



**Martin Luther King, Jr.
Elementary School**

**Welcome Packet for
New Families**

August 2015

School Contact Information

Martin Luther King, Jr. Elementary School
3800 Waldenwood Drive
Ann Arbor, MI 48105
734-994-1940 (main office)
734-997-1258 (fax)
<http://www.a2schools.org/king.home/home>

School Hours

First bell 8:50 (building opens)
Second bell 8:53 (students in classroom)
Dismissal 3:59

A School map is included in the packet of information sent home by the office at the beginning of the year.

School Schedule or Calendar is included in the Dream Keeper principal's Newsletter, on the King School website, and the King PTO enotes.

**Welcome to
Martin Luther King, Jr. Elementary!**

Welcome! The ML King Staff is happy to have you and your family join us for what we hope will be an inspiring and exciting journey through the elementary school years. This handbook, compiled by ML King Staff and PTO, was designed to provide you and your family with more information about the programs, activities and events that take place at our school throughout the year. Feel free to read through the handbook now or use it as a reference tool. If you have any additional questions, contact the office staff at 734-994-1940. Welcome to our school!

Welcome Packet for New Families Contents

I. DAILY SCHEDULE AT KING SCHOOL

II. SAFETY & GETTING TO AND FROM SCHOOL

III. ACADEMICS & SCHOOL ROUTINES

IV. LUNCH/NOON RECESS

V. SCHOOL COMMUNICATION

VI. EXTRA-CURRICULAR ENRICHMENT OPPORTUNITIES

VII. SCHOOL COMMITTEES & PROGRAMS

VIII. ANNUAL EVENTS

I. DAILY SCHEDULE AT KING SCHOOL

7:15 KingCare Opens: KingCare is a before and after-school child care option for families that need child care before the first bell rings. Families need to sign up for KingCare in advance. Once registered, children can attend full or part time. www.kingchildcare.com

8:30 Breakfast is served in the cafeteria for a fee.

8:50 First bell rings. Kids put their items in shared lockers (no locks) and enter the classroom.

8:53 Last bell rings

Late arrival: Students who arrive after 8:48 are considered tardy and need to check into the office to get a “tardy pass” before going to class.

11:30 to 1:10 Lunch is served, by grade level.

3:59 School is dismissed.

6:15 KingCare Closes. Families need to sign up for KingCare in advance; it is not drop in.

II. SAFETY & GETTING TO AND FROM SCHOOL

Entering & Exiting the School:

Parents can walk their child into the school and to their classroom for the first week of school. After children are comfortable finding their class, the preference is for children to enter school on their own, to minimize hallway crowding.

Students are supervised by teachers and the principal as they enter and exit the building each day. Along with the classroom teachers, we work to make sure every child arrives home safely. At the beginning of the year we ask for your assistance in determining the correct arrival and departure routine for your child. When your routine changes, it is important to notify the school office and the classroom teacher. This can be done through a note, email, or phone call.

Kindergarteners are walked to the front office for pick up at the end of the day.

Safety at the start and end of the school day is an area of particular concern at King. Please follow these rules carefully to help keep children safe.

- Walking to school is encouraged for children who live nearby.
- Bus transportation is provided for children who live farther away from school. To find out if busing is provided for your child, check the bus information on the AAPS district website (<http://www.a2schools.org/Page/1>)
- Even if you choose to drive your child to school, consider dropping them off to walk the last block or so to ease traffic congestion in the front drive.
- Adult crossing guards are posted at higher risk street crossings and fifth graders are posted at the other street intersections near school to help children cross streets safely.
- If you choose to drop your child off in the front drive, the following policies **MUST** be followed. There is **ABSOLUTELY NO** driver cell phone use allowed.

Drop-off and Pick-up Policy for Cars

Unloading (Drop-off)

- Drop off near the entrance or near the exit of the circle drive only.
- Unload between the “Load/Unload” signs only. Vehicles can pull all the way forward up to the speed bump behind the buses.
- Drivers stay in cars.
- “Stop – Drop – Go Slowly”: Stop the vehicle, drop-off your children, & exit the loading/unloading area slowly. No standing or waiting in the circle drive.
- Children should exit the vehicle immediately upon stopping. If your child is not ready, you should exit the loading/unloading area to park or circle around and re-enter the unloading lane.
- Children exit on the passenger-side only and move directly to the sidewalk.
- Vehicles should exit the load/unload lane by pulling forward. Backing-up the vehicle is a safety hazard and should be avoided.
- Drivers should allow exiting vehicles to pull forward and leave prior to entering the load/unload lane.

Loading (Pick-up for cars)

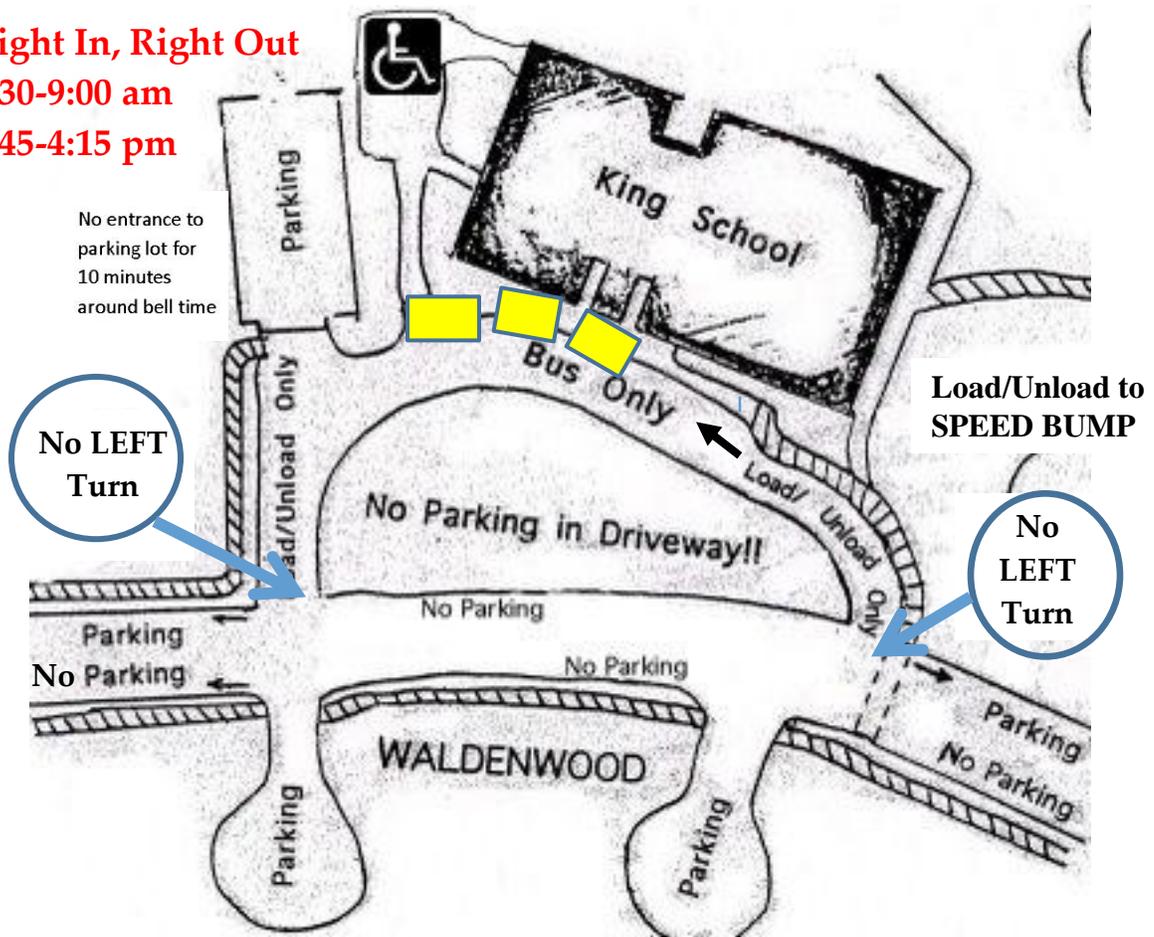
- Vehicles pull all the way forward into the Load/Unload area of the circle drive, up to the speed bump behind the buses.
- Drivers and passengers must stay in their cars at all times. No parking!
- Children use sidewalk(s) to approach vehicle.
- Children enter vehicle from the curbside only.

- To leave, drivers carefully pull out into the circle drive thru-lane.
- Drivers should avoid backing up when exiting.
- As a vehicle leaves, all drivers should pull forward to allow additional vehicles to join the load area.
- Additional vehicles may enter the Load/Unload area only as space permits.

Parking

Vehicles may park on the east side of Waldenwood Drive except where indicated, on nearby subdivision streets, or in the school parking lot. Please remind your child to use the sidewalks and crosswalks if they are leaving a vehicle or meeting you at your vehicle. Please do not park within 20 feet of any crosswalk.

Right In, Right Out
8:30-9:00 am
3:45-4:15 pm



Buses: Several teachers are on duty at the doors to help children get on and off buses safely. Kindergartners also have 5th grade bus buddies to help get them on the right bus.

Checking in and out during the school day: Parents bringing children to school late or picking them up early must check into the office to sign them in and out. Once children have been signed in, they take a pass to their classroom. Parents or visitors wishing to go beyond the office into the school must sign in and wear a visitor tag while in the building.

Volunteers: We encourage volunteers. Volunteers work in classrooms, the front office, during the noon hour, and on field trips. **All volunteers must sign in at the office and wear a volunteer tag.**

III. ACADEMICS & SCHOOL ROUTINES

Throughout the school day, students study *reading, writing, math, science and social studies with their classroom teachers*. They also attend Physical Education (PE/gym), Music, Art, Media (library), Humanities, Chinese (3rd - 5th grades), and Instrumental Music (5th grade).

Report Letters are grade-specific and are sent home in November, March, and June.

Music curriculum varies by grade level but typically features a grade level concert for grades K-5, usually performed in April or May. Students also attend field trips, including concerts and ballets, and have special guest performances at the school. And Instrumental Music takes place in 5th grade, and every student is taught to play an instrument.

Art curriculum varies by grade level and frequently includes field trips to museums in the area, performances by featured guests at the school, and other special activities.

Chinese Instruction is offered to all students in grades 3-5 at ML King. Students will learn Mandarin Chinese and culture throughout the year from an experienced teacher.

English as a Second Language (ESL) is instruction for students of all grade levels who are learning to master English as a second language. Teachers, along with parent input, recommend students to this program.

NWEA (Northwest Evaluation Association) is an online assessment given to students in October, January and May. This assessment provides teachers with a standardized assessment that helps them better understand their students as learners. Because it is given three times a year (unlike MEAP), teachers are able to see results and adjust instruction immediately to increase achievement for all students.

M-STEP (Michigan Student Test of Education Progress) will assess students' growth and progress at the end of the school year. Testing is required to be given to all 3rd, 4th and 5th grade students throughout the state in the spring. Dates will be announced on the district calendar and in the King Dream Keeper Newsletter. Teachers appreciate parents avoiding taking students out of school during testing as make-ups can be complicated and stressful. If you know that your child will not be in school on testing dates, please let the office and your child's teacher know as soon as possible.

Morning Meetings are classroom meetings facilitated by teachers during the school day. The meetings are designed to give students a venue to address issues relevant to personal and social development. They provide the opportunity for teachers to teach students the Lifelong Guideline and Life Skills and tie these values into our curriculum (e.g., Core Democratic Values).

Appreciations: Students can earn appreciation tokens from teachers, staff, bus drivers and noon hour supervisors for demonstrating one of our lifelong guidelines during the school day. Appreciation tokens go into classroom "goal" containers, often referred to as a "marble jar." Students and teachers set goals for demonstrating efforts to follow the lifelong guidelines or reach academic milestones. When they reach their class goal (usually about 100 tokens), the class celebrates. Celebrations occur every 6 to 8 weeks.

Lifelong Guidelines and Life Skills are taught and reinforced in all areas of the school during the school day. There are five lifelong guidelines:

- **Trustworthiness:** To act in a manner that makes one worthy of trust and confidence.
- **Truthfulness:** To act with personal responsibility and mental accountability.
- **Active Listening:** To listen attentively and with intention to understand.
- **No Put-Downs:** To never use words, actions, and/or body language that degrade, humiliate, or dishonor others.
- **Personal Best:** To do one's best given the circumstances and available resources.

The **Lifeskills** define the Life Long Guidelines of Personal Best. They are: Caring, Common Sense, Cooperation, Courage, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility, and Sense of Humor.

Lost and Found is located near the back recess doors. It is organized weekly and cleaned out at the end of each month by PTO volunteers. The beginning of the year is a great time to label your child's belongings. When the LAST name is written on lost items, we will call you if your item is found. Please label all outerwear, sweaters, sweatshirts, mittens, hats and lunch boxes with your last name in permanent marker. We encourage you to stop by the Lost and Found periodically throughout the year to check for items.

Snacks: Children should bring snacks for both the morning and afternoon to be eaten in their classroom. For the first 4-6 weeks of school, only fruit and vegetable snacks are allowed while food allergy plans are formulated for each classroom.

Before and after school child care: **KingCare** is a program for students at ML King run by a nonprofit organization onsite and is supervised by a board comprised of King parents. The organization is supported by Ann Arbor Rec & Ed. Families need to sign up in advance. Students can attend full or part time. Parents must sign children in and out of KingCare. www.kingchildcare.com

IV. LUNCH/NOON RECESS

- Noon hour is 48 minutes in length. Half of this time is spent in the cafeteria and half on the playground. Supervision is provided by noon hour supervisors and are staffed at a 40:1 student to supervisor ratio.
- Children can bring lunch from home or buy hot lunch at King. No student is ever denied lunch
- Hot lunches can be purchased through the school cafeteria costs \$2.50 per day. You can pay into your child's lunch account by sending a check (made out to AAPS with your child's name and "lunch money" in the memo line) or by creating an account at www.mypaymentsplus.com. To add money to the online account, you need to know your child's AAPS identification number that you can get from the King office.

- If you bring a lunch, your child's teacher will collect them in a basket (note: it will NOT be refrigerated) and adults will see that each child gets his/her packed lunch.
- **Lunchtime routine:** Teachers escort their students to either the lunchroom or playground depending on whether or not students play or eat first. If they play first, noon hour supervisors monitor their play and line them up after 24 minutes and escort them to the cafeteria. If after 18 minutes, students are finished eating, they may elect to return to the playground for a few more minutes of play prior to returning to their classrooms. Teachers meet students at the recess doors to escort them back to class.

V. SCHOOL COMMUNICATION

District Calendar can be obtained by clicking District Calendar on the district's homepage (<http://www.a2schools.org/Page/1>). A calendar will also be mailed to all AAPS families at the beginning of the year.

King School Calendar is updated through newsletters and the King school website, <http://www.a2schools.org/Domain/21>

Principal's Dream Keeper newsletter is a weekly to monthly school newsletter, written by Principal Cooper to keep families up to date on activities throughout the year. It is posted on the school website online and emailed to families. Paper copies can be requested at the office.

Classroom newsletters: most King teachers also send home monthly newsletter with information about classroom activities.

Enotes: an email newsletter from the King PTO with events and calendar information. Parents must sign up for the King PTO eNotes.

School messenger: email & voice mail communications used by the school district.

The School Online Directory is an electronic directory that includes family contact information for each student and allows families to contact one another directly. Information that is included is at the family's discretion. Sign up information is given in the packet sent home to all families at the beginning of the year and in electronic newsletters.

Sick days: If your child must miss school due to illness, please call the King office at 994-1940. You can also send an e-mail to the school secretary, Robyn Skodzinsky, at skodzinsky@aaps.k12.mi.us. If your child is unexpectedly missing from school, the office will call you to check on your child.

Questions are always welcome. We encourage you to bring your questions or concerns directly to the person closest to the issue:

- Bus = bus driver;
- Hot lunch = cook;
- Noon hour recess = lead noon supervisor;
- Classroom = your child's teacher;
- Unsure = office staff

If ever any of these people are not readily available, please stop in the office. The office secretary or clerk is always happy to deliver a message; the appropriate staff member will get back with you as soon as possible. If your questions are not answered to your satisfaction, please see the principal.

VI. EXTRA-CURRICULAR ENRICHMENT OPPORTUNITIES

**most sponsored by the PTO and usually held after school or in the evenings. Sign up information is sent out by email.*

Academic Games are strategic thinking games that include math, logic, Language Arts, and Social Studies and are played as a group/team competition for advanced third graders and all fourth and fifth graders. Academic Games is offered after school and is run by volunteers. King students have participated in regional, state, and national competitions.

Science Olympiad is an academic enrichment program for 2nd - 5th graders. Numerous science, engineering, and writing events are offered each year. A competition is held in the spring for the elementary schools in Washtenaw County. Practices start in January and are typically once a week. Parent volunteers coach each of the events.

Math Club is an enrichment program for 4th and 5th graders to help develop problem-solving skills and creativity, and learn advanced math concepts. The program runs from October to March, with 2-3 lessons each month that are a combination of group instruction, team work and individual work time. Everyone who wants the challenge is welcome; there is no minimum math proficiency requirement. Parent volunteering is required.

The Learning Garden is located on the playground. Students assist with planning, planting, and harvesting. The garden provides a wonderful learning experience for the children as well as fresh, nutritional food for the school. It includes an herb garden and a perennial garden in addition to fruits and vegetables.

Rec & Ed Classes are taught before and after school. The district distributes class schedules to families in the fall, winter, and summer. Classes are taught in all buildings and families can enroll anywhere in the district. Among the most popular offerings at King is Chess Club. Other classes such as foreign language, yoga, sports, and dance are also routinely offered at King.

Girls on the Run is a training program for 3rd - 5th grade girls designed to focus on running along with relationship building, self-esteem and GIRL POWER! The program meets after school. Students can register through Rec & Ed, typically starting in September.

VII. SCHOOL COMMITTEES & PROGRAMS

Parent-Teacher Organization (PTO) meets monthly to discuss upcoming events and relevant issues at ML King. All are welcome to attend. See the PTO e-notes, and the school and PTO websites for the dates of upcoming meetings. ALL families are members of the PTO. We encourage families to support the PTO by volunteering for at least three hours each school year.

Contact the PTO at aakingpto@gmail.com

School Improvement Team (SIT) is a team of teachers, parents, staff, and the principal that focuses on increasing student achievement and success. The team meets monthly to discuss issues relevant to student success. New members are welcome; contact the principal for more information.

Community Action - The PTO supports all families regardless of ability to pay by making sure that all students receive a school picture package, field trips, free passage to any PTO event, any school spirit wear that may be available, and a holiday family-to-family Snowman giving program.

CARE Team is a team of teachers and the school principal designed to engage in collaborative action research for equity. The team meets regularly with other CARE teams in the district to share research and learn more about how the cultural differences of individualism and

collectivism manifest in our schools and classrooms. They work collaboratively to develop lessons that focus on making effective use of culturally responsive instructional practices that improve the performance of ALL students, narrow the achievement gap, and eliminate the racial predictability and disproportionality of student achievement.

Box Tops for Education is a program in which families clip and save box top logos from participating products and bring them to school. The program augments ML King's PTO budget.

Equity Team is a team of teachers and the school principal that engages in practicing courageous conversations, analyzing achievement data, and delivering professional development activities that shift the culture of the school toward embracing school-wide equity transformation.

King Scrips is a Scrip program in which the PTO purchases gift certificates or gift cards at a discount from local grocers and retailers. Families can then buy the gift certificates or gift cards from the PTO at full face value and use them at the store (or online, if applicable), where they are worth full face value. The PTO keeps the difference between our cost and the price you pay; the discount the PTO receive ranges from 5-18%. ML King Bucks can be ordered monthly. Orders are delivered the following week. Check the PTO website for more information.

Volunteer Opportunities are everywhere! You can volunteer in specials classes, in classrooms, the front office, and for all of the activities listed here! Contact the PTO for opportunities or questions.

aakingpto@gmail.com

VIII. Annual Events *specific event dates to be announced later

August/September

Family Welcome Night is an evening event designed to orient new families to ML King. Students and families have an opportunity to meet the principal and talk with teachers and other families.

Curriculum Night is a parent-only chance for you to meet your child's teacher, learn about the curriculum being taught, and sign up for a parent/teacher conference. It is also a chance to hear about highlights of our school's Annual Report and be introduced to other teachers in the school such as the PE, Music, Art and Media teachers. Please plan on attending this very important event.

Welcome Back Dessert Night, provided by the PTO, hosts parents in the multipurpose room and/or playground. Meet new folks, learn about different opportunities to get involved with PTO, and ask questions about PTO committees.

Space Camp is an annual field trip for 5th graders. Students go to Space Camp at Huntsville AI, for 6 days and 5 nights supervised by Space Camp staff, teachers, and parent volunteers. Informational meeting is usually held in the fall with the field trip typically occurring in May.

Mileage Club is an activity that takes place in the fall and spring during noon hour where students are encouraged to walk or run with each other around the ML King playground. The kids earn “foot charms” for a certain number of loops around the park and are motivated by the fresh air, their friends, and the encouragement of the noon hour supervisors. Parents are also encouraged to join and model physical fitness.

October

Garden Party 5K Fun Run begins on the lawn in front of ML King School. Families run through the neighborhood while they enjoy connecting with friends!

NWEA (Northwest Evaluation Association) is an online assessment given to students in October, January and May. **See academics section above.*

School Picture Day, typically in early October (with a make-up day in November) is a day on which all students are photographed for the school yearbook. Families can also purchase picture packages; order forms typically go home a week prior to Picture Day. Families can place orders for school yearbooks later in the year, with yearbooks delivered at the end of the school year.

Harvest Moon Festival celebrates the harvest as well as our cultural diversity. Hands on arts and crafts from various countries, food from local vendors, pumpkin decorating, and possibly a costume and lantern parade!

November

Turkey Trot is a fun run during the school day and organized by the Physical Education teacher to celebrate physical fitness. PTO volunteers help by providing refreshments after the run. Older students run with the youngest students and encourage them to do their personal best.

Canned Food Drive is a food drive for Food Gatherers (the nonprofit Washtenaw County Food Bank) sponsored by our own Student Council. Teach children about the needs of others in the community. Suggested items include canned fish or chicken, dry rice or cereal, and canned fruits and vegetables. Drop-off bins are located just outside of the school office during the fundraiser. Look for more information in your student's backpack in November.

December

Snowman Family-to-Family Giving is an annual ML King tradition designed to help the school's families in need during the holiday season. The PTO provides an opportunity for families to purchase needed gifts for families.

Holiday Teacher Appreciation Luncheon is an annual holiday luncheon organized by parent volunteers that allows families to show their appreciation to the ML King teachers and staff. Families prepare food to be served; volunteers help with preparations at the school. The event takes place during a school day lunch.

Book Fair comes just in time for holiday gifts for children, teachers, and relatives. Children preview the new book selections with their classrooms one day and the next day they go shopping! (don't forget sales tax) The book fair is open after school too for parent shoppers.

January

Bingo Night is a regular event held at ML King that features kid-friendly Bingo with small prizes for everyone and is run by volunteers.

International Lunchtime Choice is a lunchtime program run by parent volunteers that offers various indoor activities to students in grades 1-5 to teach children about different cultures.

Martin Luther King, Jr. (MLK) Day is celebrated district-wide as well as in the classrooms at ML King. School-wide events are sometimes included.

National African-American Parent Involvement Day (NAAPID) is celebrated annually at ML King. On this special day, ALL parents are invited and encouraged to come to school with their children for part or all of the day to experience the learning environment firsthand. Special performances or events are sometimes featured.

February

International Night is an incredible evening of pride and celebration for the King School Community. A Showcase of Student Performances demonstrating our numerous cultures and customs.

Disabilities Workshop is a program for 4th graders that involves students rotating through a series of hands-on stations to experience the challenges of physical, visual, auditory, speech and learning disabilities. Students then meet as a large group with adult presenters who share more about their own disabilities. Parent volunteers supervise.

March

Class Placement Meetings start in the spring. Staff and students work together so student achievement can be the focus of every classroom. Considerable time is spent creating classrooms that reflect a variety of abilities and personalities. Parents provide input into the process by filling out a recommendation form. All information shared is carefully considered, but is not guaranteed, during the placement process. Watch for requests regarding placement in the spring Dream Keeper newsletter.

Kindergarten Roundup is an annual event that provides an opportunity for prospective new kindergarteners to learn more about the school and also includes an orientation and informational meeting for new parents.

March is Reading Month is a nationally celebrated annual event designed to celebrate reading both at school and at home. It usually includes a school-wide read-a-thon and a daily calendar of activities for students and teachers. Information is sent home with students in late February or early March.

Scholastic & Used Book Fairs are held annually in the ML King Multipurpose Room. The Scholastic New Book Fair gives students and families the opportunity to buy carefully selected quality books and products at affordable prices. Approximately 25% of sales generate funds for the PTO. Families can also donate books to their child's classroom through the "Teacher Wish Board."

The **Used Book Fair** is also a part of the March Book Fair. Families are encouraged to donate used books and media. The committee makes sure every child goes home with at least two used books.

April

Silent Auction is one of the largest events in the King school year, and the main fundraiser for King's PTO, funding many of the programs you see in this booklet. It is organized by parent volunteers as a fundraiser for the PTO. Hundreds of items are generously donated and then bid on in this impressive, fun event!

Science Night is run by parent volunteers and the Ann Arbor Hands on Museum while parents shop in the Silent Auction. Children that participate in Science Olympiad and the Math Club are recognized at Science Night

M-STEP (Michigan Student Test of Education Progress) is an online assessment given to students in April and May. **See academics section above*

May

Science Olympiad Tournament – See Enrichment listing.

Space Camp 5th grade Field Trip occurs in May. Students learn about the history of space flight, build and launch model rockets, and participate in simulated space missions. Teamwork and decision making skills are emphasized during many activities.

Teacher Appreciation Luncheon is an annual luncheon organized by parent volunteers that allows families to show their appreciation to the ML King teachers and staff. Families prepare food to be served; volunteers help with preparations at the school. The event takes place during a school day lunch.

Volunteer Appreciation Breakfast is an annual breakfast organized by teachers that allows them to show their appreciation to ML King families who have dedicated their time to help the school throughout the year. The event takes place on a morning before school begins.

June

End of Year Dessert Social is an annual event, run by parent volunteers and held just outside of ML King School. The event features music, food, games, and the opportunity to spend quality time with friends and neighbors.

Fifth Grade Graduation is celebrated with presentation of graduation certificates and a slide show in the school auditorium on the evening of the next-to-last-day of school.