KENNEDY MIDDLE SCHOOL

Teacher: Kyrstyn Karle-Sloan

September 5, 2017



Welcome back to another great school year. My name is Kyrstyn Karle-Sloan and I am the teacher of the Cognitive Impaired - Moderate Program (MOCI) at Kennedy Middle School. This is my Twenty Fifth year of teaching and I LOVE working at Kennedy Middle School. I am looking forward to working with the young adults and families in order to make this an exciting and productive school year.

I earned a Bachelor's Degree in Education from Wayne State University and a Master's Degree in Special Education from Oakland University. I am certified to teach K-8 Self Contained Elementary, K-12 Cognitive Impaired, and K-12 Autistic Impaired. I am continually updating my knowledge by attending conferences and workshops.

On a personal level, I have been married to my husband for twenty-two years (this November). Our son Aidan is thirteen and a half years old and started eighth grade. Our daughter Evelyn just turned six years old and is starting Kindergarten this Thursday.

If you have questions or concerns please feel free to call me between 8:15 a.m. - 8:30 a.m., during my conference period 11:35 a.m. - 12:15 p.m. or between 3:40 p.m. - 4:00 p.m. at 586-285-8858, write a note in your Parent-Teacher Communication book, or send me an e-mail at kkarle-sloan@lsps.org.

I ask that if you would like to have a telephone conversation that you call before or after school or during my conference hour and NOT at other times because the students are in the classroom, and it is difficult to give you my full attention when the students and I are in the middle of a lesson. My prep period is from 11:30 a.m. - 12:15 p.m. Our lunch time is scheduled for 12:50 p.m. - 1:25 p.m. I will inform you of any changes in this schedule.

The beginning of the year is always a busy time. Routines and procedures will be up in the air for a few weeks due to adjustments in the classroom and building schedules. There are currently 12 students enrolled in our program. We are going to spend the beginning of the year working on appropriate school behavior and interactions with friends and staff as well as beginning of the year assessments. Please feel free to communicate with me via communication book, email, or a telephone call.



Kennedy Middle School Staff

Mrs. Judy Jasinski is the classroom teaching assistant. She provides support to the classroom instruction in a variety of environments including the classroom, school (locker room, cafeteria, and bathroom) and the community setting. She has worked in this position for 18 years.

Mrs. Jennifer Villasurda is the classroom lunch aide. She will be with us from 11:00 a.m. - 2:15 p.m daily as well as on field trips.

Mr. Matt Wood is the Adaptive Physical Education teacher.

Mr. Pat Donohue is the Principal of Kennedy Middle School.

Mr. Ed Baalaer is the Assistant Principal of Kennedy Middle School.

Ms. Stephanie Nichols is the Speech and Language Teacher.

School Address

John F. Kennedy Middle School 23101 Masonic St. Clair Shores, MI 48082

Classroom Telephone: 586-285-8858

Office Telephone Number: 586-285-8800

Fax Number: 586-285-8804



MONDAY - FRIDAY

Students are admitted into the building at 8:30 a.m. Students are dismissed at 3:25 p.m.



Calendar for the Week

Tuesday September 5, 2017: Getting to know your locker, start to unpack items, getting to know you activity, introduction to the daily routine, Snack, Physical Education, Today at School, and Prize Box.

Wednesday, Thursday, and Friday September 6, 7, 8, 2017: Putting away items and labeling items, assign lockers in locker room, practice opening and closing locks, P.E., starting assessments.



Picnic

I am tentatively scheduling a class picnic for Thursday September 22, 2016. Students will practice cooking skills and self management skills by packing a lunch at school the day of the picnic. More information will be send home at a later date.



Class Website via Schoology

The class website is up and running as well as our Schoology site. The class website is always a work in progress and can be found at the following web address: http://moci.weebly.com/

Schoology will require you to log in and set up an account. More information will come in a separate letter in the folder sent home today.

In an effort to support the reduction in use of paper at KMS and the other Lake Shore Schools the weekly Monday Newsletter, lunch menu, and classroom calendar will be available on the classroom website and on our Schoology site. This week and next week I will be sending home hard copies of all newsletters, calendars, etc. I will be switching to using the class website, Schoology, and email for sending home newsletters etc. starting September 18, 2017. Please make sure that I have an email address for you. You would have been asked to include one when you filled out your information during your Info Snap registration. Items that need to be signed and returned such as permission slips will still come home as a hard copy with the students as well as via email and Schoology. I am going to create a class email list that would be sent out as a blind corresponding copy to all families so that I can directly email you the weekly newsletter and other pertinent information. Items such as the student handbook, lunch menus, and other forms can be found on the www.lakeshoreschools.org website.



Remind

I will again use Remind (formerly known as Remind 101.com) to send out one way text messages to those who sign up. Reminders include early release dates, field trips dates, lunches, etc. I believe that many families found this form of communication very helpful. I would highly encourage you to sign up for it. Information on sign up procedures are on a separate handout in the packet of information coming home today as well as on the class website and Schoology.



Curriculum Night

Our Open House/Curriculum Night is scheduled for **Wednesday September 27, 2017** from 5:30 p.m. to 7:00 p.m. The date has been changed to later in the month due to building construction.

Please come straight to the classroom where I will be giving a brief presentation about the classroom starting at 5:40 p.m. We will be having a presentation from the Friendship Circle Research Study facilitators starting at approximately 6:30 p.m. We will be continuing our study from last year.

This is the only Open House for the MOCI Program for this school year.



Curriculum

The Cognitive Impaired-Moderate Program at Kennedy Middle School utilizes the Macomb County TMI, SMI, SXI Community Referenced Curriculum. This curriculum is used by the elementary and high school programs as well as the Macomb County Center Based Programs at Bovenschen and Peters Schools.

The curriculum is divided into the following instructional domains: Self-Management/Home Living, Community, Vocational, Recreation/Leisure, and Embedded Skills (Motor, Communication, and Social). We also implement and teach the Michigan Extended Benchmarks in English/Language Arts, Math, and Science as well as the Common Core Extended Benchmarks for Math and Reading. Alternative assessments are given to the students to determine present level of skills and progress towards those benchmarks as well as progress on current goals and objectives.

Daily activities and lessons are created based upon student goals and objectives using the various domains as the foundation on which to build lessons. For example, a student may have the following objective: Will count objects one through ten. On Monday, the lesson may be learning how to set a table for a group and the student will have to learn to count the correct number of forks, cups, and plates to set the table for a meal. This lesson helps the student learn how to set a table, which is part of the Self-Management/Home Living Domain,

while practicing how to count objects up to ten. Student goals and objectives are charted and documented during various activities to determine growth towards the objectives as well as generalization of the skills.



In the past I have send homework Mondays - Thursday. It was generally one sheet of paper with math work on both sides specifically set up like our morning math sheet. I found that some students and families wanted homework and others did not. As a parent, I understand how time is limited in the evening and you may prefer to spend your evening with your student and not necessarily doing homework as the activity. At this time, I am not assigning home work. Students have asked me for any extra copies of pages we have completed in class and I always give them out if they ask, but I am not expecting it returned. Students earn credit for their classes. No grades are assigned for any classes. I can provide some worksheets for students who ask for something to complete at home that that are copies of old pages that students may have completed in class. There may be occasional activities that students need to complete with their families and then return to school.

I have thought a lot about this and hope that this method is more supportive to all families than just assigning homework every evening to have half of the students not complete it. Thank you for your support with this.



Rules

To ensure that a good learning environment is present, rules and procedures will be developed and enforced. I believe that I am here to provide the students with a safe, structured, and pleasant learning environment. With that in mind the young adults will be taught our classroom rules and procedures during the first weeks of school and reinforced and practiced throughout the rest of the school year. Rules will be demonstrated and role-played in order to ensure that the students understand what is appropriate and expected and what is inappropriate. Opportunities to practice these developing skills will be provided on a daily basis.

If you, the parent, and we, the school staff, encourage and reinforce the following of these rules then your young adult will benefit on both fronts and continue to make progress in his/her education. Mrs. Jasinski, Mrs. Villasureda, Mr. Wood, and I thank you for your support.

Our classroom rules are as follows:

- 1. Always keep your hands and feet to yourself.
- 2. Always walk quietly.
- 3. Always put supplies away.
- 4. Always work and talk quietly.
- 5. Always follow directions the first time.

The classroom staff will be reinforcing the following of these rules through verbal support and praise as well as through positive notes or phone calls home to parents. Positive reinforcement of appropriate behavior is provided using a classroom token economy system. Students will earn pennies based upon appropriate behavior displayed during each work period. Students will have the opportunity to exchange their pennies for larger coins and spend their money at the classroom store. Parents can reinforce appropriate school behavior by reviewing the behavior sheet sent home at the end of each day and providing praise. We are always looking for small prizes to place in our prize box. If you are willing to donate some items it would be greatly **appreciated.** Items that would be appreciated include small rubber balls, small chapsticks, special pencils or pens, hair items, crayone, etc. Please NO FOOD TREATS.

Students also have the opportunity to earn awards from me for outstanding effort whether in the classroom or the school or with a guest teacher. Students are also included in the monthly student of the month awards. Students from my classroom are selected based upon classroom behavior and work performance. Students who display appropriate behavior by staying on a happy face and putting forth a good attitude and effort have the opportunity to be recognized for student of the month. This is a school-wide positive reinforcement system and we have found it to be a positive addition to the classroom token economy system.



A recommended supply list is attached on a separate piece of paper. Please have your young adult help assemble these items and bring them to school by Monday September 11, 2017.

I will provide each student with storage containers for his or her emergency clothes and grooming supplies.
As a student runs low on these needed items we will send home a supply request sheet so that the items may be replenished or you may choose to have your student buy needed items while on our CBI trips.



Your student will be bringing home his/her folder every evening. There may be work to complete or permission slips. Please review all contents. It is greatly appreciated if your student brings this folder back and forth to school on a daily basis.

You will find a daily behavior and activity sheet completed by your student and the classroom staff in the folder. At the top of the sheet are the classroom rules that your student will be following and the picture symbols associated with them. The bottom of the sheet is the daily schedule. It changes daily and this is a great way to discuss your student's day at school. Your student will be able to point to each picture and tell you what it means and what took place in school. I have

found that parents enjoy this activity with their student.

Communication Log

I believe that it is important for the families and I to have a means through which we correspond through writing. You are always welcome to email me. I check it during the day and generally at home, but I cannot always guarantee that I will check it at home. When I do check my email at home it is usually one time after my children are in bed.

I do think it is valuable for us to have a communication log that your student brings home and to school daily. Your student has been assigned a composition book which we will use for this purpose. It is expected that each student in the MOCI program will bring his/her communication log to school every day. The log is written communication between home and school.

Please initial the communication book each day so that I know you have seen the daily entry.

Please feel free to write comments or notes to me on a daily basis. This provides us with the opportunity to share news and information as well as provides for a running dialog and documentation.

There will be times that I am unable to write you a note at the end of the day due to classroom circumstances. If something comes up that you need to be aware of then I will email you or call you.

Please check the communication books daily. I ask that you leave the pages in the composition book and not remove them in order that we can reflect on the information together. I enjoy keeping in touch with families and have found this an extremely effective communication strategy.



Absences

If your young adult is going to be absent from school please call the Kennedy Middle School attendance line at 586-285-8802 before 8:30 a.m. The absence line is automated. It is important that you leave a message including the date of the absence, your student's name as well as a statement that your young adult is in the MOCI program. It is also necessary for you to notify the bus compound that transports your young adult to and from school.

If your student leaves school early then please remember to call the office prior to your arrival so your student is ready for you as well as call your bus compound so that the bus does not come to Kennedy to pick up your student.



Calendar

Calendars will be available monthly on the KMS website to inform you of upcoming activities in the MOCI program as well as at Kennedy Middle School. The calendars are always tentative and subject to change.



Lunch

Lunch will be available beginning Wednesday September 6, 2017. Please note that Kennedy Middle School offers a variety of lunch choices each day. With a variety of choices also comes a variety of prices. Lunches range from \$0.40 for milk

to \$4.00 for a large salad. The students have a minimum of five different choices for lunch. Each day the students decide what they will have for lunch from the various choices offered. Using pictures symbols as their guide, they make their selection and use their identification card to check in under the lunch they have decided upon for that day. Please remember that students must choose at least three of the five components to have lunch qualify for the lower priced lunch. If the lunch does not meet the requirements then the higher ala cart price will be charged. There are so many choices it can be very overwhelming to students to make good selections. Many times families will select one day per week to buy hot lunch and send a lunch from home on the other days in order to better supervise the food selections available to his/her student.

You may choose to send in money each day with your student in order for him/her to make their purchase or you may choose to send a check to school and have money deposited into your student's lunch account. The cost of the lunch is deducted from the account as the student makes his/her purchases each day. We will send you a note when the account is low so that you may replenish it.

Reduced and free hot lunch forms were included in the Info Snap registration process. Please make certain that you reenrolled if you would like to receive free or reduced lunch. The forms need to be filled out and returned to school by Thursday September 7, 2017 if you have not done so as of yet. It is my understanding that you must reapply for reduced and free hot lunch each year. If the forms are not returned then the cafeteria will charge your young adult full price for lunch starting immediately.

Ala Carte items such as baked chips, bottles of water, etc. are for sale in the cafeteria during lunch time. Many times the students ask us if they can purchase these items. If you would like to provide your student with the opportunity to purchase these ala carte items then I request that you send in a written note with your young adult each day that you are allowing the student to make a purchase from the café that is beyond the standard lunch. I don't want the student to deplete his/her lunch account buying snacks or eating items that you prefer he/she does not have.



IEPT Meetings

IEPT meetings are generally conducted on during my preparation period throughout the school year. IEPT meetings are scheduled during the day and are the length of the class period (approximately 50 minutes). Meetings are usually scheduled either two to three weeks prior to the date of your student's last IEPT at a mutually agreed upon date.

I will contact you prior to issuing the IEPT invitation in order to confirm if the date selected will fit your schedule. All IEPTs will be completed by April 30, 2017 per Lake Shore Schools Special Education Department policy.

Invitations will be sent home with your student with a signed form to return to me indicating that you have received the invitation.



Daily Schedule

In order to ensure that you have a picture of the MOCI Program at Kennedy Middle School, I am providing you with a general daily schedule. Activities and topics are subject to change as necessary to provide the most appropriate education for the students.

Activities are all state benchmark driven, curriculum driven, and objective driven. They are taught to help students master content and develop life-long living and working skills.



Learning starts from the moment the students step off the bus. Appropriate and safe movement and behavior as well as appropriate social interactions with all students and staff while traveling through the hallways is modeled and taught as students enter the building. Dressing skills including unbuttoning and unzipping along with responsibility are taught while students put their belongings away at their lockers and enter the classroom.



Students and staff review the daily schedule, classroom rules, jobs for the week, and calendar information. Students are also provided with the opportunity to address their classmates, share information, improve communication and interaction skills, and develop listening skills. This will rotate daily so as each student is provided with the opportunity to address the group at least once per week.



Arrival & Grooming

Students are taught that it is expected that they come to school ready to work. Part of that preparation is to check their appearance before the school day starts. Students are taught a series of steps through the use of picture prompts in order to develop and improve grooming skills and work readiness skills as they prepare for their work day.



Snack

Students are provided with time to eat a healthy snack brought from home. Our lunch is at 12:50 p.m. and that is a long time to go without a snack. Students will need to bring a snack from home each day.

Morning snack suggestions include grapes, oranges, a pear, an apple, banana, a bagel, cheese sticks, pretzels, half of a healthy sandwich, or a yogurt. PLEASE DO NOT SEND IN POTATO CHIPS,

COOKIES, BROWNIES, or CANDY FOR SNACK. It is very difficult for students who cannot eat these types of items to watch other students eat them for snack. I encourage you to pack something filling that is filled with fiber and protein. These are great brain building blocks. These snacks provide students will the opportunity for a mid-morning energizer as well as the opportunity to learn simple meal preparation skills such as setting the table to match the meal selection, washing fruit, and cleaning up. Additionally it provides students with the opportunity to develop feeding skills and utensil usage, appropriate table manners including requesting items, and interacting appropriately with peers.



Skillstreaming

Students participate in skill streaming lessons on a weekly basis. These lessons are co-taught by Mrs. Glombowski, our school social worker, and myself. Lessons include a variety of topics such as how to be successful in school, the appropriate steps for listening to a speaker, making appropriate comments to others, manners, and group conversations to improve social behavior and improve communication skills. We have found that our lessons are a great way for our students to come together and learn appropriate, life-long skills in a fun, group setting. Our goal is for the students to learn life-long skills that can be learned and generalized to a variety of settings and activities.



Locker Room

Students will be changing their clothes before and after gym in order to practice dressing skills including tying shoes, applying deodorant, turning clothes right side out, buttoning, and zipping. Students will need a pair of shorts, sweatpants, a t-shirt, sweatshirt, socks, gym shoes, and deodorant. Please be certain that the clothing is incompliance with the Lake Shore Public School dress code (No tank tops, no clothing with holes, shorts that are fingertip in length, shirts must have sleeves).

The teacher and assistants accompany students to both the boys' and the girls' locker rooms in order to assist with dressing skills as needed or not needed for each student.

I will provide each student with a key and lock for the locker room. If your young adult loses the key or lock then he/she will be charged \$5.00 in order to replace the lock. This is the same fine imposed upon the rest of the KMS student body.



Adaptive Physical Education

Students will have the opportunity to improve motor development and increase their awareness of leisure activities as they participate in Adaptive P.E. each day. If your young adult needs to sit out of gym class

then please send in a note with your young adult and I will give it to Mr. Wood.



Classroom Cooking

Students prepare lunch in the classroom once a week. Students are asked to donate \$3.00 per week to help defray the cost of groceries if he/she will be eating the lunch we cook. A weekly note will be sent home to inform you of the lunch menu for the week. Cooking will take place on Thursdays. Please send in donations with your young adult by Wednesday. Students who choose not to donate will need to bring a lunch from home or get their lunch from the cafeteria on the days we cook.



Students have the opportunity to learn and practice self care skills including fastener manipulation, grooming, dental care, and bathroom skills. These skills are taught in naturally occurring activities throughout the day.

Students will brush their teeth, wash their faces, and brush their hair after lunch each day. Each student will be assigned a two minute timer and taught how to use the timer. This may be difficult at first, but we will slowly build up to brushing our teeth for two minutes as well as using appropriate amounts of toothpaste when brushing.



Personal Functional Academics

Students have the opportunity to learn and practice the skills necessary to improve independence such as learning to write personal information such as name, address, and phone number, counting, money skills, and picture symbol recognition, functional signs and words like MEN, LADIES, EXIT. Lessons vary based on students needs.

23/3/2 Math

Students will continue to work on counting and identifying numbers 0 -50, counting by 1s, 2s, 5s, and 10s, repeating various patterns, identifying quantities, reading graphs, identifying and stating the value of coins and currency, counting like groups of coins and currency, understanding patterns and relationships such as ratios, and reading analog and digital clocks. Students will continue to develop the ability to add and subtract using manipulatives, touchpoints on numbers, and calculators. We are also going to create math journals. This will be a work in progress and I am looking forward to seeing how we can use the journal to increase our math skills.

English/Language Arts



Students will be exposed to sight words including colors, days of the week, months of the year, functional signs such as Men, Women, Poison, Exit and the Dolch Pre-primer and Primer Word List.

Students will also listen to and read fictional stories such as The Outsiders and Holes as well as informational text including newspaper articles, directions, and recipes to build comprehension and increase knowledge of the world around them.



News - 2- You

Students will be receiving a weekly picture newspaper ranging in length from 8-20 pages long. It covers current events including news, politics, sports, movies, and weather. If the students learn new information then they will be motivated to communicate that new information with others. We will be reviewing the newspaper as a piece of informational text and your young adult will bring the full newspaper home on Fridays. Encourage your young adult to talk about what he/she has learned.



Students have the opportunity to learn and practice skills necessary in writing personal information including his/her name, address, phone number, and birthdate. Students will also have opportunities to express themselves using our daily journal activity.



Journals

Four to five times per week the students will be presented with a journal topic. Students will dictate their journal entries to staff using this time to practice creating a sentence to relay information to another person on a specific topic. Students who are able will copy or trace their dictated sentences into their journals.

Journal topics are varied. Examples include: Dictate a sentence describing what you did at home last night; Dictate a sentence describing this week's News-2-You; Dictate a sentence describing a piece of artwork. This activity is modeled for students and discussion accompanies this activity to ensure that the students understand that they are learning to communicate information with others. We are also focusing on editing our personal writing including starting sentences with capital letters and ending with a period.



Vocational Experiences

Students have the opportunities to learn and practice skills necessary in obtaining and keeping a job in the future including being on time to class, having all necessary supplies for class, getting along with co-workers, and doing his/her share of the job.

There are times that students will work in the classroom on vocational tasks. These jobs teach a variety of skills including sorting, counting, packaging, assembly, on the job behavior, task completion, production accuracy and speed.

We are always looking for real work in order to teach the students new skills. If you work for a business that needs items packaged, envelopes stuffed, papers collated then PLEASE contact me. You supply the materials and a sample and we will complete the task.

Over the years we have completed a variety of tasks for the school office, stuffing and addressing Holiday cards for a real estate company, paper shredding, assembling newsletters, and stuffing and labeling envelopes. These tasks taught the students many work skills including staying on task, obtaining help when needed, requesting or seeking needed materials, and displaying appropriate behavior in the work environment.



Cleaning

Students help clean the classroom each day. Students are assigned or volunteer for a variety of jobs including washing dishes, drying dishes, vacuuming, sweeping, folding laundry, and washing clothing.



Community Based Instruction

All students will participate in community based instructional trips. These trips provide each student with the opportunity to learn and practice money handling skills, communication with others, and transportation skills while accessing the community. Trips are planned to Target, Kroger, and Meijer. We are also planning a trip to see a ballet performance (we are hoping that it will be in May), the apple orchard, and a few other ideas. We will be using the school bus to go to these locations.

Some of these trips will require money. I am asking that all monies whether for these trips, lunch, or other activities please be sent in a wallet with your student. It will also benefit your student if he/she carries a wallet to school on a daily basis. Wallets can be purchased at a variety of stores such as Target, Kmart, Meijer, Kohl's, or Old Navy.



- 1. Allow your students to select and purchase a **new wallet**. A new wallet will provide him/her with the feeling of ownership, pride, and responsibility. He will also see that you feel this is important by purchasing a new wallet just for him.
- 2. Select a wallet that works. Make certain that all of the snaps and zippers on the wallet are in working condition. There should be no holes in the wallet that money or change could fall through.
- 3. Select a bi-fold wallet or a straight clutch wallet that does not fold at all. It is important to make certain that your students is able to open and close the wallet independently. Some of the tri-fold wallets are too difficult for the students to manipulate without assistance. The student cannot begin to learn to make purchases independently if he is not able to manipulate the wallet without assistance.
- 4. Look for a wallet with a pocket for Change or get a separate change wallet for your student (coin wallets are usually found at the hardware store-small pliable plastic containers with a slit down the middle).

I encourage you to begin to use a wallet with your students. In order for your students to gain the most out of this experience it is necessary that he

wears pants with pockets otherwise there is no place to put the wallet and then he misses an important part of the instruction. The students are great at letting me know that they brought money in their wallet. Feel free to send them in at anytime throughout the school year. We have a collection container located in our classroom.



Friendship Circle

Our first trip to Friendship Circle will take place October 17, 2017.

This year our funding to cover the cost of our trips is being paid for by the Friendship Circle as we have been invited to participate in the second year of a grant study. More information about Friendship Circle and the study will be shared with you at Open House.



Pop Top Tabs

The KMS student council will be collecting pop-top tabs to turn into Ronald McDonald House. This pop-top collection takes place in May, but the students can bring in any pop top tabs throughout the year to place in our holding container. The class with the most pop-tops will win a prize from the KMS Student Council.



The KMS PTC will be collecting Box Tops for Education throughout the year.

Just a reminder that the KMS Open House is scheduled for Wednesday September 27, 2017 from 5:30 p.m. to 6:30 p.m. It will be held in the classroom with a presentation to start at 5:40 p.m. This is the only Open House for the MOCI Program.

I know it will be a busy and exciting school year. I know many of the students are looking forward to returning to school and their routines. Please keep the lines of communication open with me as I will with you. Don't hesitate to contact me with questions or concerns.

Kyrstyn A. Karle-Sloan Teacher of the MOCI Program

Telephone: 586-285-8858

E-mail: kkarle-sloan@lsps.org

Class Website: http://moci.weebly.com/

Student Schoology Access Code: 96C9V-QGQ2C

Parent Schoology Codes were sent home with students on a separate letter.

Remind: Text Message updates see attached sheet to sign up. Regular messaging rates apply.