

# **STUDENT HANDBOOK FOR REMOTE LEARNING 2020/2021**

## **Fairwood Elementary School**

16600 148th Ave. S.E.  
Renton, WA 98058  
(253) 373-7491 phone  
(253) 373-7492 fax

Tricia Hoyle, Principal  
Kathy Andrew, Office Manager

## **Kent School District Administration**

12033 S.E. 256<sup>th</sup> Street  
Kent, WA 98031  
(253) 373-9550

## **District Administration**

Dr. Calvin Watts, Superintendent

## **School Hours**

Kindergarten Through 6<sup>th</sup> Grade

School Begins: 8:45 a.m.  
School Ends: 3:25 p.m.  
Wednesday early release: 12:45 p.m.

Preschool Hours- Monday/Tuesday/Thursday/Friday

Morning Session: 8:45-11:20 a.m.  
Afternoon Session: 12:50-3:25 p.m.  
Extended Day 8:45-1:45

## **PHILOSOPHY**

### **Kent School District Mission**

Successfully preparing all students for their futures.

### **Fairwood Elementary Mission**

To create a positive, supportive, and respectful environment which is conducive to optimal learning and personal growth for each child. We encourage all levels of thinking skills, love of life-long learning and individual risk taking.

### **Fairwood Elementary Motto**

Learning, Caring, Sharing

### **Fairwood School Pledge**

WE come to school prepared and ready to learn.  
WE follow the rules to keep our school safe.  
WE show respect to everyone we meet.  
WE work together to help each other.  
WE do our best and never give up.  
WE are all a special part of the Fairwood community.  
GO CHARGERS!

## **Fairwood Code of Conduct**

### **RESPECT**

- Treat others the way you want to be treated
- Show good sportsmanship
- Use appropriate language
- Follow directions and rules
- Take turns and share

### **RESPONSIBILITY**

- Be on time and prepared
- Take care of school and personal property
- Have an appropriate school space at home

### **SAFETY**

- Use Kelso' Choices for "Small Problems"
- Report "Big Problems" to an adult
- Use meeting chat only during meetings
- Keep log-in and personal information private

## **STAFF LIST & MICROSOFT TEAMS PHONE NUMBERS**

Below you will find the staff list for 2020-2021 along with each staff members phone number. You can also contact them via email ([firstname.lastname@kent.k12.wa.us](mailto:firstname.lastname@kent.k12.wa.us)). If you need support for your student and/or family, please feel free to contact the staff members listed below.

**Cristina Franco**- School Counselor. Please contact Mrs. Franco if you have any of the following needs or concerns: social emotional support, support with food or clothing, other basic need resources, etc.

**Mari Davis**- Educational Assistant. Please contact Mrs. Davis if you have any of the following needs or concerns: social emotional support, students having troubles with other students, etc.

**\*\*PLEASE NOTE THAT THESE PHONE NUMBERS WILL SHOW UP ON YOUR CALLER ID AS OUT OF STATE NUMBERS.**

<b>GRADE</b>	<b>TEACHER</b>	<b>PHONE #</b>
Pre	Mary "Chris" Hatstrup	(208) 817-0826
Pre	Anna-Marie Kramer	(208) 817-9314
Pre	Erin Staubli	(208) 925-0945
K	Leah Marsland	(208) 817-9447
K	Pamela Wray	(986) 867-0073
1	Nicole Bass	(208) 609-7677
1	Jan Wilson	(986) 867-0041
2	Yiyi Liu	(208)817-9403
2	Shelbie Frounfelter	(208) 817-0457
3	Rachelle Panergo	(208) 817-9652
3	Michael McCauley	(208) 817-9472
2/3	Susanna Taylor	(208) 963-5126
4	Douglas Newby	(208) 817-9593
4	Edyte Parsons	(208) 817-9666
5	Kallee Hart	(208) 817-0822
5	Tami Koch	(208) 817-9309
6	Jessica Haury	(208) 817-9262
6	Barbara Wood	(986) 867-0061
IP	Lisa Parks	(208) 817-9660
LAP	Sandra Reeley	(208) 925-0514
PE	Michelle Jones	(208) 817-9236
Library/Media	Sheena Keiser	(208) 817-9262
ELL/PE	Scott Seelbach	(208) 925-0647
General Music	Claire Rehmke	(208) 925-0517
Orchestra	Corey Birch	(208) 609-7713
Band	Scott Sellevold	(208) 925-0647
Ed Assist/PE	Mari Davis	(208) 609-7911
Counselor	Cristina Franco	(208) 817-0440
Principal	Patricia Hoyle	(253) 294-5930

## FAMILY ACCESS

Family Access allows parents/guardians electronic access to school related information. Parents of elementary students can view their child's attendance, the school calendar, messages from the school office or teacher, test scores, and vaccination records, along with student and emergency contact information. Parents can report their student absent online through Family Access. Parents of secondary students, and secondary students themselves, can access all of the previously listed items and also see grades, student schedule, and academic history. Another great feature of Family Access is one login allows parents to view the records of all students within a single family, even if the students are enrolled at different (KSD) schools. Skyward Family Access uses Google Translate to provide translation into over 100 languages.

### **Accessing Skyward**

[Skyward Family Access](#)

[Skyward Family Access Mobile](#)

Parents or guardians with an email address on file can use the "Forgot your Login/Password" link on the Family Access login page or parents can contact the student's school for log-in information.

### **Please DO NOT give your child access to your parent login.**

If there are questions regarding the log-in ID and password, student grades, or other student or school information, please contact the student's school.

- For information on Skyward parent access please contact, Kathy Andrew or Patricia Hoyle.
- For information on Skyward student access: please contact the classroom teacher or main office.

## COMPULSORY ATTENDANCE LAW

### **Did You Know?**

- **Maintaining good attendance is one of the most important things a student can do to be successful.**
- Attendance is important in all grade levels, from Pre-K through 12<sup>th</sup> grade. Students who attend regularly are much more likely to be at or above grade level standards. Poor attendance at any grade increases the likelihood of falling behind academically.
- All absences (excused and unexcused) have the potential of harming students academically. Students who miss 10% (18 days) of the school year are defined as being chronically absent. Students who are chronically absent have greater risk of falling behind one or more grade levels.
- A student can be chronically absent by missing 2 or more days a month. New state laws regarding attendance now require schools to address both excused and unexcused absences.
- Absences can affect the whole classroom if the teacher must slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.
- Please call the office at (253) 373-7491 before **9:15am** if your child will be absent from online classes for the day. You may also send an email: [fwattendance@kent.k12.wa.us](mailto:fwattendance@kent.k12.wa.us). with the date, student name, parent name, and reason for absence. If we do not hear from you, we call home whenever students are absent, and you may also receive an attendance email. Your phone call in the morning is of great assistance to us. In addition to letting us know the status of your child, it helps to relieve the workload of our office staff and allows us to implement the program effectively. As per school board policy, **Extended vacations, or trips where students will miss school require the prior approval of the principal. Please avoid requesting extended vacations during 3<sup>rd</sup>-6<sup>th</sup> grade state testing.**

## **Attendance During Remote Learning**

There are two types of instruction your student will be able to participate in for attendance.

- Synchronous instruction - live instruction with their teacher leading (Microsoft Teams classes)
- Asynchronous instruction - independent instruction (Canvas, assigned work)

A student is marked present if they participate in synchronous and asynchronous learning options. Evidence of student participation in remote learning may include, but is not limited to:

- A) Daily logins to canvas system
- B) Daily interactions with teacher to acknowledge attendance (including messages, emails, phone calls or video chats
- C) Evidence of participation in a task or assignment

## **NUTRITION SERVICES**

### **Meal Service during Remote Learning**

Nutritious meals are available to all Kent School District students every **Wednesday from 2:00-4:00 p.m. at select schools and bus stops** across Kent School District during remote learning beginning on September 2, 2020.

Each small box (12 inches by 8 inches by 8 inches) contains:

- Meals for the days that school is in session that week. Most boxes will contain five breakfasts and lunches; however, the number of meals will be adjusted for holidays and non-school days because federal regulations allow meals to be provided for school days only.
- A menu with instructions for refrigeration and heating items inside.

On August 31, The US Department of Agriculture (USDA) announced they will extend the summer meal program through December 31, 2020, depending on federal funding.

We are still waiting for further guidance from the Office of Superintendent of Public Instruction (OSPI), but to ensure all students in Kent School District have the nutrition they need to begin remote learning on Thursday, September 3, **we are offering free meals to all of our students on September 2, regardless of their free and reduced-price meal status.**

### **Pick-Up Locations**

Please visit one of the schools or bus stops listed **between 2:00-4:00 p.m. each Wednesday beginning September 2** to pick up a box of meals for KSD students in your household.

Service times and locations are subject to change. Please refer to this [webpage](#) before each visit for pick-up locations.

**RESPECT, RESPONSIBILITY AND SAFETY**  
**CODE OF CONDUCT**

**Multi-Tiered Systems of Support**

The Kent School District is committed to the use of a multi-tiered system of support (MTSS) to address student needs and prevent disruptive behaviors before they occur. Each school, using the MTSS framework develops a series of tiered supports to address student needs. These supports are categorized as Tier One, Tier Two and Tier Three Supports. Tier One supports are needed by all students, while students may periodically need Tier Two and/or Tier Three supports in addition to their Tier One supports depending on their individual circumstances.

- Tier 1 – Universal Supports – Supports given to all students at a school. Examples include: Developing and teaching clear school expectations, teaching routines, intentionally developing positive relationships between staff and students and students and students, instruction of Social Emotional Learning (SEL) skills to all students, using restorative practices, and intentionally fostering family engagement.
  
- Tier 2 – Targeted Supports – A smaller group of students at a school will need targeted supports in addition to what they are receiving in Tier One. This is usually for a defined period of time. Examples of Tier Two supports include: Participating in a support group (friendship, anger, time management), daily check-in/check-out, adult mentorship, reteaching and practicing of social emotional skills (calm-down strategies, problem solving, conflict resolution).
  
- Tier 3 – Intensive Supports – An even smaller number of students at a school will need intensive supports. Oftentimes students will need these supports in times of trauma. These supports are in addition to the Tier One and Two supports they are already receiving. Tier Three supports are highly individualized and often require a written support plan. The school will often work with our community partners in Behavioral Health (mental health and substance abuse counseling) to deliver these supports.

All staff uses the Positive Behavior Interventions and Supports (PBIS) framework and provides instruction to students on school behaviors expected by the Fairwood Code of Conduct for Respect, Responsibility, and Safety. When students are in violation of the RRS Code of Conduct and/or Kent School District Discipline Policies, disciplinary instruction can range from additional instruction, mediation, written corrective action to suspension and expulsion. (See district handbook for specifics.)

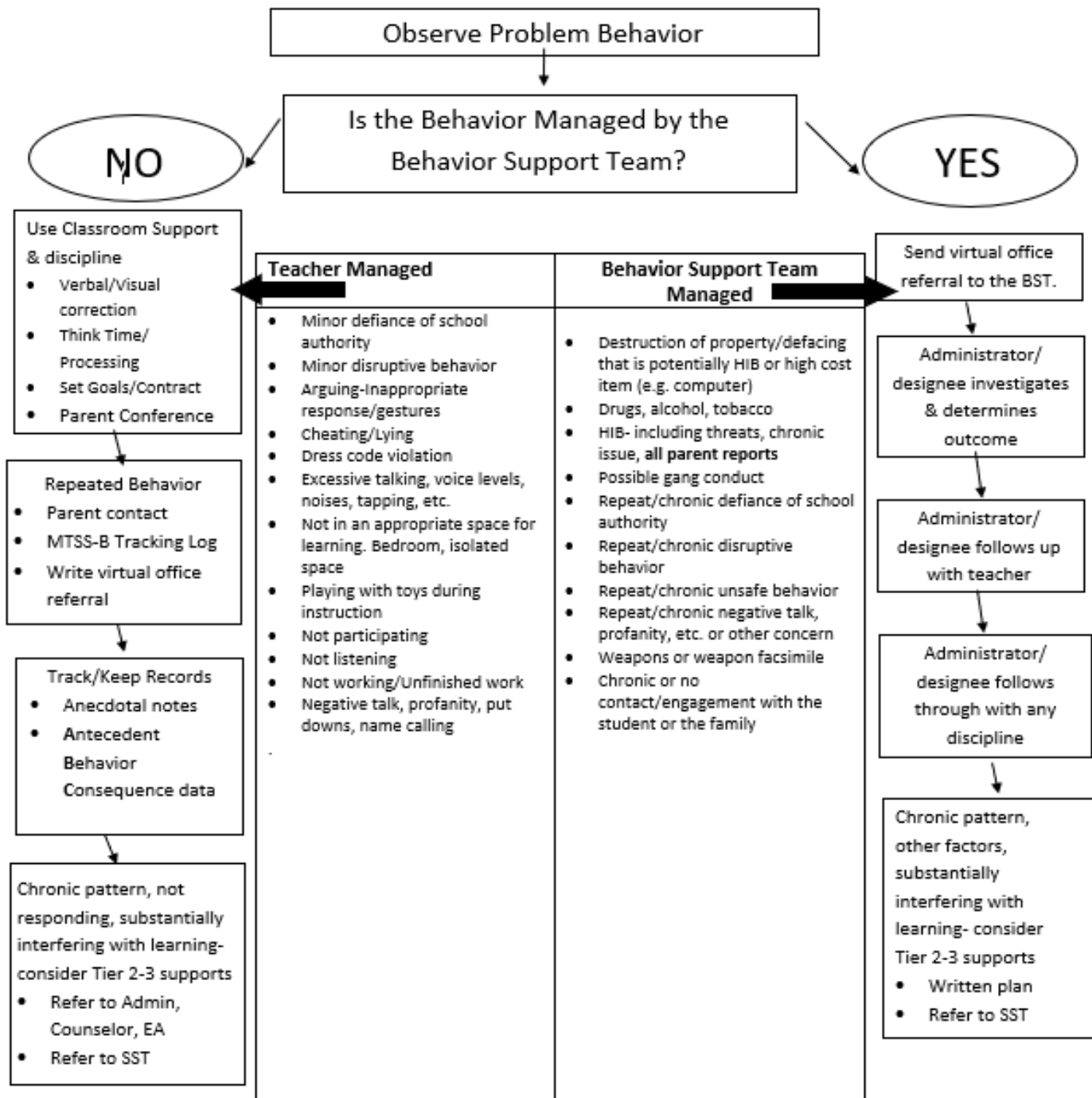
## PBIS Behavior Matrix for Remote Learning

Fairwood Elementary students and staff are...	In a virtual class meeting	In a small group or one-on-one virtual session	In chat and discussion boards	In general- Microsoft Teams (or other school-associated digital resources)
Respect	<ul style="list-style-type: none"> <li>Start with your mic muted</li> <li>Keep your attention on the teacher or student who is talking</li> <li>Keep your body/background as still as possible during a class meeting to keep from distracting other students in the meeting</li> <li>Use kind, helpful, words, faces, gestures, pictures</li> <li>Keep your comments on the appropriate topic</li> </ul>	<ul style="list-style-type: none"> <li>Keep your attention on the teacher or student who is talking</li> <li>Keep your body/background as still as possible during a class meeting to keep from distracting other students in the meeting</li> <li>Use kind, helpful, words, faces, gestures, pictures</li> <li>Keep your comments on the appropriate topic</li> </ul>	<ul style="list-style-type: none"> <li>Keep your comments on the appropriate topic</li> <li>Use kind, helpful, words, faces, gestures, pictures</li> </ul>	<ul style="list-style-type: none"> <li>Use kind, helpful, words, faces, gestures, and pictures</li> <li>Keep your comments on the appropriate topic</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>Be on time, ready to learn</li> <li>Stay focused (try not to be doing other things during the meeting)</li> <li>Use an appropriate space where you can focus and learn</li> <li>Do your best work on any assignment or task given by your teacher</li> <li>Participate actively in the class (camera, hand raise, chat as directed by teacher)</li> <li>Ask questions if you do not understand a topic</li> </ul>	<ul style="list-style-type: none"> <li>Stay focused (try not to be doing other things during the meeting)</li> <li>Use an appropriate space where you can focus and learn</li> <li>Participate actively in the class (camera, hand raise, chat as directed by teacher)</li> <li>Do your best work on any assignment or task given by your teacher</li> <li>Ask questions if you don't understand a topic</li> </ul>	<ul style="list-style-type: none"> <li>Use the chat to ask/answer questions of the teacher</li> <li>Stay focused on the teacher while they are speaking and use the chat at appropriate times</li> <li>Use the chat as a tool for learning</li> </ul>	<ul style="list-style-type: none"> <li>Use any digital resources provided by your teacher or the school for learning only</li> </ul>
Safety	<ul style="list-style-type: none"> <li>Follow the school dress code</li> <li>Use equipment as intended</li> <li>Only have items on camera that are school appropriate</li> <li>Report anything that seems unsafe or disrespectful to your teacher, guardian, or other adult immediately</li> </ul>	<ul style="list-style-type: none"> <li>Follow the school dress code</li> <li>Use equipment as intended</li> <li>Only have items on camera that are school appropriate</li> <li>Report anything that seems unsafe or disrespectful to your teacher, guardian, or other adult immediately</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment as intended</li> <li>Use the meeting chat only during the meeting and chat only during school appropriate times and assignments</li> <li>Report anything that seems unsafe or disrespectful to your teacher, guardian, or other adult immediately</li> <li>Make sure that there is an adult nearby in any meeting that takes place between students where there is no teacher</li> </ul>	<ul style="list-style-type: none"> <li>Keep log-in and personal information private</li> <li>Use equipment as intended</li> <li>Use TEAMS and other platforms safely at school appropriate times and activities</li> <li>Make sure that there is an adult nearby in any meeting that takes place between students where there is no teacher</li> <li>Report anything that seems unsafe or disrespectful to your teacher, guardian, or other adult immediately</li> </ul>

## What parents need to know about virtual referrals:

Parental support for student behavior at during remote learning is critical. If your student has a behavior problem while attending virtual lessons, you will be notified. Support for your student at home could sound like:

- Asking your child to clearly explain his perceptions of what happened.
- Ask if they understand the rule or behavior that is in question.
- Ask how others may have perceived what they did.
- Discuss with them how to accept the discipline issued or how to appropriately appeal if they disagree.
- Ask, “How will you handle this next time?”



To better manage data and behavior tracking, please keep records on your students who you intervene with on a regular basis for teacher managed situations using the MTSS-B communication and tracking log. When sending a virtual referral form you must also attach a copy of the log. This allows us to collect data to determine any patterns of need and when to consider Tier 2-3 supports.



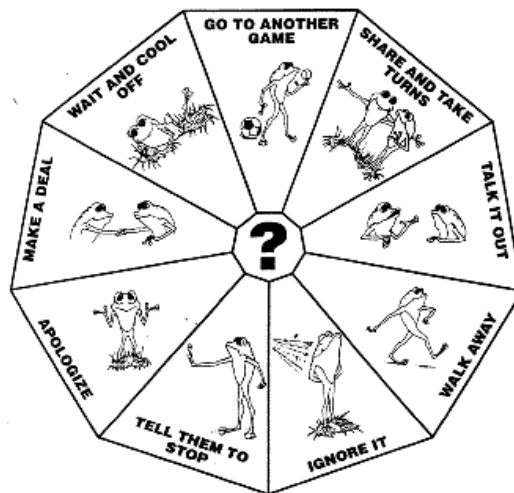
## Supports

Fairwood's staff realizes that every student is unique, and many students benefit from additional support for their learning. We stand ready to offer these to individuals and groups for their growth to reach the potential levels of performance in academic, social, and behavioral areas.

- **“Kelso’s Choices”** - a school wide conflict resolution model, taught and reinforced by the teaching staff.
- **“Second Step”** – Curriculum resources focused on self-discipline, friendship skills, and bullying prevention. Taught by the counselor and teaching staff.
- **“Growth Mindset”**: - a school wide model to broaden perspectives and approaches to problem solving in both academic and social areas; taught and supported by the teaching staff.
- **Guided Conflict Resolution** - problem solving that is directed by an adult mediator, School Counselor, EA, or Principal, as needed.
- **Small Group Counseling** - usually topic focused for limited duration, guided, and instructed by School Counselor.
- **Individual Counseling** - with the School Counselor.
- **Individualized Behavior Support Plans**- developed collaboratively by teachers, support staff and parents.

### **IT'S YOUR CHOICE!**

**DO YOU HAVE A SMALL PROBLEM?  
TRY 2 OF KELSO'S CHOICES:**



**IF YOU HAVE A BIG PROBLEM,  
TELL AN ADULT YOU TRUST.**