

BANKS ELEMENTARY SCHOOL



PARENT/STUDENT CDL
HANDBOOK
2020-2021

Dear Students, Families and Guardians,

Welcome to Banks Elementary School! The teachers, staff, and I are all anticipating an enriching, successful, and fun school year even with all of the changes we are facing and with school beginning in Comprehensive Distance Learning (CDL)! We are in this together and the strength of our Banks community will help ensure success!

Adjusting from a summer schedule to a school schedule can be difficult. It is important for your child to get to bed early and eat a good breakfast in the morning. This will help them to start the year feeling successful! Two critical components of student success are starting the day by being present (on time and throughout the day, if available) and being positive (great things happen at BES every day). This holds true for CDL as well!

Banks Elementary School has a highly qualified staff committed to seeing each child as an individual and meeting their social, emotional, and academic needs. As the parent, you know your child the best. It is important that we work as a team to anticipate and prepare for your child's needs while keeping expectations high. **Open communication about strengths, needs, concerns, and/or questions will be our goal to ensure positive growth and future success.**

We work hard to communicate important events to our parents and community. Please check our school and district websites, our BES Facebook page, as well as your child's email account each week (email should be checked daily). If you ever have questions, concerns, or celebrations, please feel free to contact the classroom teacher or myself. We want to work as a team to provide an environment of success for each child, even when they are not physically in the school building.

I am extremely fortunate to be leading this incredible staff and I look forward to the challenges and successes to come. I see an exciting and bright future for all of our students and am grateful for this opportunity to spend the year with your child (virtually or not)!

Sincerely,

Marjorie Salter

Daily Schedule

Students in grades K-3 can expect a minimum of 2 hours, 20 minutes per day of teacher facilitated instruction and applied learning (independent and guided practice time).

Students in grades 4-5 can expect a minimum of 2 hours, 30 minutes per day of teacher facilitated instruction and applied learning (independent and guided practice time).

Comprehensive Distance Learning

1. Non-Digital Instruction (only when/if necessary)

- ❑ A non-digital component of comprehensive distance learning is available for all students who either do not have home internet ; whose access to the internet is intermittent; or for students too young to complete all instruction online.
- ❑ In these cases, curriculum materials will be shared through printed packets that students can complete at home.
- ❑ Assignments may be submitted once the entire packet has been completed or by emailing photos of each completed assignment to the teacher as they finish.





2. Full Digital Instruction

- ❑ Digital instructional materials will be provided to parents to assist their children in completing their education.
- ❑ Teachers will use an online platform (Canvas) for students to access their digital instructional materials and complete their work while away from school.
- ❑ Teachers may post pre-recorded videos of lessons for students to watch before completing assignments or assign students to watch embedded videos in the Acellus online program.
- ❑ Assignments may be submitted via the online platform (Canvas) or by emailing a photo of the handwritten completed assignment.
- ❑ Teachers may also use Zoom to hold live classes, one-on-one tutoring sessions, and/or administer assessments.

Remote Learning Expectations

- ❑ Students will...
 - ❑ Use school devices for school work only
 - ❑ Access lessons for all subject areas assigned
 - ❑ Engage in and complete lessons/learning activities/assessments as directed by teachers
 - ❑ Contact teachers with questions about activities and assignments
 - ❑ Submit assignments within a timely manner
 - ❑ Be on time to live teaching sessions (if available during the day) or access the lessons at a later time convenient for student/family
 - ❑ Check Canvas daily for announcements, assignments, etc.
 - ❑ Attend office hours of teachers if they are struggling with any course content
 - ❑ Communicate regularly with teachers
 - ❑ Be a positive digital citizen by following and signing the digital learning pledge (provided by teacher upon the start of school) and by following the expectations below during live meetings using Zoom:

ZOOM MEETING EXPECTATIONS

BE PREPARED	PRESENTATION	SPEAKING
<p>Be on time.</p> <p>Find a quiet learning place without distractions.</p> <p>Have your materials ready.</p> 	<p>Keep your camera on, if you are comfortable doing so. Otherwise, it's ok to keep it off.</p> <p>Check your surroundings.</p> <p>Dress appropriately.</p> 	<p>Stay on mute.</p> <p>Raise your hand to speak/ask a question.</p> <p>Stay on topic when speaking.</p> 
PARTICIPATION	BE RESPECTFUL	USE SIGNALS
<p>Be focused.</p> <p>Pay attention.</p> <p>Be an active participant.</p> 	<p>Be respectful with your words, actions, and content (work you share with the class).</p> 	<p>Thumbs up = OK</p> <p>Thumbs down = No</p> <p>Raised hand = Question</p> <p>? in chat = Question</p> <p>! in chat = Comment</p> 

❑ Parents/Guardians will...

- ❑ Monitor student use. The best way to keep a student safe is to have a parent/guardian present and involved
- ❑ Ensure students set up a remote workspace with necessary supplies and a charged device
- ❑ Always communicate issues or questions with the teacher first
- ❑ If an issue cannot be resolved at the teacher level, contact school principal
- ❑ Report student illness or absence to the school secretary
- ❑ Support students with remote learning as needed
- ❑ Set up a parent Canvas account. Directions on how to set up can be found [here](#). Another great resource for parents accessing Canvas can be found [here](#) (parents, you are considered 'observers').

❑ Teachers will...

- ❑ Plan and provide remote learning materials, lessons, and assignments for literacy (reading/writing), math and PE. Opportunities for science, social studies and art will also be provided.
- ❑ Assess students as needed and maintain records of these assessments
- ❑ Hold virtual office hours to offer assistance and answer questions of all students by being available to parents and student each day
- ❑ Offer a minimum of 2 live lessons each day with an emphasis on reading/language arts, writing, math and social and emotional skills
- ❑ Reach out to each student/family at least once a week to answer any questions via telephone or via video conference
- ❑ Maintain open communication with administration and families

❑ Administrators will...

- ❑ Be available via email, phone, or video chat to support students, staff, and parents
- ❑ Oversee the daily operations of distance learning

Tardiness and Absenteeism

Tardiness and unnecessary absenteeism can be a significant issue. Your child deserves the best education possible and we need your help to make that happen. Even though we are in distance learning, being on time to lessons is extremely important.

One tardy student:

1. Disrupts the learning environment for all the other children.
2. Costs teaching time for everyone.
3. Loses out on important instruction for themselves!

Excessive absenteeism is defined as 2 days per month (4 half days) or 10% of the school year. If your child falls into this category, the school will contact you to let you know of your child's standing. If the absenteeism persists, the truancy process will be used, up to and including the possibility of a citation and fine.

Attendance Information

Attendance includes both **participation in class activities and interaction with a licensed or registered teacher during a school day or interactions with educational assistants, paraprofessionals.** Interaction can be evidenced by any of the following or reasonable equivalents:

- Participating in a video class;
- Communication from the student to the teacher via chat, text message, communication app or email;
- A phone call between the teacher or educational assistants/paraprofessionals and the student, or, for younger students, with the parent or guardian of the student;
- Posting completed coursework to a learning management system or web-based platform or via email; or
- Turning in completed coursework on a given day.

When there is no evidence of student interaction during a 24-hour period surrounding a scheduled school day as described, students are reported as absent for the day (grades K-5).

Please call the school to report your child's absence. 503.324.2772

Thank you for making education a priority for your child!

Important Things to Know About our School

School Breakfast and Lunches

Sodexo is our food service provider for school breakfast and lunch.

You may now pay online and manage your account online @

<https://www.mymealtime.com>

Grab and go breakfasts and lunches will be available for pick up in front of BES Monday-Friday from 10:00-12:00. If you do not qualify for free and reduced lunch, your child's account will be charged the regular fee for school lunch. Meals will also be delivered by bus to specific locations.

Families should not carry a negative balance. You will be notified immediately if your child has a negative balance. If you find yourself unable to afford breakfast or lunch for your child, please stop by the office to obtain a free/reduced lunch form. You will be notified if you qualify for free /reduced lunch, once your form has been processed.

Parent Input Forms

Each year, our staff works very hard to create balanced classes for the following school year. **Because of this, we ask that you do not request specific teachers for your child.** However, we appreciate your knowledge and expertise regarding your child! We welcome you to fill out a parent input form that we have available during the month of April. Please fill out these forms between April 1st and April 30th.

Change in Residence

Please notify the school immediately if you have a change in residence. If you move outside of Banks School District boundaries, you will need to provide transportation to the district for the remainder of the current year if you wish to stay, or promptly enroll your child in the district in which you are now living. At the conclusion of the school year, your child will need to be enrolled in the district in which you live. The district has the right to ask for proof of residency. If you are concerned about moving your child, we can help by communicating with the school your child will be attending.

PBIS

Banks Elementary School uses a program called Positive Behavioral Intervention and Supports (PBIS) to teach and reinforce positive behaviors at school. This program emphasizes three key rules for students to follow: Be Safe, Be Respectful, and Be Responsible. A PBIS Team, consisting of BES teachers and specialists, reviews Brave Major and Brave Minor data each month to highlight areas of concern and celebration. This information is used to plan behavior interventions, such as class competitions, re-teaching groups, and individual student supports. We will continue the use of PBIS even while in Comprehensive Distance Learning (CDL).

Brave Minor - Students receive Brave Minors for behaviors that can be handled with reteaching and practice.

- Your child's teacher will email home a copy of the Brave Minor. Please review the problem-solving portion with your child at home.

Brave Major - Students receive Brave Majors for behavior that is continued minor behavior or a higher level of misconduct.

- You will receive a call from the office if your child receives a Brave Major.

What does PBIS mean for my student?

Students will learn what it means to be safe, respectful, and responsible in the virtual classroom. We are working on a way for our students to earn Book Bucks when teachers and staff observe them following expectations. We are hoping to be able to allow students to virtually visit "Starbooks", our used bookstore, so they can "purchase" books to keep with their earned book bucks! Students will also earn virtual school wide rewards, such as virtual assemblies, field trips or dress up days, when a schoolwide goal is met.

How can I learn more about PBIS?

If you are interested in learning more about the PBIS program at Banks Elementary School, please ask your student's teacher or visit this website: <https://www.pbis.org/>

While things look and feel different this year, we are looking forward to a wonderful 2020-2021 school year with your child/children!

Teacher Contact Information

Grade/Role	Name	Extension	Room	E-mail
Principal	Marjorie Salter	2901		marjories@banks.k12.or.us
K	Becca Freeman	2105	105	beccaf@banks.k12.or.us
K	Mackenzie Peters	2106	106	mackenziep@banks.k12.or.us
K	Pam Brown	2104	104	pamb@banks.k12.or.us
1	Cindy Simonsen	2107	107	cindys@banks.k12.or.us
1	Jo Schilling	2109	109	jos@banks.k12.or.us

1	Tasha Blatner	2108	108	tashab@banks.k12.or.us
2	Vicky VanDomelen	2101	101	vickyv@banks.k12.or.us
2	Bobby Tabb	2103	103	bobbyt@banks.k12.or.us
2	Chris McOmie	2112	112	chrism@banks.k12.or.us
3	Christy Losli	2206	206	christyl@banks.k12.or.us
3	Sue Harsin	2207	207	sueha@banks.k12.or.us
3	Liz Stark	2204	204	lizes@banks.k12.or.us
4	Pam Bailey	2210	210	pamelab@banks.k12.or.us
4	Lara McCabe	2208	208	laram@banks.k12.or.us
4	Jonathan Pearson	2205	205	jonathanp@banks.k12.or.us
5	Bethany Exline	2202	202	bethanye@banks.k12.or.us
5	Rachel Oshitelu	2203	203	rachelo@banks.k12.or.us
5	Danny Harris	2201	201	dannyh@banks.k12.or.us
Learning Specialist	Dominique Kuzmaak	2150	150	dominiqueek@banks.k12.or.us
SLC	Marissa Mosier	2110	110	marissar@banks.k12.or.us
PE	Jason Tufts	2909	Gym	jasont@banks.k12.or.us
TOSA Student/Family Outreach	Janine Smith	2908	177	janines@banks.k12.or.us
SLP (speech)	Michelle Nelson	2154	154	michellen@banks.k12.or.us
ELD	Teri Braun	2114	114	terib@banks.k12.or.us
School Psychologist	Lisa Dutz			lisad@banks.k12.or.us
K-8 School Counselor				

