

Date August 18, 2015

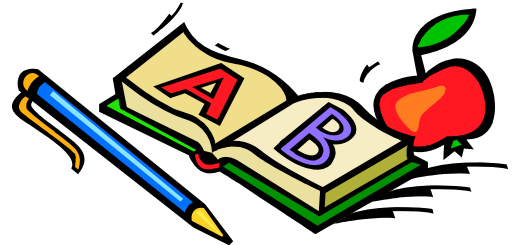
Dear families,

This week begins a brand new school year for all of us, and we would like to extend a warm welcome to our students. We hope everyone had a lovely summer. We cannot wait get to hear about all your summer adventures as well as get to know you. I hope you are all eager to kick off a fun and exciting new year full of learning and exploration.

I have put together a handbook of information to help you and your child become familiar with my expectations for the school year. Take a day or two to read through this information, sign below, and return. You will want to keep the handbook in a special place so that you may refer to it throughout the year. If you need to contact me, I prefer email if possible. My email address is amayhan@spectrumcharter.org. I check my email each day and I will respond promptly. If you do not have email, you may call the school (801) 936-0318 and leave a message. Please understand we are constantly engaged with our student so we may not be able to return or take a phone call until the end of the day unless there is an emergency. Thank you for your understanding and please do not hesitate to get in contact with Ms. Jessi or I with any questions, concerns, or suggestions. ☺

I'm looking forward to an exciting year with my class. Thank you for your cooperation in getting this year off to a great start!

Sincerely,
Ms. Audra

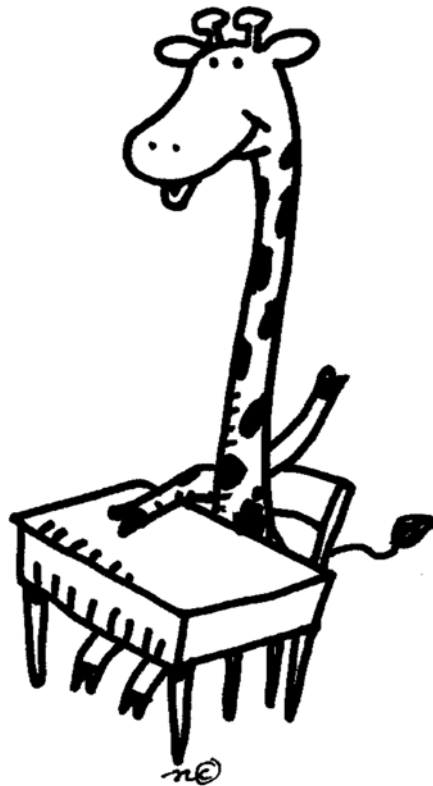


Student Name _____

Parent Signature _____

First Grade Handbook

2015-2016 Spectrum Academy



Audra Mayhan, M.S, *SpEd Teacher*
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801-936-0318

Jessi Butler, *Paraprofessional*

Welcome to First Grade!

We are looking forward to a fun and exciting year full of learning and self-discovery. This handbook outlines our classroom policies and procedures. Please feel free to contact us at any time via email. You are also welcome to schedule a conference.

Cooperative Learning

I wholeheartedly believe in cooperative learning in the classroom. I place my students in mixed ability groups so that they may help each other during the learning process. Research has shown that all students do better when they are allowed to discuss and defend their ideas as they learn. Working in small groups also helps students learn valuable social skills they will need throughout life. Parents are often concerned about grades in the cooperative learning classroom. Don't worry! All grades come from individual assignments and tests. No student's grade will be raised or lowered based on the performance of others in the group.

Our Class on the Web

We have a class web page on which we display student work and list our weekly activities. Parents can visit the web page to keep up-to-date on classroom events. Our web site is located at www.spectrumcharter.org or our direct classroom link is <http://amayhan.weebly.com/>. If you do not want your child's picture, stories, or other work on our class web page, please write me a note or send me an email. Be sure to visit our web page before you make this decision! I hope that all students will be able to be included on our class website.



Materials Needed (please note: all supplies are shared classroom supplies)

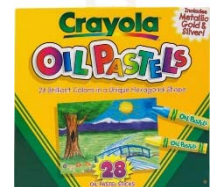
Student Supplies:

- ◆ 1 pkg glue sticks
- ◆ 1 box 28-count Crayola Oil Pastels (*please buy Crayola - they work best for little hands*)
- ◆ 1 pkg pencil top erasers
- ◆ 4 dry erase markers
- ◆ 2 thin dry erase markers
- ◆ 1 small pkg WHITE Crayola Model Magic
- ◆ 2 boxes snacks (*individually wrapped*)
- ◆ 1" binder (*filing student assessments*)



Optional Classroom Supplies:

- ◆ Box of tissues
- ◆ Clorox Wipes
- ◆ Construction paper
- ◆ Bucket of WHITE Crayola Model Magic



Parents may choose to donate supplies in lieu of volunteer hours. We will keep an updated classroom supply "wish list" posted in our classrooms and will send out an email periodically. Please consult this list when considering donations. Thank you in advance for your generosity! Remember, every \$10 you spend helping with classroom supplies = 1 volunteer hour.

Attendance & Illnesses

Regular school attendance is critical to the learning process. Our school day officially starts at 8:50 a.m. When your child is absent or tardy (after 9:00), he or she misses valuable instructional time. Please send a written note or leave a voicemail whenever your child is absent. State law requires us to code each absence as excused or unexcused. **Excused** absences include illness and doctor's appointments. **Unexcused** absences include out-of-town trips, missing the bus, and family vacations. If you know ahead of time that your child will be out of school please ask me for work that will be missed so they do not have to come back to a lot of make-up work.

Even though the school has strict attendance policies, it's important to keep your child home if he or she is sick. Schools are especially concerned about students attending school when they show flu symptoms. The policy states that a child must be free of fever for **24 hours** before returning to school. Children also need to stay home 24 hours **after** the last time they threw up. Thank you for understanding.

Behavior and Discipline

We will follow the school-wide PRIDE rules:

Ppractice listening body

Respect for all

I am accountable

Do it first request

Everybody's safe

Level Up system and Zones of Regulation
(Please note this is new for 2015-2016 school year)

In our constant effort to provide the most effective, evidence-based services for our students, we are making a few changes for the 2015-2016 school year. A positive

behavior support system helps our students understand behavior expectations and helps them succeed in all school settings.

Our elementary school behavior support system will transition from color based to a number based system (entitled Level Up), as described below:

- 1 will be the equivalent of our current "red"
- 2 will be the equivalent of our current "yellow"
- 3 will be the equivalent of our current "green"
- 4 will be added. This will allow our students to earn recognition for exceptional behavior/performance. Please be aware that 4's will be reserved for behavior above and beyond typical performance. All students will begin on a 3 and will have the opportunity to earn up or down throughout the day.

Students have the opportunity to earn their way back up after dropping a level. These opportunities are granted on a case-by-case basis at the discretion of the classroom teachers.

For all students, end of term citizenship grades will be based entirely on behavior and will be tracked through Level Up. The grade breakdown is as follows:

- Honors: Term average of 3.2 or above
- Satisfactory: Term average of 2.4-3.1
- Needs Improvement: Term average of 2.0-2.3
- Unsatisfactory: 1.9 or below

Students will have the opportunity to earn consequences (positive and negative) based on their earned level. Examples of consequences for expected and exceptional behavior include: caught-ya dollars, "classroom coupons" cards, or extra privileges. Examples of consequences for misbehavior include: completing community service, missing out on free time or preferred activities, or missing up to 2 minutes of recess.

Sensory/Self-Regulation (Zones of Regulation)
(Please note this is new for 2015-2016 school year)

Our sensory/self-regulation system is changing to the "Zones of Regulation" system, developed by Leah Kuypers. It is a color-based system that teaches our students to recognize their sensory/emotional states and develop coping strategies to assist with

self-regulation. This curriculum also has a strong social skills base and will work well with our social skills curriculum.

++ A full parent training will be offered on September 15 at North Salt for those parents wanting more detailed information. We encourage all parents to attend at that time. Should you have immediate questions, please contact Krisanne Lewis at klewis@spectrumcharter.org, or your child's teacher.

Lunch



It is the responsibility of each family to ensure that arrangements are made for students to have lunch each day. Please either order lunches for students through Utah Smart Lunches (www.utahsmartlunches.com) or send a lunch to school with your child every day. Parents are required to place an orders for lunches no later than midnight the night before however it is more convenient to sign up for lunches a week in advance. If you forget to order a lunch, there will be a \$5.00 charge for a school lunch that day. If a student forgets to bring his/her lunch in the morning, every effort will be made from the staff to communicate this with parents in the morning to ensure the child receives a lunch, whether home or school lunch, by their designated lunch time. Please note: when sending lunches from home, please send a cold lunch only as no microwave is available for heating up lunches.

Snack

We will have snack time daily before science or social studies begins (core time.) We are asking parents to donate snacks at least twice monthly to ensure we have enough snacks to go around. Snacks donated to our classroom must be purchased pre-packaged into individual servings. If your child has special dietary restrictions, please set up a small snack bin with us so that we do not need to decide whether a particular snack falls within the guidelines of a special diet.

++ In the past we have struggled with having enough snacks so please, when you are at the store, think about picking up an extra box of snacks and sending it in to our classroom whenever possible. This will alleviate any anxiety your child may experience as the snack drawer runs low and email requests need to be sent out. Please remember that this is one highlight of their day as well as it is a much needed sensory break before being asked to continue with their academics.

Allergies

It is crucial that we know of any food allergies or special dietary restrictions that your child may have. For the safety of everyone in our class, there is a strict no sharing policy at lunch or snack times.

Home-School Communication

Please check your child's backpack each day. Important notes and forms will be sent via your child. Additionally, please return any permission slips or forms as soon as possible, preferably by the next school day. Children may not be able to participate in some activities (i.e., field trips) without parental permission.

Homework



Please refer daily to your child's take home folder for any homework assignments. It is best to do homework when received; however students can return all homework on Monday from the previous week if this is more convenient for family schedules. Student's grades will be affected if they do not turn in homework.

In addition to homework, students should be reading for at least twenty (20) minutes each night out loud, including weekends. Reading time should be tracked on the provided log in the homework folder. Please note that your child needs to read 600 minutes per month.

Recess

We will go outside for recess each day, except in the event of extreme weather. Please send proper outdoor attire for your child. Also, please send a change of clothes during wet weather. When the forecasted temperature for the day is less than 45°, children will not be allowed outside without a coat or jacket.

Spectrum Academy "PLAY!" Rules:

P: PRIDE Rules

L: Leave it Clean

A: Appropriate Use of Equipment

Y: You are Safe

Book Orders

We will send home Scholastic Book order forms each month. Ordering books for your home library is a great way to earn fundraising points for our classroom.

Volunteers

Per our school's charter, parents of students at Spectrum Academy are required to donate forty (40) hours of volunteer time to the school (more if there is more than one student in your family at Spectrum). We need help planning class parties, organizing transportation for field trips, purchasing classroom supplies, maintaining our class snack supply, helping with classroom volunteer schedules/projects, and much, much more. Please check with teachers for volunteer opportunities on a regular basis to see how your family might be able to contribute.



Please contact us if you are interested in helping in our room. We cannot accept volunteers without prior notice, as we need time to prepare projects. We love grandparent helpers, too. We ask that brothers and sisters stay at home on days that you help as our students get distracted easily. Spectrum Academy requires every helper/volunteer to have a background check before helping at the school. All helpers/volunteers also need to check in at the front desk and pick up a visitor's pass. If you are uncomfortable in the classroom or your child is distracted when you are in the room, please let us know. We have many other areas where we can use your help!

Personal Property (Toys or anything that can be used as a toy)

Except on "show and tell day," toys and other personal property should not be brought to school. Any personal items found at school will be confiscated and will need to be picked up by a parent. We have had issues in the classroom where students are not paying attention as they are fidgeting with their "toy" that they are trying to hide which then causes great distress when the item is taken away. Please help us alleviate this extra anxiety. 😊

State Core and Curriculum

All lessons taught in our classroom will align with the Utah State Core for First Grade. You can view the core online at: <http://www.schools.utah.gov/curr/core/>. Please feel free to ask your teacher if you have specific questions regarding the first grade core.

