

# Family Handbook

CDL Edition: updated March 2021

Dear Families,

This guide has been designed to keep students and families informed of new procedures at Salish Ponds. We understand this is a difficult time for all of us, especially our students. We are in constant communication with the superintendent, district office, and county health officials to ensure we are keeping your child and our community safe. In this document, you will learn about new procedures and what to expect when on our school campus. If you have any questions, please do not hesitate to contact us.

With gratitude,

Shelley Walker, Principal  
[SLWalker@rsd7.net](mailto:SLWalker@rsd7.net)

Genny Muramatsu, Assistant Principal  
[GMuramatsu@rsd7.net](mailto:GMuramatsu@rsd7.net)



New Routines:	
<b>Visitors</b>	<ul style="list-style-type: none"><li>• No visitors are allowed in the school building</li><li>• If you need to contact someone in the school, please call (503) 492-7260<ul style="list-style-type: none"><li>◦ Our office will be open for phone calls from 8:00 AM - 4:00 PM on school days</li></ul></li></ul>
<b>Meal service</b>	<ul style="list-style-type: none"><li>• Meals will be available to pick-up on Mondays and Thursday from 11:30-12:30 at Salish Ponds<ul style="list-style-type: none"><li>◦ Monday: 3 days of meals</li><li>◦ Thursday: 2 days of meals</li></ul></li><li>• Updates can be found in the newsletter about where other community food pantries are available</li></ul>
<b>School-to-home communication</b>	<ul style="list-style-type: none"><li>• Bi-weekly newsletter with school news, meetings, and events<ul style="list-style-type: none"><li>◦ Posted on Salish Ponds Facebook</li><li>◦ Posted on Salish Ponds website</li><li>◦ Sent through Remind</li></ul></li><li>• Updates from the school and teachers will be sent through Remind</li><li>• Monthly family meetings on Zoom<ul style="list-style-type: none"><li>◦ Information and meeting links will be shared by newsletter, school website, Facebook, and Remind</li></ul></li></ul>

<b>I Need Assistance:</b>	
<b>My student is sick</b>	<ul style="list-style-type: none"> <li>• Call Sandra Bearden (Attendance Secretary/Registrar) to excuse your child's absence <ul style="list-style-type: none"> <li>○ (503) 492-7260</li> </ul> </li> <li>• E-mail or send Remind message to your child's teacher to report their absences</li> </ul>
<b>I am concerned with my child's mental health</b>	<ul style="list-style-type: none"> <li>• Notify your student's teacher</li> <li>• Contact one of the school counselors for support <ul style="list-style-type: none"> <li>○ Jenny Goslin, Grades K-2</li> <li>○ Anne Margaret O'Brien, Grades 3-5</li> </ul> </li> </ul>
<b>We are having issues with technology</b>	<ul style="list-style-type: none"> <li>• Contact your student's teacher</li> <li>• Call the main office <ul style="list-style-type: none"> <li>○ (503) 492-7260</li> </ul> </li> </ul>
<b>My student will not participate in online learning</b>	<ul style="list-style-type: none"> <li>• Notify your student's teacher</li> <li>• Contact our Care Team for support <ul style="list-style-type: none"> <li>○ Jenny Goslin, K-2 School Counselor</li> <li>○ Anne Margaret O'Brien, 3-5 School Counselor</li> <li>○ Hannah Fisher, School Social Worker</li> </ul> </li> </ul>
<b>We are moving or we have moved</b>	<ul style="list-style-type: none"> <li>• Contact Sandra Bearden (Attendance Secretary/Registrar) <ul style="list-style-type: none"> <li>○ (503) 492-7260</li> </ul> </li> </ul>
<b>Salish Ponds Care Team</b>	<ul style="list-style-type: none"> <li>• Team is established to confidentially support students and families as we accommodate this temporary form of learning</li> <li>• Contact us if you need assistance for: <ul style="list-style-type: none"> <li>○ Food insecurity</li> <li>○ Resources to pay utilities or rent</li> <li>○ Mental health needs</li> <li>○ Support to help your child attend school or complete schoolwork</li> </ul> </li> <li>• Reach us through your child's teacher or call the front office <ul style="list-style-type: none"> <li>○ Jenny Goslin, K-2 School Counselor</li> <li>○ Anne Margaret O'Brien, 3-5 School Counselor</li> <li>○ Hannah Fisher, School Social Worker</li> <li>○ Justine Minette, SUN Site Manager</li> <li>○ Sandra Bearden, School Registrar</li> <li>○ Genny Muramatsu, Assistant Principal</li> </ul> </li> </ul>

Online Learning Model (CDL):	
<b>Option for fully online learning (CDL)</b>	<ul style="list-style-type: none"> <li>Fully online learning (CDL) will continue to be an option for all students through the end of the 2020-2021 school year</li> <li>Families will choose if they want their students to continue with fully online learning (CDL) or switch to hybrid learning</li> </ul>
<b>Mornings: live instruction online</b>	<ul style="list-style-type: none"> <li>In the morning all students will continue with online learning through live sessions on Zoom <ul style="list-style-type: none"> <li>Monday: 10:00 – 11:00 AM</li> <li>Tuesday-Friday: 9:00 – 11:30 AM</li> </ul> </li> <li>All core instruction (reading, writing, math) will occur online in the morning</li> <li>Students continuing with fully online learning (CDL) will be able to stay connected with students who switch to hybrid option</li> </ul>
<b>Afternoons: independent work online</b>	<ul style="list-style-type: none"> <li>Teachers will post activities that students will complete on their own <ul style="list-style-type: none"> <li>Activities on Seesaw or Schoology</li> <li>Practice on DreamBox and Lexia</li> <li>Independent reading</li> </ul> </li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Attendance will be counted every day</li> <li>Students will need to complete at least one of the following to be marked as present: <ul style="list-style-type: none"> <li>Participate in online class on Zoom</li> <li>Student communicates with or works with a teacher</li> <li>Submit an activity posted on Seesaw or Schoology</li> <li>Family member communicates with teacher by phone, e-mail, or Remind</li> </ul> </li> </ul>
<b>School supplies</b>	<ul style="list-style-type: none"> <li>Monthly supply distributions will take place at Salish Ponds <ul style="list-style-type: none"> <li>Basic school supplies (pencils, paper, crayons/markers, etc.)</li> <li>Additional materials from teacher</li> </ul> </li> <li>Families who were unable to come can arrange for an alternate day to pick up supplies</li> </ul>
<b>Can we switch to hybrid?</b>	<ul style="list-style-type: none"> <li>Families can choose to switch their students to hybrid</li> <li>Contact the front office to request the change <ul style="list-style-type: none"> <li>(503) 492-7260</li> </ul> </li> </ul>

Tips for Online Learning:	
<b>Routines for online learning</b>	<ul style="list-style-type: none"> <li>• Setting up consistent routines will help students feel like they're in school</li> <li>• Routines should work for your family but may include: <ul style="list-style-type: none"> <li>○ Consistent times for waking up and going to bed</li> <li>○ Getting dressed (this helps students feel like they're at school)</li> <li>○ Gathering supplies before beginning school activities</li> </ul> </li> </ul>
<b>Learning space</b>	<ul style="list-style-type: none"> <li>• Students will spend several hours each day completing school activities</li> <li>• Find a place for students to work that will work for your students and family</li> <li>• Learning spaces may include: <ul style="list-style-type: none"> <li>○ Limited distractions</li> <li>○ As quiet as possible</li> <li>○ Comfortable to students to spend time in</li> </ul> </li> </ul>
<b>Supporting students with their work</b>	<ul style="list-style-type: none"> <li>• Students will still be working with their teacher during online learning <ul style="list-style-type: none"> <li>○ Families are not expected to become full-time teachers</li> </ul> </li> <li>• Families can support students by: <ul style="list-style-type: none"> <li>○ Encouraging students to do their best</li> <li>○ Reminding students to take a break if they feel frustrated</li> <li>○ Communicating with teacher if a student is struggling</li> <li>○ Avoiding doing the work for students or telling them the answers</li> </ul> </li> </ul>
<b>Communication with teacher</b>	<ul style="list-style-type: none"> <li>• Online learning is new for everyone</li> <li>• Families are encouraged to communicate with teachers when they have questions or concerns</li> </ul>
<b>Checking in with students BEFORE school</b>	<ul style="list-style-type: none"> <li>○ Check in with students before class to help them get into the school mindset</li> <li>○ You might ask: <ul style="list-style-type: none"> <li>○ What are you excited about today?</li> <li>○ Do you need any specific materials today?</li> <li>○ Do you have any additional work you need to complete today?</li> <li>○ What can I do to help?</li> </ul> </li> </ul>
<b>Checking in with students AFTER school</b>	<ul style="list-style-type: none"> <li>○ Ask students how their day went: <ul style="list-style-type: none"> <li>○ What did you do today?</li> <li>○ What went well for you?</li> <li>○ Was anything difficult for you today?</li> <li>○ How could we do to make tomorrow better?</li> </ul> </li> </ul>