will arrive after 9:15, parents are asked to call the office as soon as possible. If parents know ahead, they are asked to email the teachers with as much advance notice as possible.

DISMISSAL:

3PM pick-up: Integrity has implemented a **new dismissal policy**. Now we are asking you to pick up your child from the classroom every afternoon between **2:50 and 3:10**. If you arrive after 3:10, your child will be signed into GrowIn Together, the afterschool program. After 3:10, you will be charged \$10 plus an additional \$1 for every minute after that. You can park across the street in the baseball parking lot for 25 cents per 15 minutes, or you can park at Zilker Park for free and walk over. The **morning drop-off policy remains the same**. There will be curbside drop-off or you can walk your child in. We reserve the right to say no to last minute non-emergency arrangements, if this will cause us to exceed our staff-child ratio.

FORMS OF COMMUNICATION:

Integrity Academy uses a variety of methods to communicate:

- **GOOGLE GROUPS:** School-wide and class-specific Google groups, used for requests, questions, announcements, and any mid-year policy changes.
- **WEEKLY NEWSLETTER:** Email sent to parents every weekend with school-wide updates & reminders for the upcoming week.
- **WEEKLY BLOG UPDATES:** Class-specific updates will be sent on Fridays with information about and requests for the coming week.
- **ON-SITE COMMUNICATION:**



- Please email the mentors if you would like to have a discussion longer than a couple of minutes, and we can schedule a time after school to meet.
- **COMMUNITY BOARD:** We encourage families to support each other's businesses and events. Families may advertise by posting a flyer on the IA Community Board located in the front entry.
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TOYS FROM HOME:

Toys from home are **not** allowed unless specifically stated for a lesson. **One small** stuffed animal is allowed for naptime.

VISITING/PARTICIPATING IN OUR CLASSROOM:

If you would like to ever participate in our classroom, you are welcome! All we ask is that you contact us in advance to schedule a date/time & have an offering for the class (ie...a book to read, a skill to demonstrate, etc).

PARENT/MENTOR CONFERENCES:

A conference to connect & update you on your child's academic & socio-emotional status will occur at the end of every unit (every 7 weeks). All of the conference dates are on the year-long IA calendar that you all have a copy (and is also available on the IA website). **Please mark your calendars for these preset dates.**

- Conferences **MUST** be held on or before the set date on the calendar.
- Conferences are only 30 minutes. **PLEASE BE ON TIME.** If you are 10 minutes late, we will have to cancel your appointment out of respect for everyone's time.
- **ALL Parental partners** must be present.
- If you have an urgent situation to come up last minute that you absolutely can't make it, **LET US KNOW ASAP** via calling the Integrity Academy office. If you just don't show up, we actually worry if you are ok.
- Please make sure to have care figured out for your children (keeping in mind that if you have a conference near another family's, it is possible to switch out care for each other) to allow for a private conversation with us.



DAILY SCHEDULE:

Time	Monday
9:00AM	Doors open.
9:00 -9:05	Arrival, Sign in, Cubbie check
9:05-9:25	Morning Meeting (circle time)
9:30-10:00	Literacy/Math/Science/Social Studies
10:00-10:30	Cooperative Games with Mr. John
10:30-11:00	Recess
11:00-11:30	Lunch
11:30-11:45	Lunch Clean Up/Nap Set Up
11:45-12:45	Nap/Quiet Time
12:45-1:00	Clean Up Nap
1:00-2:45	Unit Project/ Outdoor Play/Free Play
2:45- 3:00	Prepare for Dismissal

OTHER GOOD THINGS TO KNOW ABOUT LEVEL 1

UNIT THEMES:

- Unit 1: Discovering Ourselves
- Unit 2: TBD
- Unit 3: TBD
- Unit 4: TBD



- Unit 5: TBD
- Unit 6: TBD
- Unit 7: TBD

SNACKS FOR CLASS:

- Each family will provide the daily fruit snack for all student for alternating weeks.
- Please review class snack schedule at the end of each week to make sure your family is providing this fruit on the correct week.
- Alterations of schedules are fine so long as the families have clearly communicated the change with each other and with the mentors

☺ **Daily Reminders:** ☺

What to Bring Labeled With Child's Name:

- Water bottle (Mondays; go home to wash on Thursdays)
- Nap materials (Mondays; go home to wash on Thursdays)
 - Blanket
 - Small pillow
 - Small stuffed animal
- Change of weather appropriate clothes in a gallon sized ziploc bag
 - shirt
 - shorts
 - pants
 - socks
 - underwear
 - closed toed shoes
- Rainjacket & rainboots (for rainy days so we can go play in puddles!)
- Warm coat, hat, gloves/mittens (for days below 50 degrees)
- Sunscreen/hat
- Insect repellent



I have read the Level 1 classroom handbook and will adhere to, and support my child in adhering to, the requirements and responsibilities of this handbook.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Mentor Signature

Date

Mentor Signature

Date