



**WADE KING
ELEMENTARY
FAMILY HANDBOOK
2016 - 2017**

WADE KING ELEMENTARY SCHOOL

VISION

Wade King Elementary School aims to develop knowledgeable, skilled, compassionate, principled, and action-oriented young people through a rigorous program of inquiry. King students become internationally minded individuals who help create a better world.

MISSION

Wade King Elementary is a learning community of adults and children, offering the International Baccalaureate Primary Years Program. Building upon the understanding of their own cultures, community members acquire a second language and gain a deeper understanding and respect for other cultures and global interactions. Learners apply and use their skills and knowledge through six transdisciplinary themes of inquiry and take meaningful action based on their new learnings.

MOTTO

‘CHANGING THE WORLD’

WHAT IS THE INTERNATIONAL BACCALAUREATE ORGANIZATION?

The International Baccalaureate Organization was founded in Geneva, Switzerland in 1968 as a non-profit educational foundation. Its original purpose was to facilitate the international mobility of students preparing for university by providing schools with a curriculum and diploma recognized by universities around the world. Since then its mission has expanded, and now seeks to provide students of all ages with a truly international education – an education that encourages an understanding and appreciation of other cultures, languages and points of view. IBO today works with more than 4,527 schools in 141 countries to develop and offer four challenging programs to over 1,250,000 students aged 3-19 years.

WHAT IS THE IB PRIMARY YEARS PROGRAM?

The International Baccalaureate Primary Years Program is designed for students in grades K-5. The curriculum framework provides for the development of the whole child. The PYP is a uniquely international program focusing on the total growth of the developing child, encompassing intellectual, social, physical, emotional, and cultural needs.

The PYP provides a shared curriculum for primary schools throughout the world that includes the district standards and the state requirements. The skills for each discipline are directly taught through inquiry. In addition, the PYP provides the students with an international perspective that relates their world in the U.S. and Washington to the larger global community

WHAT IS THE IB LEARNER PROFILE?

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

As IB learners we strive to be:

Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

WHAT MAKES THE IB PRIMARY YEARS PROGRAM UNIQUE?

Transdisciplinary Themes or Approaches to Teaching

At the heart of the PYP is a commitment to structured inquiry as a vehicle for learning. Below are the six organizing themes in the Program of Inquiry. Teachers and students use the Washington State curriculum but it is expanded by a broad global perspective.

Who We Are

How We Express Ourselves

Where We Are In Place & Time

How The World Works

How We Organize Ourselves

Sharing the Planet

Key Concepts

Teachers and students use the following **8 Key Concepts** to structure their inquiry.

Form: *What is it like?*

Function: *How does it work?*

Causation: *How is it changing?*

Change: *How is it changing over time?*

Connection: *What is the relationship to other things?*

Reflection: *How do we know?*

Perspective: *What are the points of view?*

Responsibility: *What are my roles and obligations?*

HOW DOES THE IB PROGRAM BENEFIT STUDENTS?

PYP students are given the opportunity to reflect and take action in response to their learning. In doing so, the following **attitudes** are specifically encouraged:

Appreciation

Commitment

Confidence

Cooperation

Creativity

Curiosity

Empathy

Enthusiasm

Independence

Integrity

Respect

Tolerance

Our students acquire and apply a set of **Approaches to Learning**. These skills are valuable, not only in the units of inquiry, but also for any teaching and learning that goes on within the classroom, and in life outside the school. The Approaches to Learning are:

Thinking Skills

Communication Skills

Research Skills

Self-management Skills

Social Skills

As a result, students acquire and learn to apply knowledge, skills, and attitudes to perform well across a spectrum of challenges – from academics to arts and culture, from athletics to citizenship. The results, documented throughout the world are:

- ***motivated, happy learners,***
- ***students who have learned how to learn,***
- ***learners who can apply critical analysis skills,***
- ***children who take risks to seek deeper understanding of concepts with a global significance, and***
- ***students that are involved in responsible action and social service.***

ARRIVAL

Students are welcome on the playground, library, and in the cafeteria (if they are having breakfast), at 8:00 a.m. Students should keep their backpack and lunch with them and not go to their classroom. Playground supervision is provided from 8:00 a.m. to 8:25 a.m., when the bell rings for all students to go to their designated class lines on the playground. Students must be in their classrooms by 8:30 a.m. or they will be considered tardy. Please do not drop children off at school prior to 8:00 a.m. as there is no supervision available.

ATTENDANCE

If your child will be absent from school or arriving late, please call Wade King Elementary at 647-6840 ext. #1 or e-mail Debbie Murphy at: debbie.murphy@bellingshamschools.org

We need to know if your child is going to leave early for any reason, such as doctor or dental appointments. No child shall be removed from any school classroom, building, grounds, or building function except by a parent having legal custody, a legal guardian, or a person designated in writing by the parent. This person must present satisfactory evidence to the principal of this release arrangement. Students must be signed out and picked up at the office. Advance notice is requested.

We recognize that family travel can be an opportunity for learning. If your child is going to miss school for family travel, his/her absence must be pre-approved by our Dean of Students, Paul Gutzler. Pre-approval is needed to be sure your child will not miss a significant number of school days during the school year and to be sure that he/she is able to maintain their academic growth. You can call Paul Gutzler at 676-6470 ext. 2420 or email paul.gutzler@bellingshamschools.org

AFTER SCHOOL PLAN CHANGES

If your child will be going home a different way, please send a note or call the school office no later than 2:30 p.m. A bus pass or car pass will be sent to the classroom teacher.

BIRTHDAYS & CELEBRATIONS

We encourage families to celebrate their child's birthday at school with a birthday book. This book can be donated to the classroom or school library. A special label will be placed on the inside cover to commemorate your child's special day. Please do not send edible treats to celebrate birthdays as we will not be able to share them with the class.

Birthday party invitations should not be distributed at school unless the entire class is receiving an invitation. It is also important to know that school buses cannot accommodate groups of children requesting bus passes to attend an after-school party or event.

BEHAVIOR EXPECTATIONS

We believe that each of our students has the right to expect the best possible education at Wade King Elementary School. With this right comes the responsibility to respect the rights of others and contribute to a positive learning culture.

To this end, we establish school-wide behavior expectations, and involve children in identifying what it means to be **safe, principled, and caring** in our school, on buses, and on field trips. These expectations are taught, modeled, and reinforced by our entire staff.

When students need reminders to follow school expectations, staff members do so in a consistent manner. When necessary, a student may be separated from the problem, taking a break in another location in the classroom, another classroom, or in an alternate space in order to think through the problem with one of our staff members. As a staff, we believe problem solving is a learning opportunity. If we support your child in solving a significant problem, your child might complete a *Make it Right* form. We send *Make it Right* forms home for your signature. Other times we will contact you via phone or email so that we can work together as a team, to support your child in learning from his/her mistakes and in making good choices.

The chart below gives you examples of our Wade King Behavior Expectations. Students and teachers will also inquire into specific ways that students can demonstrate that they are **safe, principled and caring** in various locations and situations.

	Being SAFE means...	Being PRINCIPLED means...	Being CARING means...
Hallway & Stairs	<ul style="list-style-type: none"> walking at all times. keeping your hands and feet to yourself. walking on the right so other classes can pass. classes stay in line on the stairs. 	<ul style="list-style-type: none"> going directly where you need to be. using a level 1 voice so others can continue to learn. waiting your turn and not pushing by others. helping to keep the hallways clean. staying focused when working in the hallways. 	<ul style="list-style-type: none"> walking carefully around artwork and projects. walking carefully around groups that are collaborating and working.
Playground	<ul style="list-style-type: none"> using Kelso's Choices to solve problems; ask an adult if there is a big problem. doing the proper activity in the designated zone. making safe choices. gentle touches on the shoulders and arms; no rough physical play. checking-in with a playground supervisor if you need to use the restroom or go to the office. 	<ul style="list-style-type: none"> playing by the rules of the game use equipment only for its intended purpose. STOP & THINK at the bell or whistle. putting away recess equipment after using it. being a role model. when an adult asks for your attention, responding quickly and listening respectfully. 	<ul style="list-style-type: none"> being inclusive - all are welcome - say "yes" when others ask to play with you inviting others to play with you respecting the 'recycle' line and encouraging others while you wait for your turn using kind words
Cafeteria	<ul style="list-style-type: none"> sitting while eating. always walking. eating only your own food. keeping your hands and feet to yourself. having one foot on the ground at all times. checking ingredients carefully if you're sitting at the nut-free table. 	<ul style="list-style-type: none"> waiting your turn without pushing. using a level 2 voice. cleaning up after yourself. waiting to be excused. taking the time to recycle. responding quickly and respectfully when an adult asks for your attention. 	<ul style="list-style-type: none"> being inclusive by allowing others to sit by you. using kind words like please and thank you. having respectful conversations.

***Students at Wade King listen and follow directions from every adult in the school.
Everyone at Wade King, students and adults, use caring and respectful words when speaking.***

BREAKFAST & LUNCH

The Food Service Program maintained by the Bellingham School District is beginning to undergo changes as they work toward providing healthier food choices for our students. School breakfast and lunch menus are available on the district website by going to the Families tab and then School Menus. Menus will also be sent home each month.

Meals and milk may be purchased online or in the cafeteria. Online payments are a simple, safe and secure way to make payments to your student's account 24 hours a day through your Skyward Family Access link. Payments can be made by an electronic withdrawal from your checking account, savings account, debit card, or charged to your credit card. You choose! Checks and cash are also still accepted by school lunch staff. It is helpful to have your student's first and last name, as well as lunch account number, on any checks and cash your child brings to school.

By planning ahead you can avoid charges. However, if your child needs breakfast or lunch and does not have money in his/her account, he/she will be given a lunch and a note will be sent home that their meal was charged. In the event that a child already has two charges, a substitute lunch of a peanut butter sandwich, fruit, and milk will be provided.

As in previous years, financial assistance for school meals is available at all grade levels. Families currently receiving Food Stamps, AFDC or FIP benefits are automatically approved for school breakfast and lunch. A certificate sent to you by DSHS replaces the application from the school district. If you have a kindergartener who needs free or reduced lunch, it is wise to contact our school office to ensure we have the information we need before your child's first day. **Our office number is 647-6840.** For additional information regarding qualification, please call **Food Services at 676-6504.**

Families can join their child for lunch, either bringing their own lunch or purchasing a school lunch. Be sure to sign in at the office and put on a visitor badge. Then you can join your child in the cafeteria.

If your child has a nut or food allergy, please let your child's teacher AND the office staff know. We have designated nut-free tables in our cafeteria and will work closely with you to ensure your child's safety.

Milk	\$.50		
Student Breakfast \$1.50	Reduced Price Breakfast	free	Adult Breakfast \$2.25
Student Lunch \$2.75	Reduced Price Lunch	\$.40	Adult Lunch \$4.00

BUILDING SCHEDULE

Breakfast/Playground & Library Supervision	8:00 a.m.
Morning Bell	8:25 a.m.
Tardy	8:30 a.m.
Monday Morning School Meeting	8:40-9:00 a.m. every Monday
Dismissal	3:00 p.m. on Mon, Tues, Wed, Fri 1:15 p.m. on Thurs (except 8/25/16)

GRADE	RECESS	LUNCH
Kindergarten	10:40-11:00 a.m.	11:00-11:20 a.m.
First Grade	11:00-11:20 a.m.	11:20-11:40 a.m.
Second Grade	11:20-11:40 a.m.	11:40 a.m. – 12:00 p.m.
Third Grade	11:40 a.m. - 12:00 p.m.	12:00-12:20 p.m.
Fourth Grade	12:00-12:20 p.m.	12:20-12:40 p.m.
Fifth Grade	12:20-12:40 p.m.	12:40-1:00 p.m.
AFTERNOON RECESS		
Kindergarten & First Grade	1:20-1:35 p.m.	
Second & Third Grade	1:35-1:50 p.m.	
Fourth & Fifth Grade	1:50-2:05 p.m.	

CLOTHING

Clothing worn to school is at the discretion of the family. Please ensure that clothing is safe, free of disrespectful signs or language, and that it does not distract from classroom instruction. Appropriate footwear is needed for all students during P.E. Tennis shoes or sneakers are recommended. ***All recesses will be outside unless the weather is extreme.***

DISMISSAL & PICK-UP

Student dismissal and pick-up is busy at Wade King and student safety is our foremost concern. **When in the car pick-up lane, please keep moving forward as cars ahead of you move. Do not park and get out of your car. This slows down the process and creates safety hazards. We will have your child wait to get into your car until you are near the front of the school.**

Here are some important things to remember:

- Yield for the school busses.
- Follow the directions of the parking attendant.
- If you want to get out of your car, park and walk down the sidewalk to the school.
- Pick up children on the sidewalk near front entrance to school; don't ask them to cross the car pick-up lanes.
- Dogs must be left at home or in your car.
- Thank you for your patience! It is usually clear in about 10 minutes.

Note that at the beginning and end of the school day, you can park in the gravel parking lot adjacent to the fire station. The gate will be unlocked so you can walk up the path along the school.

FOOD IN CLASSROOMS

In accordance with the Bellingham School District Fitness and Nutrition Policy, we will work to ensure that food in classrooms meets nutrition guidelines and is safe for all students.

- **Snack time** - Each teacher determines whether and how daily snack will be eaten in the classroom. As you look for information about snack in your child's classroom, ***please pay special attention to notes regarding allergies.*** In some cases, in order to maintain a safe classroom for all students, you will be asked to send only snack items that do not contain particular allergens. Fresh fruits and vegetables make a healthy snack that in most cases will not introduce allergens to the classroom.
- **Special celebrations** – There are many ways to celebrate special occasions without food, including our tradition of celebrating birthdays with birthday books. On occasion, teachers and students will plan a special celebration that may include food. To ensure the safety of students with severe allergies and other health concerns, we will only distribute food for classroom celebrations that is in its original packaging with the ingredients clearly labeled, paying close attention to food allergies within the classroom. This means we cannot distribute home-baked treats. ***All food distributed in classrooms must have pre-approval from the classroom teacher, and parents of children with food allergies will be asked to approve items ahead of time.***

ILLNESSES & ACCIDENTS AT SCHOOL

Students who become ill or have an accident at school may come to the office after receiving permission from their teacher or adult supervisor. He or she will be administered first aid if necessary by office personnel, the school principal, and/or the district nurse if available. Parents will be notified if their child has a condition that is serious or warrants your attention. ***If you cannot be reached, we will call the emergency numbers provided by you. If we are unable to reach you and the emergency is a serious one, we will call 911. Please assist us by keeping your child's emergency numbers updated.*** It is very important that the information you provide us ***is always current.*** If you change your phone number, address, doctor, emergency contacts, place of employment, etc., please inform us immediately.

LOST & FOUND

Please put your child's name in coats, sweatshirts, backpacks, lunchboxes, etc. Articles of clothing or coats found on the school grounds are placed on the ***Lost But Not Yet Found*** rack in the first floor hallway. Small "found" items are kept in the office. The school is not responsible for personal property. Please check this rack periodically for lost items. Items not claimed in a timely manner will be donated to a local charity.

MEDICINES AT SCHOOL

PLEASE NOTE: School personnel are prohibited from dispensing any medications to children without a ***signed permission form from the child's physician*** (this includes cough drops, aspirin, etc.). These forms are available in the school office and **must** be signed BY BOTH THE PHYSICIAN AND THE PARENT. Medications must be in their **ORIGINAL** containers. Only the parent (not the child) can bring the medication to the school office where it will be kept in a locked cabinet. Children are not to bring any medications of any kind to school in their lunches or on their person including over the counter remedies such as cough medication, Tylenol, or allergy medications. Monthly medication refills must be provided in the **current** labeled pharmacy bottle.

SCHOOL MESSENGER

SchoolMessenger is a communications service that is used by Bellingham Public Schools to stay in touch with families. This service helps us send announcements, school newsletters and district news via email, phone or text. You will periodically receive messages from the school district and Wade King Elementary through School Messenger.

SKYWARD FAMILY ACCESS

Skyward Family Access is a web-based program that is accessible to families from any Internet connection. With Skyward Family Access, families have the opportunity to:

- view attendance records, health and behavior information.
- access state and district test score data.
- see school meal choices and pay for meals online using a credit card.
- access student's academic history (middle and high school only).
- see high school transcripts, graduation requirements and educational milestones (high school only)

The Skyward student information system is connected to School Messenger, the parent notification system we use to send you school news and important emergency alerts via phone, email and text. When you update your primary/home phone number at your school, this will automatically be updated in SchoolMessenger. Email addresses maintained in Skyward Family Access also update in SchoolMessenger.

If you need support setting up your Skyward Family Access account, please contact our school secretary at 647-6840.

TRANSPORTATION

Bus transportation is provided by the school district for children who live more than a mile from school or for those who do not have a safe walking route. You can find your child's bus route information on the Bellingham School District web site. Go to Bus Routes on the menu bar on the left side of the page. Then go to the Infofinder Bus Route Locator link. Bus times can fluctuate early in the year so it is wise to check for changes.

If your child expects to ride a different bus or get off the bus at a different stop, a note from home must be sent to the office. We will give your child a bus pass to give the bus driver. *If the bus your child is requesting a pass to ride is full with regular riders, he/she will not be able to ride it home.* Bus safety is important! Please take time to discuss safe and appropriate bus behavior with your child.

VOLUNTEERS & VISITORS

Our staff loves volunteers! In fact, we rely on them to help prepare materials and provide extra support for our students. All volunteers must complete the *Bellingham School District* volunteer application form. In the past, this was a paper packet that volunteers filled out and returned to the school office. Now, that paperwork is done online. This new online format is a one-time web-based application that requires a renewal every two years per the Washington State Patrol check (WATCH). We encourage you to complete the application now so you are ready to volunteer. You can find the online application at: <https://bellingshamschoolsvolunteers.hrplus.net/> If you need support accessing or filling out this online application, stop by our school office. We would love to help you!

If you wish to visit the school, to take a tour or set up a conference with a staff member or the principal, please set up an appointment in advance.

WINTER WEATHER

During severe weather conditions, schools may either close for the day, open two hours late with regular bus routes or with snow bus routes, or open on time with snow bus routes. Changes to the school schedule are usually announced by 6 a.m. Weather emergencies can sometimes disrupt power and telephone service. The district will use a variety of methods to keep you informed.

Tune to Bellingham and Seattle radio and TV stations for live updates:

Radio Stations	Radio Stations	TV Stations
KGMI Radio (790 AM)	KOMO Radio (1000 AM)	KOMO-TV (Channel 4)
KAFE Radio (104.3 FM)	KIRO Radio (710 AM)	KING-TV (Channel 5)
		KIRO-TV (Channel 7)

***Bookmark the Web site www.bellinghamschools.org
and sign up to receive School Messenger notices by e-mail, phone, or text message.***