

Classroom Handbook

Level 4 / 5

2015 - 2016

Greetings Integrity Academy Parents and Students!

Welcome to the Level 4/5 classroom at Integrity Academy! The following pages will provide you with lots of helpful information including contact information, schedule, curriculum, and our expectation agreements between 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

Business Administrator: Sara Ronder

Email:

ali@integrityacademy.org

Email:

sara@integrityacademy.org

Level 4/5 Mentors

LouRae Doyle

email: lourae@integrityacademy.org

phone: 970-379-1030

Cera Varvaro

email: cera@integrityacademy.org

phone: 971-235-8845

EMAIL/PHONE CALLS: When communicating with staff, parents are asked to email whenever possible; however, we prefer text messaging. 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 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 families updated and informed classroom activities and events
- ✦ To communicate with you personally about our joys and concerns.
- ✦ To brainstorm & problem-solve when issues/concerns arise.
- ✦ To following *The Four Agreements* by striving to be impeccable with our word, to avoid assumptions, not taking anything personally and always doing our best.
- ✦ To respond to your calls/emails/notes in a timely manner.

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, to avoid 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	Classroom welcome and personal check-ins
10:00	Learning groups
12:00	Lunch
12:30	Recess
1:00	Cooperative Games & Movement
1:30	Social Emotional/Four Agreements Digital Citizenship

Every Thursday afternoon we will be outside on the Hike & Bike Trail for our Nature Journal Project - Please dress accordingly.

What to Bring Each Day:

- ✦ dress in layers
- ✦ water bottle
- ✦ sunscreen and bug spray
- ✦ books and materials needed to move forward in learning

Level 4/5 Curriculum

Integrity Academy employs interactive, interdisciplinary, and student-focused materials to bring all subjects to life through activities and topics that are relevant to students' concerns and lives.

Language Arts and Math: Language Arts and Math skills will be developed according to

Integrity Academy's developmental continuum. Each student will start at his or her competency level and progress independently along the continuum, applying knowledge to deepen understanding of concepts and themes. Students will be learning through a variety of formats, including games, hands on projects, as well as exploratory learning. For math, it is our hope that skill-based practice and memorization will occur mostly at home so that we are able to integrate our new learning into thematic projects as much as possible. Student progress is monitored with classroom-based assessments and student portfolios/projects.

Science and Social Studies: Unit themes will be based in science and social studies content. There will be a great deal of freedom for students to self-select a project focus within the framework of the theme. To successfully complete work, students will naturally experience the relevance of math and literacy skills.

Social Emotional Work and Self Direction Discipline: All units will have components of social and emotional awareness and skill development. Units will also encourage the skills and discipline necessary to drive self study and internal motivation. As students develop through Levels 4 and 5, they are expected to have an increasing role the direction of their own studies.

WEEKLY COMMUNICATION:

- We will publish a weekly blog and communicate with everyone through Google Groups. Please feel free to let us know what is on your mind.
- We will publish the classroom calendar on the blog. It will often contain detailed descriptions of activities and links to relevant information. This is a great conversation starter when asking about what happened at Integrity!

HOMEWORK:

- Students will have time to work on assignments in class each week. If for some reason, they are not completed in class, work should be completed over the days we do not have class.
- The thematic unit will include a timeline to help students successfully complete their projects by the end of the unit. The calendar will give you a heads up about what to expect each week.
- Reading, writing and speaking goals will be set with each student and shared with families on an individual basis.
- Plan on setting aside sessions of sustained reading each week (at least 30 minutes) to give students practice holding ideas in their minds and interacting with those ideas.
- Over the course of Levels 4 and 5 students will develop their communication

competencies in both writing and speaking through practice. They will have time to practice these competencies in class. Extra work outside of class will hasten their development and increase their mastery of written and spoken communication.

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, and one-on-one conferencing with students. Students will also have many opportunities to reflect upon new learning and assess their own progression, especially through the portfolio.

CLASSROOM MANAGEMENT:

Our primary goal is to set a positive, supportive, safe culture. Ongoing classroom meetings will take place throughout the year to reinforce expectations and to integrate positive strategies for resolving common conflict scenarios. As part of our first unit, we will read and discuss *The Four Agreements* and reflect upon how these agreements can form the basis of a peaceful, supportive environment

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 in their own snack each day as long as it follows these guidelines.

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. 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!!



appendix f - ingredient card

<p>Ingredient Card</p> <p>Recipe Name: _____</p> <p>Made/Provided By: _____</p> <p>Contains:</p> <p><input type="checkbox"/> Meat <input type="checkbox"/> Dairy</p> <p><input type="checkbox"/> Eggs <input type="checkbox"/> Soy</p> <p><input type="checkbox"/> Nuts (What kind? _____)</p>	<p>Ingredient Card</p> <p>Recipe Name: _____</p> <p>Made/Provided By: _____</p> <p>Contains:</p> <p><input type="checkbox"/> Meat <input type="checkbox"/> Dairy</p> <p><input type="checkbox"/> Eggs <input type="checkbox"/> Soy</p> <p><input type="checkbox"/> Nuts (What kind? _____)</p>
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**appendix h -
Integrity Academy Community
Member Promises**

INTEGRITY ACADEMY Community School requires parents and staff to support their child's education by agreeing to commit and adhere to the following Community Member Promises.

My family (or a family representative) agrees to:

class-specific commitments:

- ♦ make every effort to drop off and pick up my child on time;
- ♦ keep updated on class-specific information by regularly checking the class Google group;
- ♦ maintain regular contact with my child's mentors and attend all scheduled parent conferences;
- ♦ establish a home-study environment, follow-through with academic support requests, and oversee the completion of homework;
- ♦ reinforce with my child the importance of respect for the mentor and learning environment;
- ♦ replace or pay for any lost or damaged books or materials assigned or loaned to my child and for any intentional damage to facilities caused by my child;

• school-wide commitments:

- ♦ help INTEGRITY ACADEMY achieve its goal of 100% participation of all parents, staff and administration for:
 - cash donations at a level that is personally meaningful;
 - in-kind donations;
 - attendance at school-wide meetings, education nights, and events
- ♦ keep updated with INTEGRITY ACADEMY information by checking the INTEGRITY ACADEMY the school-wide Google group, the INTEGRITY ACADEMY newsletter, and my family mailbox (also in the front entry);
- ♦ fulfill my financial responsibility to INTEGRITY ACADEMY Community School;
- ♦ volunteer a minimum of 20 hours supporting INTEGRITY ACADEMY and my child's mentors;
- ♦ fill out and return school-wide feedback forms in order to help INTEGRITY ACADEMY continue to improve and grow;
- ♦ take any grievances directly to the person with whom I have an issue.

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