

W. H. Council Traditional School,  
An International Baccalaureate Primary Years Programme  
Essential Agreements

**Planners**

- Six planners of inquiry are required to be taught during each school year.
- Each teacher must turn in a hard copy of the taught planner to the grade-level IB representative following completion with individual notes (revisions, student questions, new resources, etc.). This should be a working copy that was used while teaching the planner.
- Grade levels will work together to make revisions to the planner. Revisions should be discussed and agreed upon by the grade level teachers.
- One completed/revised grade level copy must be emailed to the IB Coordinator following completion of the unit of inquiry, along with teachers' copies.
- A copy of all materials used to teach the planner (project information, rubrics, graphs, etc.) should be secured by the grade-level teachers.
- IB cabinets will continue to be frontloaded by the IB Coordinator. Student work samples can and should be added to the IB cabinet by teachers as planners are taught.
- Resource teachers should help in the development and reflection of the units of inquiry.

**Portfolios**

- Reflection pieces will be placed into the portfolios by the classroom teacher following the completion of the planner.
- Portfolios will be checked each semester by the IB Coordinator.
- End-of-year portfolios will contain 8 entries: one entry from each unit of inquiry and two self-reflections. Each entry will consist of the student's reflection stapled to the student's work sample (photographs are acceptable). Reflection pieces do not have to be the same for each student.

**Assessment**

- The five essential elements will be assessed with a variety of formative and summative assessment strategies.
- Assessment will be used to evaluate student performance, plan for further learning, and address individual learning styles.
- Student-led conferences will take place in May and will be attended by fifth-grade students, parents, and teachers.

**Collaborative Meetings**

- Grade-level meetings will be held weekly during school time.
- Issues related to all material may be addressed, including planner review and reflection.
- Special teachers will be provided all POI information and will be included in planning when necessary.

## **Action**

- Teachers will cultivate action through modeling, recognition, and celebration of student contributions.
- Teachers expect students to have ownership over action.
- Actions must be meaningful and appropriate.

## **Essential Agreements Related to Students**

**(posted in designated areas of school)**

### **Hallways**

- Students will walk in the hallways in single file, on the right, staying on the first white tile.
- Students will remain in a line while in the hallways, respecting the personal space of others.
- Students will walk in the hallways, respecting the walls, hall displays, student work, and bulletin boards.
- Students will be quiet in the hallways, showing consideration for other classes.

### **Stairways**

- Students will walk in the stairway, single file, holding the right-side handrail, taking one step at a time.
- Students will remain in a line while in the stairway, respecting the personal space of others.
- Students will be quiet in the stairway, showing consideration to other classes.

### **Cafeteria**

- Students will enter and exit the cafeteria quietly.
- Students will remain quiet until their entire class is served and seated, and teacher has given permission to talk quietly.
- Students will talk quietly at their tables, using proper table manners as they eat their meals.
- Students will clean their space, leaving their tables ready for the next group of students.
- Students will exit the cafeteria around the perimeter of the cafeteria, lining up outside the cafeteria door.

### **Restrooms**

- Students will enter the restroom quietly. As one student exits, another student will enter.
- Students will keep rest rooms clean by flushing the toilets and disposing of paper towels properly.
- Student monitors will ensure restrooms are left clean and in order.