

Back to School Night Agenda

September 22, 2011

Welcome to my Classroom!

*Quick tour of my wild animal themed classroom!

*Daily Schedule-General Schedule, APE Mon/Wed at 9:30 am. Other service schedules are still being created. Hold tight!

*Centers/Rotations

-Red (Art), Purple (Phonics, Math, Functional Skills for ex. Game playing, following directions), Blue (Phonics), Green (Math), Yellow (Art, Functional Skills)

*Staff

-Instructional Assistants; Mrs. M, Mrs. N and Ms. Lorey are classroom staff. There are also 1-1's for students as well as behavior tutors specific to needs of students. Please note, one of my instructional assistants is out due to illness for an unspecified amount of time. We are also waiting for another behavior tutor to be hired. Due to this the class is short staffed which can effect email/communication books.

-OT (occupational therapist) Irene, PT (physical therapist) Heather, SLP (speech and language pathologist) Julie Meves, APE (adaptive physical education) Coach Jerry.

*Home to School Communication Notebooks

-Overview of communication book in group

-They must be sent to school **daily**, please read the notes I write! It is very important to be consistent with sending, reading and **signing** the communication books, this is the main way that we are able to communicate aside from emails. I do not write in the books on Wednesday due to the shortened day. If something big happens that I feel you need to know about I could still email you on a Wednesday. However, I still read the books, so feel free to write reports from home

as needed. Please note that I typically send home hard copies in the book and may also send it as an attachment in an email.

-Also check your emails periodically, I send 2-3 home weekly depending on how busy the schedule is. Typically I return emails within 24 hours or less. Unfortunately, due to staffing I am going to have to give myself 48 hours to return emails. If you email me on a Friday I will email you before Tuesday after school.

-Homework: Every Friday, your child will have a weekend homework sheet. Please fill in three activities or happenings from the weekend. We use this information for our social and communication skills during the week. Plus, the kiddos really like to share and they know when they don't have homework and it bums them out!

*Classroom activities

-Weekly trips to the library (schedule still to be determined with Mrs. Riddle)

-Twice Monthly music with Mrs. B and peers

-Computer Lab (Schedule still to be determined)

-We typically take one big field trip a year with our field trip money. We have not yet decided where we are headed this year, but we will keep you posted.

*General IEP Information

-I do my best to send home all progress on current goals and proposed future goals at least 2 weeks before the IEP. I do this to cut down on IEP meeting time and make the meetings more efficient. When I send home goals/reports/progress I assume that you are reviewing it so that you are able to email with any questions prior to the IEP.

-We continue to have IEP meetings before and after school only (unless there is a serious hardship). That means IEP's will be held at 7:30am and 2:00 pm. Periodically due to scheduling we have to hold meetings during the day which can make the day hard on the students, and tends to mean I will not be able to write in the communication books.

***General Questions or Concerns?**

-School starts daily at 8:10 am. We get children off the bus at 8:00 am. If your child has not arrived at the classroom by 8:10 they will be marked tardy and need to be brought in through the front office. Everyone has been doing well with this, please continue to take your children to the front office when late.

-Please continue to email me at ESulack@iusd.org I turn my phone ringer off at 8:00 am as I am unable to pick up the phone during the school day. If you have an urgent need call the front office and ask to be transferred. The front office number is 949-936-5900. Thank you!

-Office Hours: My office hours are Tuesday/Thursday from 2:30-3:00pm. This is the time I will be trying to catch up on responding to emails or returning calls. If you would like to make an appointment feel free to shoot me an email and we will set one up during office hours. There will sometimes be days when I am unable to hold office hours due to meetings etc. I will respond to calls etc. the following office hours.

-Supplies: The donation list for our class was sent home the first day of school in the communication books as well as via email. Unless you tell me otherwise, donated supplies are utilized for the entire classroom. If you want to have your donated supplies only be used for your child please write me a note or send me an email. Due to the high level of toileting needs in my classroom we go through wipes quickly. If you would like to donate something, it would be lovely. I have a little wish list of things that I would love if anyone would like to donate...

*Wish List: Boxes of Costco baby wipes (my personal favorite, but any are great), Lysol/Clorox wipes, paper towels, printer paper, toys/pencils/stickers etc. for the joy bucket/treasure chest

Quick Notes:

*The front office is open daily from 7:30 am-4:00 pm.

*Wednesdays are always minimum days unless otherwise specified. Students are dismissed at 1:40 pm. If there are other minimum days I will be warning you ahead of time!

*If our child is going to be absent please call 949-936-5901 before 9 am. Also, if possible please call or email me so I am kept updated. If you know your child will not be attending school for any reason, please contact transportation at 949-936-5370.

*Conference week begins on Monday, October 10. The entire week, October 10-14 will be MINIMUM Days (dismissal at 1:00pm), please make note. I will be sending home information regarding setting up conferences the first week of October. These conferences are the time for parents to meet with me regarding their child in particular.

*If you need to pick your child up early, please sign in at the front desk. The secretary and clerk really appreciate you stopping to check in with them and it will keep the classroom disruptions to a minimum.

Thanks for stopping by,

Liz Sulack