

WADE KING ELEMENTARY SCHOOL

FAMILY HANDBOOK

2017 - 2018



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

“Developing children who will change 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 (or POI). 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 inquiry across the day.

Form: What is it like?

Connection: What is the relationship to other things?

Function: How does it work?

Reflection: How do we know?

Causation: How is it changing?

Perspective: What are the points of view?

Change: How is it changing over time?

Responsibility: What are my roles and obligations?

HOW DOES THE IB PROGRAM BENEFIT STUDENTS?

ATTITUDES

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	Creativity	Independence	Commitment
Curiosity	Integrity	Confidence	Empathy
Respect	Cooperation	Enthusiasm	Tolerance

APPROACHES TO LEARNING

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	Social Skills	Research Skills
Self-management Skills	Communication 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.

Learn more about the International Baccalaureate

Primary Years Program on our school website at [wadeking.bellinghamschools/org](http://wadeking.bellinghamschools.org) or on the I.B. website at www.ibo.org.

ARRIVAL

Students are welcome on the playground, library, and in the cafeteria (if they are having breakfast), at 7:30 a.m. Students should keep their backpack and lunch with them and not go to their classroom. Playground supervision is provided from 7:30 a.m. to 7:55 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 8:00 a.m. or they will be considered tardy. *Please do not drop children off at school prior to 7:30 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 our Office Assistant 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 11:30 a.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 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.

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, please park and walk down the sidewalk to the school.
- Pick up children on the sidewalk near front entrance to school; don't ask children 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.

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

BREAKFAST & LUNCH (CONTINUED)

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	7:30 a.m.
Morning Bell	7:55 a.m.
School Starts	8:00 a.m.
Monday Morning School Meeting	8:10-8:30 a.m. every Monday
Dismissal	2:30 p.m. Mon, Tues, Wed, Fri 12:45 p.m. on Thurs (except 8/24/17)

GRADE	RECESS	LUNCH
Kindergarten	10:25-10:45 a.m.	10:45-11:05 a.m.
First Grade	10:45-11:05 a.m.	11:05-11:25 a.m.
Second Grade	11:05-11:25 a.m.	11:25-11:45 a.m.
Third Grade	11:25 -11:45 a.m.	11:45 a.m.-12:05 p.m.
Fourth Grade	11:45 a.m.-12:05 p.m.	12:05-12:40 p.m.
Fifth Grade	12:05-12:25 p.m.	12:25-12:45 p.m.

MORNING RECESS

Fourth & Fifth Grade	10:10-10:25 a.m.
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AFTERNOON RECESS

Kindergarten & First Grade	2:50-1:05 p.m.
Second & Third Grade	1:05-1:20 p.m.

EMERGENCY DRILLS

In order to ensure the safety of our staff and students, we will have fire, earthquake, and lockdown drills throughout the year. If you have questions about these drills, please contact Principal, Stephanie Johnson, or Dean of Students, Paul Gutzler.

FOOD IN CLASSROOMS

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

Snack Time

Each teacher determines whether and how snack will be eaten in the classroom. As you look for information about snack in your child's classroom, please pay attention to notes regarding allergies. In some cases, in order to maintain a safe classroom for all students, you will be asked to avoid sending items that contain certain allergens. Fresh fruits and vegetables make healthy snacks that are unlikely to 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.

HARASSMENT – INTIMIDATION - BULLYING

The physical, social, and emotional safety of Wade King students is incredibly important to our staff. We strive to develop students who have an understanding of what it means to be safe, caring, and principled and to promote a culture of kindness within our school community. In addition to teaching self-awareness, social awareness, responsible decision-making, self-management skills, and relationship skills to all students, our school counselor also teaches a series of lessons on harassment, intimidation, and bullying to our 3rd, 4th, and 5th graders. Not all misbehavior falls under the description of harassment, intimidation or bullying. However, when these behaviors do occur, they can be especially harmful so we spend time as a learning community talking about preventing, recognizing, and responding appropriately when they do occur. Students and families are encouraged to connect with our School Counselor, Regina Twigg; Principal, Stephanie Johnson; and/or our Dean of Students, Paul Gutzler, any time they have questions about potential harassment, intimidation, and/or bullying.

HOME LEARNING

In the fall of 2015, the Wade King staff conducted a comprehensive inquiry into homework. Through that process, staff shifted from assigning homework to sharing opportunities for home learning with families. The staff developed common agreements about home learning: what is valued and what has been proven effective. Wade King Staff believes home learning should:

- Communicate learning between school and home.
- Encourage inquiry and learning in areas of children's interest.
- Encourage lifelong learning habits in developmentally appropriate ways.
- Provide opportunities to extend the classroom inquiry at home.

If you are interested in learning more about our staff inquiry into homework, you can find information on our school web site: under the Families—Home Learning tabs.

www.wadeking.bellinghamschools.org/

Your child's classroom teacher will also share information on home learning opportunities with you throughout the year.

HOME LEARNING AND READING AT HOME?

Research tell us that children should be reading at home every day and that is one of the lifelong learning habits we want to develop in Wade King students. The time a child spends reading and talking about books at his/her independent reading level matters! Reading regularly is part of a literate life, and provides avenues to endless learning and discovery. Teachers will continue to encourage regular reading outside of school, and teachers will communicate to families what can be expected of readers at different developmental levels. But like skills-based homework, one size does not fit all when it comes to reading. Teachers will communicate options that you can consider as you support your developing readers so that you as parents can determine how best to encourage reading at home.

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. If necessary, first aid will be administered by office personnel, the school principal, and/or our school nurse (if available). Parents will be notified if their child has a condition that is serious or warrants their attention. If parents cannot be reached, we will call the emergency numbers you provided. 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.

MEDICATION AT SCHOOL

If your child requires staff administered prescription or over-the-counter (OTC) medication during the school day, parents/guardians must return the completed district medication authorization form to school with written authorization and directions from a licensed healthcare provider. Parents may provide written permission for some OTC self-administered medications in consult with the school nurse. Students may self-administer OTC sunscreen with a parent or guardian signed medication authorization form. Medications must be in an original labeled container and only the parent may bring medications to designated school personnel. Medication authorization forms available at school or on the Wade King and Bellingham Public Schools website. For further information refer to policy and procedure 3146: Medication at School. If you have questions about administering medications at school, please contact our School Nurse, Alyssa Johnson, at Alyssa.Johnson@bellingshamschools.org.

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.

TOYS AT SCHOOL

With the support of our PTA, we have many activities for students to engage in during recess and our classrooms have lots of materials for students to use during free choice times. As a result, students are not able to bring toys (or fidgets) to school unless they have made arrangements with their classroom teacher ahead of time and in that case, those items must stay in the classroom.

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 'Families' in the drop down menu, select 'Bus Transportation,' and then select 'Infofinder Bus Route Locator.' 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 that he/she can to give the bus driver. *Please note that we are not able to issue bus passes for the first month of school.*

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.hrmpplus.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 & EMERGENCY INFORMATION

Severe weather or other emergencies may cause changes to the school day. When this happens, schools may need to close, start late or dismiss early. Plan in advance for such emergencies. Please ensure that your child's school has your family's current emergency contact information.

We understand that decisions about school schedules and bus route changes have an impact on our families. We appreciate your patience during these situations. While we know that our students and families are best served when we are open, our main concern is the safety of our students and staff.

Typically, decisions regarding schedule changes are made in the early morning before school. This allows for the most current weather information to factor into the decision. This information is communicated immediately, generally before 6 a.m.

In severe weather or an emergency situation:

- Check the website: bellingshamschools.org
- Call 676-6400 for a recorded message
- Tune to broadcast media, including:
 - KGMI Radio 790 AM and 96.5 FM
 - KAFE Radio 104.1 FM
 - KOMO-TV Ch. 4
 - KING-TV Ch. 5
 - KIRO-TV Ch. 7

Make sure your communications preferences and contact information are current in Skyward. You must opt-in for Early AM notification by phone or text. If your e-mail address is in Skyward Family Access, you will automatically receive an email.

