



Classroom Handbook

Level 3

2015 - 2016



Greetings Integrity Academy Parents and Students!

Welcome to the Level 3 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

School Hours

Monday – Thursday 9am - 3pm

Director: Ali Ronder Email: Ali@IntegrityAcademy.org

Administrative Assistant: Sara Ronder Email: sara@IntegrityAcademy.org

Level 3 Mentors

Aerielle Anderson - Email: aerielle@integrityacademy.org **Phone:** 512-971-9354

Meghan McGrath- Email: meghan@integrityacademy.org **Phone:** 978-505-8729

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.

Please contact Sara or Ali in the school office for all pick-up/drop-off, absence, and medical-related issues. Kindly CC all Level 3 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 3 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.*)

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.

Conferences

- Conferences are required once per unit, and must take place on or before the last week of each unit.
- We can schedule conferences at any time during the unit.
- Mentors will be documenting in-person conferences by audio-recording. This is to ensure that mentors are fully present and have a record of any action items for the future.

Class Schedule*

9-9:30 Arrival and Morning Circle
9:30-10:15 Literacy
10:15-10:45 Yoga, Movement, Gardening
10:45-11:30 Math
11:30-12:00 Lunch
12:00-12:30 Recess
12:30-1:00 Team Building with John
1:00-1:30 Solitude and Reflection/Snack
1:30-2:30 Project Time
2:30-2:45 Clean-up
2:45-3:11 Closing Circle/Dismissal

**Dismissal to parent.

IMPORTANT NOTE: Students should now be picked up from their classroom. 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.



What to Bring Each Day:

- ◆ Sweater/light jacket if A/C gets overzealous (optional)
- ◆ Re-usable water bottle (please label)
- ◆ Sunscreen and bug spray (please label)
- ◆ An open mind ready to learn!
- ◆ A smile for your fellow students and your mentors...

Level 3 Curriculum

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

Language Arts: Language Arts in Level 3 will be all about fun and self-expression through different types of reading, writing, and elocution. We will be building foundational skills, while tying projects into our thematic areas. We'll be using a variety of strategies that will take us through the creative usage of Ideas, Voice, Organization, Word Choice, Sentence Fluency, Conventions, and Presentation.

Math: Math in Level 3 will incorporate hands-on, multi-sensory activities and real-world problem-solving skills, through a variety of Math concepts. We will be building foundational skills, while tying projects into our thematic areas. We'll be using a variety of strategies that will take us through such concepts as number sense, basic computations, money, time, measurement, probability, and patterns.

Science & Social Studies: This year, our themes will encompass Science and Social Studies concepts, as well as Social Emotional learning. Throughout every theme the critical life skills of journaling, personal planning, observing, reflecting, communicating, body awareness and physical activity will be present. Project time will be more student self-directed. Students will decide on how they will present concepts they've learned and skills they've mastered. Our themes and matching fields of study for each unit are as follows:



Myself & My World: Geography, Self-Fulfillment, Classroom Community, World Cultures

Patterns in My World: Music, Art, Movement, Nature, Relationships, Math and Literature

Human Rights: Civil Rights Movement, Cross-cultural studies, Current Social issues, Ethics

Our Earth: Energy Conservation and Waste Reduction, Life Sciences, Geology

Our Future on Earth: Responsibility, Ethics, Causal Relationships, Energy Conservation & Waste Reduction

Myself & My Community: Group Process, Relationships, Communication

Solitude and Reflection: Each day our class will take time for silence, reflection, and independent work and/or relaxation. Students will have the choice of reading, drawing, writing, meditation or simply resting silently and independently. We may also use this time for other activities such as yoga, read alouds, one-on-one check-ins, or whole class meetings as the need arises.

WEEKLY COMMUNICATION: (Refer to community handbook)

- **Blog and emails from Level 3 Mentors**
- **Student Reflection journals (these will go home every Thursday and should be returned each Monday). Please have a brief conversation with your child about the entry and/or consider writing a short note beneath her/his weekly reflection.**

DROP OFF & PICK-UP

- Students will still be dropped off using the valet service as usual between 8:45 and 9:01 in the morning.
- There will *not* be a valet service in the afternoon. Please drop by the classroom and check your student out for the afternoon. At 3:11, students who have not been picked up will be brought to Growing Together. At that time, you will be charged \$1/minute/child to care for your child.

HOMEWORK:

- We will send out a weekly homework email that will provide choices for your child's individual home practice.
- Homework questions must be emailed directly to mentors. These emails will be answered promptly by the mentors, even on weekends.



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
- creation of a portfolio
- 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.

OUTDOOR LEARNING/PLAY:

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, dirty clothes should go home the same day and a fresh change of clothes should be brought with the student the next day.

SNACKS/FOOD/LUNCH:

Lunch is provided by Casa de Luz, Center for Integral Studies. Meal plans are on our website for your convenience. Caffeine, soda, chocolate, candy, and foods with hi-fructose corn syrup, food coloring, hydrogenated oils and MSG are not allowed on campus.

Students may bring their own snack of fresh fruit, vegetables, or nuts.

and

Families are encouraged contribute to the class bank of food each week so that we can prepare a snack for those who do not bring their own snack and for weekly cooking classes.

BATHROOM:

Children will give a specific signal when they need to go to the restroom. They are always allowed to go, but might be asked if they can wait a few minutes if we are in the middle of direct instruction or a presentation.

EMERGENCIES:

We have a blue 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. We will utilize the class directory as a phone tree to hasten communication in an emergency situation.



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 have read the Community Handbook and will adhere to, and support my child in adhering to, the requirements and responsibilities of this handbook.

Parent/Legal Guardian Signature

Date

Mentor Signature

Date