



Level 4 Handbook

Mr. Kai Clack
Grades 5 and 6

2023-2024 School Year

Welcome to Level 4

Introduction

This handbook was created to help you and your child familiarize yourselves with the major components of Level 4. Please read this handbook and keep it as a reference for the entire year. 1 This classroom also adheres to policies listed in the Willow Creek Charter Handbook, which may not be relisted in this handbook. Your student will be held accountable for the policies in this handbook. PLEASE READ

Hello, and welcome to Level 4. My name is Kai Clack, and I am pleased to be the new Level 4 teacher here at Willow Creek Charter School. This will be my first year teaching. Prior to coming to Willow Creek Charter, I graduated with a Bachelor of Science in Education from Northern Arizona University. I student-taught at Granite Mountain School in a 5th-grade classroom and did my practicum work in 6th-grade math at both Coyote Springs Elementary and Heritage Middle School. I even have one semester of practicum experience in 3rd grade at Taylor Hicks Elementary. My goal as a teacher is to create the safest classroom environment to ensure that learning is a positive experience for all students.

I look forward to another exciting year of getting to know your child and helping them reach their fullest potential in their educational goals.

Medications

The office will only provide Tums and water to students unless a Medication Form has been filled out. All medications, prescription or over-the-counter, **MUST** be turned into the office. Students are **NOT** allowed to carry any type of medication with them except if required by a physician and the Office has been notified and Medication Form completed. All medications will be stored in a locked cabinet.

Prescription Medicine: If the student requires any prescription medication, the medication must come to the Office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given. The medication must be turned into the office by the parent or guardian and a Medication Form completed.

Over-the-Counter Medications: The Office does provide Tylenol or Ibuprofen to students that have it marked on their Medication Form. Any other over-the-counter medicine sent by the parent/guardian to be administered to a student must come to the Office in the original manufacturer's packaging with all directions, dosages, compound contents, side effects, and proportions clearly marked and a Medication form completed by the parent or guardian.

Communications

School Phone Number: 928-776-1212 x. 104
Website: www.willowcreekcharter.com
My E-mail: Level4@willowcreekcharter.com

I will use the app "Remind" for most of my day-to-day communication with parents. I will send you a link to join during the first 2 weeks of school and will explain how to set the app up and accept my invitation. Remind is a free text messaging app that helps teachers, students, and parents communicate quickly and efficiently. Messages are sent in real time to an entire class, a small group, or just a single person. With Remind, you can send text messages straight to any phone, including flip phones. Remind's guidelines, practices, and features have been designed to protect the safety and security of users and their personal information. Remind has been certified by iKeepSafe for privacy practices related to COPPA, FERPA, and California Student Privacy

Grading Policy:

90% - 100% = A
80% - 89% = B
70% - 79% = C
69% -60% = D
Less than 59% =F

Homework

The students are given work every day to complete. If they have not utilized the time they have been given to complete their assignments during class, then they are expected to bring these home and complete them. For the last 30 minutes of

the day, the students will have study hall time to complete any assignments and ask me questions as needed. Unless otherwise specified, all homework assignments are due at the beginning of the next school day.

Any work not completed in class that day turns into homework, which will be expected to be completed and turned in the next school day at the beginning of class.

Late Work

Students need to be accountable for their decisions/actions - including turning in homework on time. Unless your student has documented accommodations, **NO LATE** work will be accepted unless for an excused absence. In the case of an absence, the student will have 1 day for every day missed to make up their work and turn it in. Example: if a student misses 3 days of school, they have 3 days after returning to school to make up the work.

Retake/Reteach

If a student scores below 70% on an assessment, he or she may retake the assessment to earn up to 70%

Electronic Devices

If your child brings their electronic devices to school, WCC will not be liable for them. All devices **MUST** be turned in and given to the teacher to store for the day, this is not optional.

If they are caught with an electronic device in their possession, it will be taken from them, and a parent/guardian will have to pick it up in the office. The student will no longer be able to bring that device to school for the remainder of the year.

If you need to reach your child during the day, please call the office and they will relay the message to your child.

Helpful Reminders for School

- School begins at 8:00 and ends at 3:15. Please have your students at school on time and remember to pick them up after school on time.
- Your student should bring with them every day to school, their homework, snack, a cold lunch, and backpack.
- No snacks will be sold in the office.
- Lunches must be cold lunches. There is no microwave available for student use.
- Please make sure your child has their take-home folder, a spill-proof water bottle, and lunch in their backpack every morning.
- We do not have the ability to heat up your child's food for snack or lunch.
- All students should have a classroom sweatshirt or sweater they keep at school for use when they get chilly in the classroom.
- Label anything and everything your child brings to school (backpacks, lunch boxes, jackets, etc.)
- Toys are not permitted at school (unless there is a special share day or toy party). All toys brought to school will be kept in my special drawer until the end of the day.
- Please make sure your child has his or her backpack, completed homework, binder, and needed supplies every day.
- Please send a healthy snack to school every day. **No soda or gum, please!** Water only (H2O) in accordance with school policy. **Please DO NOT send sparkling water, teas, water additives (like Crystal Light or similar), or juices. Your child WILL NOT be able to drink them in class.** Preferably a reusable water bottle each day.
- Gum, hats, and hoods are not allowed to be used in the classroom. **This is in accordance with school policy.**
- Label anything and everything your child brings to school (backpacks, lunch boxes, jackets, etc.) What your child leaves around the classroom on the floor can cause a consequence.

- Electronics are not permitted in the classroom. If they are brought to campus, they must be turned into the office. WCC is not responsible for any lost or stolen property.
- We will no longer allow students to call home if they forgot their lunch, please make sure that they bring one.
- I will play G and PG movies in class without a permission slip. For PG 13 and above, a permission slip will be sent home.

Overview of Curriculum

Every curriculum we use at WCC is aligned with Arizona Academic Standards set forth by the Arizona Department of Education. The curriculum I use is listed below by subject and a link to the company's website. I have also included topics that will be covered as well as any novels being read. As parents, you have the right to review the material that we use to teach and the academic standards that are being covered within each curriculum. Please e-mail me if you would like additional information.

Math: Eureka²

<https://greatminds.org/eurekamathsquared>

Math: McGraw Hill - My Math

<https://www.mheducation.com/prek-12/program/microsites/MKTSP-ACJ04M0.html>

Quarter	Topics
1	<u>5th Grade</u> - Module 1: Place Value Concepts for Multiplication and Division with Whole Numbers Module 2: Addition and Subtraction of Fractions <u>6th Grade</u> - Module 1: Ratios, Rates and Percents Module 2: Operations with Fractions and Multi-Digit Numbers
2	<u>5th Grade</u> - Module 2 continued: Addition and Subtraction of Fractions

	<p>Module 3: Multiplication and Division of Fractions 6th <u>Grade</u> - Module 2 continued: Operations with Fractions and Multi-Digit Numbers. Module 3: Rational Numbers</p>
3	<p>5th <u>Grade</u> - Module 3 Continued: Multiplication and Division with Fractions Module 4: Place Value Concepts for Decimal Operations 6th <u>Grade</u> - Module 4: Expressions and One-Step Equations Module 5: Area, Surface Area, and Volume</p>
4	<p>5th <u>Grade</u>- Module 5: Addition and Multiplication with Area and Volume Module 6: Foundations to Geometry in the Coordinate Plane 6th <u>Grade</u>- Module 5 continued: Area, Surface Area, and Volume Module 6: Statistics</p>

Social Studies: TCI History Alive (AZ Edition)

<https://www.teachtci.com/social-studies-az/>

Quarter	Topics/ Literature
1	America's Geographic Setting
2	Colonial Times
3	The American Revolution
4	Civics and Economics in America, Manifest Destiny to Today

ELA: Engage NY

https://lessons.unbounded.org/explore_curriculum?subjects=ela

McGraw Hill - Wonders

<https://www.mheducation.com/prek-12/program/microsites/MKTSP-BGA10MO.html>

Quarter	Module/Unit	Topics/ Literature
1	1	Becoming a Close-Reader and Writing to Learn: Stories of Human Rights. <i>Esperanza Rising</i>
2	2A, 2B	Biodiversity of Rainforests in the Western Hemisphere, Inventions that Changed People's Lives
3	3A, 3B	Considering Perspectives/Supporting Opinions: Sports and Athletes' Impact on Culture, Balancing Competing Needs in America.
4	4	Natural Disasters in the Western Hemisphere

Science: Houghton Mifflin Science Dimensions

<https://www.hmhco.com/programs/hmh-science-dimensions>

Quarter	Module	Topic
1	1,2	Scientific Method, Engineering and Technology, Matter
2	3,4	Matter, Energy and Matter in Organisms and Ecosystems
3	5,6	Systems in Space and Earth's Systems
4	6,7	Earth's Systems Continued, Earth and Human Activities.

Level 4 Behavior Plan

Every action is a choice. Fair isn't everybody getting the same thing. Fair is everybody getting what they need to succeed.

Behavior: Students have table teams. Teams earn points for working together and being on task. Teams with the most points at the end of the day earn extra class cash and privileges. On an individual level, students will monitor their own behavior choices. However, if students break rules, warnings will be given, and/or laps will be walked during recess, or other consequences. I reserve the right to change the behavior plan as needed to meet the needs of the students. Though rare, there are times where it is necessary for the entire class to receive a consequence.

Missed Recess: 5th-grade students are required by law to have 20 minutes of PE/Recess a day. Our school has 45 minutes of PE/Recess a day. Excess recess (above the 20 minutes) can be taken away for a study hall opportunity or students may be required to walk/run laps for their recess.

Rules in my classroom are few. I believe that all children are different and effective classroom management involves a few overriding tenets rather than a long list of Do's and Don'ts. At Willow Creek Charter, we are a community of learners. We are with each other for 8 hours a day, 4 days a week. We have to be able to work and help each other be the best Learners possible. If we can't work together as a team, none of us will be successful. This is a life skill that everyone must have in order to be successful in and out of school.

I believe that this age group needs to learn personal accountability for their decisions and actions. Taking on more independence and responsibility is an important part of their adolescent development and teaching the value of it helps guide them into becoming responsible adults. Learning how their choices affect themselves as well as their peers teaches them accountability for their decisions and/or actions. They need to understand that for every action/decision (good or bad) there is a consequence; whether it's a poor grade, a missed recess or a lunch that they earned. Here is a short list of what they are responsible for and what I will hold them accountable for:

1. Be kind to others

2. Come to school prepared to learn (that means sleep)
3. Complete and turn in all classroom work and homework on time.
4. Students DO NOT have a right to disrupt other students' learning.
5. I will treat you with respect, so I expect the same.
6. RESPECT!!!! Respect yourself by showing respect for your classroom and school property.
7. VOLUNTEER - Help younger students. You are who they look up to.

In ensuring that the above expectations are adhered to, I will operate with the following principles as my guide:

1. I will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
2. I will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
3. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different, even when the problems appear to be the same.
4. If you feel something is unfair, whisper to me, "I'm not sure that's fair," and we will talk.

Level 4 Student Support Plan

Teacher's Promise to students: I believe in your ability to succeed. I expect your best at all times. I listen to you and respect your beliefs and opinions, and I expect the same from you. I work hard and happily I am here to help! Please reach out if you are struggling. I am approachable. Please come to me with any problem no matter how big or small.

Google Classroom: Level 4 students will at times access our Google Classroom for assignments. Students will be given time in class to complete these assignments. Not all assignments will be available via Google Classroom.

3-Ring Binder: This binder will be brought to and from school every day, and it is an easy way for communication between home and school regarding announcements and homework. This binder is also important to learn organizational skills and accountability. These binders will be randomly checked and graded for the organization. Please check your student's binder every night!

Homework: Homework is often given that aligns with AZ state standards. All homework will be recorded in the student's class planner. Students will take home their homework every day in their binders. Please make time with your child every night to assist him or her with homework. Homework must be turned in by 8:15 am the morning it is due to be accepted. Turning in homework completed and on time is essential to learning personal accountability. Students who do not complete homework on time will have to partake in a 25-minute study hall during lunch recess that will allow students the opportunity to complete their homework.

Open Door Policy: Please feel free to email or call me at any time. I am often available for an afterschool chat, or we can schedule an appointment.

Interventions: Interventions are extra time for your child to learn the standards for the year. These interventions are extremely important and are mandatory in cases of lower standardized testing scores and progress monitoring scores. These interventions will usually take place during school hours; however, we may request students stay for study club.

Level 4 Classroom Personal accountability and responsibility:

Accountability and responsibility are very large parts of level 4 as this is an age where students need to take accountability for their own actions and make responsible decisions. This is part of the education process for this age group. Sometimes this is a very hard lesson, especially when the consequence is negative (i.e. missing recess to do homework, missing ranch roundup, etc). Please remember that your student is receiving this consequence because of his or her actions and your student will learn this lesson best when parents and teachers work together to instill these values. Actions have consequences at school and in the real world. Students are accountable and responsible for completing their homework and turning it in daily as well as their behavior throughout the day. They are provided the tools for self-management through goal setting and an emphasis on organization, but ultimately, the students need to complete assignments and behave respectfully. Remember every action is a choice!

Goal Setting: Setting and achieving goals is an important part of being a successful student in high school and the real world. In level 4, we focus on setting goals and creating plans to make sure we are successful in achieving these goals.

Organization: Staying organized is an essential skill in personal accountability and goal setting. Developing and maintaining organizational skills through a 3-ring binder will be an important aspect in level 4.

Cleanliness: For the health and safety of the students, Level 4 will maintain a strict cleaning policy. Students will be expected to help preserve the cleanliness of the classroom as an exercise in responsibility and respect as well as safety. This includes: wiping down desks with disinfectant wipes, dusting, and keeping personal spaces clean. Students who do not pick up their personal items AFTER being asked to do so, will walk laps during recess.

Copies: As Level 4 is geared toward building responsibility and accountability, students will not receive extra copies of lost assignments. Students will receive ONE copy of an assignment. If this copy is lost or destroyed, the student will have to speak to another student to attain another copy. Students who are absent will receive copies from the day they were absent.

Bathroom Breaks: Level 4 students are now old enough to wait to use the restroom until appropriate times. Students are allowed to freely use the restroom during independent work, group work, or lunch. Students are NOT allowed to use the restroom during direct instruction. If there is a medical reason that students cannot follow this policy, please speak let us know ASAP.

Classroom Rules (Rules are in addition to school rules listed in the WCC Handbook):

- 1.) Be Kind
- 2.) Be Safe
- 3.) Be Responsible
- 4.) Be Respectful

Level 4 Supply List

Willow Creek Charter School will provide each student with pens, pencils, glue, and scissors. markers, colored pencils, and notebooks. This fee will also include a Willow Creek T-Shirt to be worn on Thursdays. However, if your child wants their own individual supplies you will need to supply those for your child

- Lunch box or bag
- Backpack
- Water Bottle (reusable)
- 3 Ring Binder
- 5 Dividers

Please Sign and Return This Page Only
by July 30, 2023
Level 4

STUDENTS NAME: _____

We have read through the Level 4 Handbook and understand what the expectations are both behaviorally and academically.

Signature of Student

Signature of Parent