



**“STEM in the Woods”  
Summer Camp  
At Silverwood School**

*Where Children are Challenged and Cherished*

**FAMILY HANDBOOK 2021**



# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<i>i-iii</i>
<b>MISSION STATEMENT, BELIEFS, AND VALUES</b> .....	1-2
Mission Statement .....	1
Beliefs .....	1
Values .....	1
Community Code of Conduct .....	1
Diversity Statement .....	1
Silverwood Policy on Religion.....	1-2
<b>ORGANIZATION</b> .....	2-3
Affiliations.....	2
Governance: Board of Trustees and Head of School.....	2
Trustees for 2019-2020.....	3
<b>COMMUNICATIONS GUIDELINES</b> .....	3
If Parents have Questions or Concerns about the Classroom.....	3
When a Problem Arises between Students.....	3
When a Problem Arises between Adults.....	3
Role of the Board of Trustees.....	3
<b>SCHOOL COMMUNICATIONS</b> .....	4
Communicating with the Office and the Classrooms.....	4
Parent – Teacher Communications.....	4
Phones, Messages, and Emails.....	4
Newsletter and Email Updates.....	4
Backpack Mail.....	4
Staff – 2021.....	4
<b>CLASSROOM AND STUDENT LIFE</b> .....	5-8
Absences, Tardies, & Early Departures.....	5
Parent & Volunteers.....	5
Behavioral Expectations.....	5
Bully–Free Campus.....	6
Lunches and Snacks.....	6
Playground and Recess Procedures.....	7
Cubbies (Student Storage).....	7
Curriculum.....	7
Valuables – Toys, Jewelry, Cell Phones, Money, etc.....	7
Dress Expectations.....	7-8
<b>SCHEDULE</b> .....	8
School Day.....	10
<b>HEALTH AND SAFETY</b> .....	8-19
Immunizations.....	8-9

COVID Pandemic Response Plan (PRP).....	9-16
Head Lice.....	16
Pink Eye.....	16
Ringworm.....	16
Scabies.....	16
Injuries.....	16
Medications at school.....	17
Prescription medications.....	17
EpiPens.....	17
Tobacco Policy.....	17
Drug and Alcohol Policy.....	17
Weapons and Flammables Policy.....	17-18
Emergency Preparedness.....	18-19
<b>SCHOOL DIRECTORY.....</b>	<b>19</b>
<b>SCHOOL CLOSURES.....</b>	<b>19</b>
If School Closes Due to Weather or Another Emergency.....	19
<b>PARKING, DROP-OFF, PICK-UP, AND TRAFFIC ON CAMPUS.....</b>	<b>19</b>
<b>PHILANTHROPIC SUPPORT OF SILVERWOOD SCHOOL.....</b>	<b>20</b>
Shopping Rewards.....	20
Other Fundraising.....	20
<b>APPENDICES.....</b>	<b>21-24</b>
I. Community Standards.....	21
II. Expectations for Parents/Families.....	21-22
III. Support Your School.....	22
IV. Grievance Policy.....	22-23
VI. Parent Glossary and Answers to FAQs.....	23-24

## **MISSION STATEMENT, BELIEFS, AND VALUES**

### **Mission Statement**

At Silverwood School, we challenge our students to become confident, compassionate citizens and skilled, life-long learners – literate, motivated, and intellectually adventurous.

### **Beliefs**

We, the community of Silverwood, believe in the potential and curiosity of every child. Rooted in the relationships of teachers to students and the school to its families, Silverwood strives for a balance of structure and spontaneity, responsibility and opportunity, and discipline and discovery. With active family support for the child, faculty, and program, we prepare our students for their secondary education, to participate in and contribute to a richly diverse world, and to be stewards of our natural heritage. We encourage our students to passionately pursue their dreams.

### **Values**

Academic excellence

A robust and research-based curriculum

Critical thinking

Independent thought and work

Self-knowledge and self-advocacy

Generosity of spirit

Respect and resiliency

Integrity

Diversity

Curiosity

Teamwork

Exploration and invention

Creativity and expression

Kind-spirited humor and fun

Highly qualified teachers who are passionate about teaching and learning

### **Community Code of Conduct**

For Silverwood School to be a place of learning and growth for its students, it is important for all members of the Silverwood community to agree to a code of conduct which engenders mutual respect and teamwork. Therefore, all members of the Silverwood community, including students, parents, teachers, and staff, are expected to abide by the following code of conduct:

- Show respect for each member of the Silverwood community, including students, parents and staff.
- Protect the rights, feelings, safety and property of others.
- Support and strengthen the community through both actions and words.

### **Diversity Statement**

Diversity forms the fabric of our world. At Silverwood School, we strive to create an inclusive culture of mutual responsibility where all people are valued and respected. We provide a curriculum and program which are rich and varied, with emphasis on multiple perspectives and wide-ranging experiences. Our hope is to broaden students' vision of themselves and to prepare them to engage in an interdependent and diverse world. We encourage our students to challenge assumptions and foster greater understanding among people. We seek to make this school and its opportunities equitable, just, and affirming. Silverwood commits to providing a school community which is inclusive, welcoming, and supportive of children and families of all backgrounds and life experiences. These include, but are not limited to, race, religion, ethnicity, socioeconomic class, gender and gender identity, sexual orientation, age, learning styles, family structures, and abilities. We enjoin all community members to support diversity at Silverwood School.

### **Silverwood Policy on Religion**

As an independent school, Silverwood's aim is to educate our students about religion as an aspect of culture and to include it in the curriculum as such. Students may be taught about religious practices as

they pertain to specific cultures and may take part in educational presentations about different cultures which could include elements of religious practices. It is not within the Silverwood mission to observe religious practices by requiring that students participate in the rituals of a specific religion. We draw a clear distinction between education and observance.

As our diversity statement articulates, diversity forms the fabric of our world. Silverwood is committed to a school community which is inclusive, welcoming, and supportive of children and families of all backgrounds and life experiences. We seek to recognize and value religious beliefs through education while not excluding any students or families by celebrating any specific religion.

## **ORGANIZATION**

### **Affiliations**

Silverwood School is approved by the Washington State Board of Education and is a subscriber member of the Northwest Association of Independent Schools (NWAIS).

### **Governance: Board of Trustees and Head of School**

Silverwood School is governed by a Board of Trustees. The Board of Trustees is responsible for the overall strategic direction of the school; the Head of School is responsible for the daily operations of the school. The Head of School is hired by the Board of Trustees to fulfill the mission of Silverwood School and to administer the program, hire and evaluate faculty, oversee the curriculum, maintain the school's financial soundness, and ensure compliance with local, state, and federal requirements.

The Board does not under normal circumstances become involved with day-to-day operational decisions or procedures. The Board is the keeper of the school's mission, ensuring that policies, procedures, and larger decisions about the direction of the school are in keeping with the mission. The Board is accountable for the financial well-being of the school through the approval and oversight of the budget that is set and carried out by the Head of School. The Board assists with fundraising and with raising the school's profile in the community. The Board hires, evaluates, and supports the Head of School; the Head of School hires, evaluates, and supports the faculty and staff. The Board does not interfere with personnel decisions.

The Board of Trustees is self-perpetuating. New members of the Board of Trustees are nominated by the Governance Committee and elected by the voting Trustees each spring when vacancies occur on the Board. Trustees are elected to a three-year term and are limited to three consecutive complete terms. The officers of the Board are a President, a Vice-President, a Secretary, and a Treasurer, nominated by the Governance Committee and elected by the voting Trustees during the annual meeting of the Board (generally in May). The current Head of School and school co-founder Peggy Iversen sit as *ex officio* (non-voting) Board members.

The Board operates several committees that guide various functions of the Board and support the Head in carrying out some operational functions. The number of committees varies from year to year depending on the school's needs, but it generally includes Finance, Marketing and Development, Governance, Volunteer, and Grounds and Buildings. Parents who are interested in serving on an *ad hoc* or standing committee should contact the Board President or the Head of School. When openings occur, the Board matches skills and interests with committee needs. Generally, prior to being asked to become a Trustee, volunteers support the school by serving on Board committees or in other capacities.

Before each board meeting, committee chairs provide reports on the activities of their committees. All board members read those reports in advance of the meeting so that everyone will be informed of what is going with the committees. If a report contains something that needs action or discussion by the board, it is added to the regular agenda; finance committee reports always fall into this category. Reports that are purely informational are added to the consent agenda, which is voted on as a whole

and accepted into the board records.

Parents are welcome to attend board meetings as guests. Board meetings are typically held eight to nine times a year and are listed on the school calendar. Board meeting minutes are available upon request.

**Trustees for 2020-2021:**

Ryan Marriott, President  
Mary Kunish, Secretary  
Neal Williams, Treasurer  
BJ Benson  
Ryan Conley  
Sherrill Gross  
Matt Hebard  
Lisa Heaman, Head of School (non-voting)  
Peggy Iversen, Trustee Emeritus (non-voting)

**COMMUNICATION GUIDELINES**

**If Parents have Questions or Concerns about the Classroom**

If parents have questions or concerns involving their child’s classroom, please address those concerns directly with the student’s teacher – the sooner the better. Talking with other parents, board members, or the Head of School will not address the problem and will only delay the opportunity to solve it. If the problem persists after addressing the problem directly with the teacher, the next step is to contact the Head of School, who may choose to include the classroom teacher in the ensuing conversation.

**When a Problem Arises Between Students**

If a student has a problem with another student, parents should strategize with their child how to address the problem but should avoid stepping in and trying to fix the problem for their child. Stepping in sends the message that the parent lacks confidence in the child’s ability to address the problem and denies the child an opportunity for growth, learning, and to put into practice the communications skills they are learning at Silverwood. If the problem continues, the parent should alert the teacher and allow the teacher to address the problem with the children directly involved. Parents are also encouraged to advise their child to approach the teacher and self-advocate by asking for help (which is different from “tattling,” the point of which is to get someone in trouble, not necessarily solve the problem).

**When a Problem Arises between Adults**

When a problem arises between two adults, they should address the problem openly, honestly, and directly with each other rather than talk about it with others who are not involved. To talk with others rather than try to resolve the issue directly is to foster gossip, which is counteractive to solving the problem and has no place in the culture of kindness and respect nurtured at Silverwood.

**Role of the Board of Trustees**

Please note that the role of the Board of Trustees in any independent school is policy-making, and Trustees do not address issues related to the day-to-day operations of the school. The Board’s mission is to safeguard the financial health and institutional well-being of the school on behalf of our children and our children’s children. If parents contact Trustees about issues concerning a child, a teacher, or an administrator in the school, the Trustee is obligated to refer that person back to the individual at the school who is best qualified to address the issue. This is a fundamental principle of good practice in an independent school and a good way to model direct, open, honest communication for our children.

## SCHOOL COMMUNICATIONS

### Communicating with the Office and the Classrooms

The office staff will take messages and relay information to the classroom either by email or by calling the classroom. *Students may not make phone calls without permission from their teacher.* Teachers will return calls or emails at their earliest convenience – the same day if possible, and always within 24 hours. If you call the school or a teacher to leave a message, please also leave your email address.

### Parent – Teacher Communications

Parents are encouraged to speak directly to teachers about any specific questions, concerns, compliments, or just to share information. Children learn best when they know that parents and teachers communicate often, well, and directly. You may do the following:

- Email the teacher directly at his or her silverwoodschool.org email address.
- Call the school office and leave a message to be given to the specific teacher, who will make every effort to respond to your call the same day if possible, or within 24 hours.
- ***Please check your emails daily*** for messages from teachers or from the Silverwood office. To keep expenses down and reduce paper waste, many communications are sent to families electronically.

All Silverwood teachers strive to be accessible and make a strong commitment to communicate with their students' parents. Time at school is precious, so impromptu requests for conversation just before school, right after school, or during teachers' lunch, collaboration, and planning times are discouraged. Calls to teachers' homes should be reserved for emergencies.

### Phones, Messages, and Emails

Our phone system has two incoming lines. The office staff strives to answer calls personally, but if both incoming lines are in use or our office personnel are not available, incoming calls are forwarded to voice mail. The office staff check messages frequently, but if a message is urgent, please feel free to call back. Email is checked throughout the day, so it may be more convenient to email the office at [office@silverwoodschool.org](mailto:office@silverwoodschool.org).

### Backpack Mail

Parents should check their child's backpack each day for homework and important information from the classroom and the office. Lodge classroom students are expected to give handouts to their parents.

### Summer Camp Staff – 2021

Ashley McNeil, Primary (Barn)  
Iesha Maire, Primary Assistant  
Madi Heaman, Intermediate (Treehouse)  
Christina Kuske, Senior (Lodge)

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## **CLASSROOM AND STUDENT LIFE**

### **Absences, Tardies, and Early Departures**

Your child should arrive at school between 8:45 and 9:00 a.m. If you are running late, please notify the office by calling 360-697-7526 or sending an email to [office@silverwoodschool.org](mailto:office@silverwoodschool.org). When you arrive, pull into the half loop closest to the main office and call the office so a staff member can meet your student at your vehicle. Please do not drop off your child without following this procedure. Likewise, if your child leaves school early, the adult driver must pull into the half loop by the main office and call the office, and your student will be escorted to your vehicle. This is an important security procedure that helps ensure the safety of your child. If your child will be absent, please notify the office via phone or e-mail.

### **Parent and Volunteers**

Silverwood is a closed campus during Summer Camp for the safety and well-being of our entire community.

### **Behavioral Expectations**

Our mission statement challenges us to support our students in becoming “confident, compassionate citizens and skilled, life-long learners - literate, motivated, and intellectually adventurous.” Silverwood School approaches student behavior proactively with clear teacher expectations and through our Character Development Curriculum, school assemblies, community service projects, and student family program.

Silverwood students are expected to:

- Speak and act respectfully toward all members of the school community.
- Engage in their own learning and contribute appropriately to their group of fellow learners.
- Guard the physical safety of their peers and themselves. This includes regulating the intensity of games and movements to be appropriate to the setting and the people involved.
- Support their teachers, their classmates, and the academic and social goals of the school.
- Care for the school -- its buildings, grounds and environment.

We believe in addressing behavioral issues quickly and directly, so students know their boundaries and our expectations and so all children feel both emotionally and physically safe.

Teachers communicate clear behavioral expectations at the beginning of each camp session and use positive reinforcement to encourage good behavior. When necessary, teachers address inappropriate behavior with logical consequences, so all students can stay focused on learning. Teachers manage minor behavioral concerns with a phone call or email home.

More serious concerns are facilitated by the Head of School and faculty together. Interventions may range from a problem-solving conference to parent contact to suspension. The Head of School may call for a roundtable discussion between teachers, parents, and the student at any time deemed necessary to address an unresolved problem.

Silverwood does not allow alcohol, drugs, flammables, weapons, or facsimile weapons on campus. Inappropriate behavior such as defiance of a school rule or a teacher request, behavior that affects the safety of others, and behavioral issues that cannot be resolved in the classroom will result in phone call communication to parents. Parents are expected to respond and communicate with the teacher. These communications reinforce our expectation that our students act appropriately and as active problem-solvers.

Physical aggression will result in an immediate call to parents and may result in removal of the student from school that day. A student removed from school for physical aggression will not be permitted to return to school until a conference is held with the Head of School, the parents, and student. A pattern

of inappropriate behavior incidents in a short time period could result in a short-term (3-5 days) suspension. Continued inappropriate behavior will be addressed by the Head of School and will include a parent conference. Students who are unable to control their behavior may be expelled from Silverwood at the discretion of the Head of School.

## **Bully-Free Campus**

### **What is bullying?**

Bullying is defined by the **National Center Against Bullying** as the *“...ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.”*

Parents and guardians play a key role in the prevention of bullying. At home you can talk with your child about the **Bully-free Expectations**. Your child will be asked to tell an adult at school and at home if he or she is bullied or sees bullying happening at school. Please take bullying seriously and contact the staff if a problem arises, providing specific details of the incident. Bullying is not “kids being kids” or something that all of us must accept because that is the way it always has been. School should be a safe place for everyone. Working cooperatively as a community will foster the ideal of “doing the right thing” and saying “no” to bullying.

### **Bully-Free Expectations**

- We will not bully others.
- We will help others who are being bullied.
- We will be inclusive to all.
- If we know that somebody is being bullied, we will report it to the nearest adult.

## **Lunches and Snacks**

To meet the dietary and caloric needs of all our children, families are asked to provide a nutritious and fulfilling snack for their child each morning and lunch if staying all day. Please send your child’s beverage in a reusable water bottle. Please pack any utensils your child may need to eat lunch along with a reusable napkin, and please pack food in reusable containers. This practice is in keeping with **Silverwood’s commitment to teach and practice environmentally sound use of resources**, so please consider how to minimize waste when packing school snacks and lunches. Students staying after school are encouraged to bring an additional nutritious snack. These snacks are not recommended: All processed refined sugar snacks such as doughnuts, cupcakes, candy, cookies, etc. *Gum is not allowed except by teacher permission.*

We need your help and support for students at our school who have **severe life-threatening allergies to peanuts, tree nuts, sesame seeds, and mustard**. Even minor exposure, such as touching these items or their residue, will provoke a severe anaphylactic reaction, up to and including respiratory arrest. For the safety of these children, **snacks with the following packaging notes are not allowed in the classrooms:**

*“Contains: Nuts and/or seeds,”*

*“May contain nuts and/or seeds,”*

*“Manufactured in a facility that process nut and/or seed products.”*

Students may bring lunches with nuts and seeds to school, and these lunches will be placed in the “Nutty Buddy” bins outside of the Commons and will be eaten at the designated “Nutty Buddy” tables.

**Here is a useful link to a full list of nut free snacks:** <https://snacksafely.com/safe-snack-guide/>.

## **Playground and Recess Procedures**

Children learn playground rules during the first days of camp. They include the following:

1. No use of playground equipment.
2. Wear clothing and footwear appropriate for the weather.
3. No running with sticks.
4. No pretend guns.
5. No throwing anything (except a ball).
6. Stay out from between the buildings.
7. If you can get on it, you can use it (no lifting each other to gain purchase).
8. Jump ropes are to be used as jump ropes only.
9. If you need to use the restroom, use the side entrance to the Barn.
10. Stay out of classrooms and buildings.
11. P.E. equipment is off limits during recess (unless given permission by an adult).
12. Students will be allowed to play in the woods during lunch recess:
  - Stay inside the marked boundaries.
  - No climbing or riding standing trees.
  - Only pick up dead and detached items from the forest floor. No harming the living things!

Playground consequences vary by the severity of the infraction, but typically are as follows:

1. Verbal warning
2. Five-minute time-out
3. Loss of recess
4. Parent call

Physical boundaries for recess play depend on the responsibility exercised by each group of students and are adjusted as necessary.

## **Cubbies (Student Storage)**

Students have their own cubby spaces in which books, supplies and personal items are stored. Student items should be removed at the end of each day.

## **Curriculum**

We value experiential, self-directed, collaborative, and small group learning. Our program includes three classrooms. The Primary Classroom (grades K-1) is in the Barn, the Intermediate Classroom (grades 2-3) is in the Treehouse, and the Senior Classroom (grades 4-6) is in the Lodge north of the Commons.

## **Valuables – Toys, Jewelry, Cell Phones, Money, etc.**

Students may not bring toys, jewelry, handheld game consoles, personal computer games, tablets, cell phones, other electronics, or significant amounts of cash to school.

## **Dress Expectations**

Silverwood students are active and involved. They play outside several times on most days and have physical education classes. Students should dress in clothing and footwear that is appropriate for indoor and outdoor physical activity and should be prepared for cool weather and rain. All students are required to have hooded raincoats, rubber boots, and slippers in their cubbies; sweatshirts and sweatpants are recommended. We strongly suggest keeping a change of clothing in students' backpacks or cubbies.

Our program also includes hands-on STEM, so clothing should be machine washable, though they still might get stained. For safety and cleanliness, bare feet are not allowed in classrooms or outdoors. Wheeled shoes such as Heelys are not allowed at school at any time.

Students are to dress in clothes that are clean, respectful, and appropriate for a learning environment.

“Short” shorts, spaghetti-straps, bare midriffs, and any messages which are controversial or potentially offensive are not allowed. Shoes are required outdoors, and we strongly discourage sandals, so that children can run and play safely. Hats may be worn outside, but not inside to promote face-to-face communication among students and between students and their teachers.

## SCHEDULE

### School Day

Office hours during school year:	8:30 a.m.—3:30 p.m.
Arrival:	8:45 a.m.—9:00 a.m.
Camp hours:	
Session #1	9:00 a.m.—noon
Session #2	1:00 p.m. – 3:30 p.m.
Recess:	10:30 a.m.—10:45 a.m.
Pick-up Session #1:	noon—12:15 p.m.
Pick-up Session #2:	3:30-3:45 p.m.

**\*Children who are not picked up by 12:30 p.m. for Session #1 or 3:45 p.m. for Session #2 are considered late and parents are charged a fee of \$10.** Silverwood requires authorization in advance of anyone other than a parent or established carpool who is picking up a student and is not listed on the student’s transportation form. Notify the school office of any pick-up or drop-off changes.

## HEALTH AND SAFETY

### Immunizations

Washington state law, WAC 246-105-030, requires all children entering grades K-12 to get vaccinated against the following diseases: diphtheria, tetanus, and pertussis (DTaP, DT, Td, Tdap); hepatitis B; measles, mumps, and rubella (MMR); polio (IPV, OPV); and varicella (chickenpox). Please note that children entering 6<sup>th</sup> grade who are at least 11 years of age must also show proof of an additional vaccination dose against tetanus, diphtheria, and pertussis called Tdap. A child who is not yet 11 upon entering 6<sup>th</sup> grade will be compliant up until they turn 11.

***Washington administration code requires the school to have a completed Certificate of Immunization (CIS) form in our office for each child by the first day of camp.*** Parents are required to complete the form and sign it before turning it in to the office. Students cannot begin school until this form has been completed and turned in to the office. For a complete list of required immunizations, go to the following link: <http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>

Parents or guardians may request a medical, personal/philosophical, or religious exemption for most state required immunizations. Please note, however, that in May 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school entry. Parents requesting an MMR exemption must have a medical or religious exemption request.

Parents or guardians requesting a medical, personal/philosophical, or religious exemption for their child must have both a signed Certificate of Immunization (CIS) and a signed Certificate of Exemption (COE) on file with Silverwood School. The COE requires both a parent/guardian signature as well as a healthcare provider signature confirming that the parent received information about immunization benefits and risks. A provider may also write and sign a letter saying the same thing, instead of signing the COE.

Providers do not need to sign the Certificate of Exemption if the parents are members of a church or religious group that *prohibits* healthcare providers from providing any medical treatment for their child. Parents who request a general religious exemption must still receive a provider's signature. A copy of the COE can be found at the following website:

<https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization>.

In the event of an outbreak of a disease your child is not vaccinated against, your child will be sent home from school and not allowed to return until the outbreak is over.

### **COVID Pandemic Response Plan (PRP)**

Silverwood School is committed to providing a safe and healthy environment for all its students, parents, and employees. We have developed the following **Pandemic Response Plan (PRP)** for the 2020–2021 school year and Summer of 2021 that will guide our decisions regarding the reopening of our campus to students and employees as well as our overall program. We recognize that through the implementation of the following coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

If Kitsap County moves backward to Phase 1, we anticipate that the Governor and/or the Kitsap Public Health District will close all schools in Kitsap County, public and private. We will continue to abide by all requirements of the Governor, State Department of Health and the County Health Officers. As it stands currently, the Kitsap Public Health District has reviewed our plan, submitted minor changes (that have been subsequently adopted), and approved our plan as written. We are opening for on-campus instruction firm in the belief that we are operating in accordance with the guidelines and requirements of the County Health District.

In addition to the comprehensive Pandemic Response Plan (PRP), we have linked a reference guide on this page that includes highlights of the PRP in an easy-to-read format.

### **Resources and Guiding Entities**

Silverwood School's Pandemic Response Plan is based on recommendations from the [Centers for Disease Control and Prevention](#) (CDC), ([Washington Department of Health](#) (DOH)), the [American Academy of Pediatrics](#), federal [Occupational Safety and Health Administration](#) (OSHA) standards related to COVID-19, and Washington Governor Jay Inslee's [Safe Start WA](#) as they pertain to COVID-19. As part of our planning, Silverwood has considered the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the virus. According to the American Academy of Pediatrics, we continue to learn more about the role children play in transmission of SARS-CoV-2. At present, it appears that children younger than 10 years may be less likely to become infected and less likely to spread infection to others, although further studies are needed. More recent data suggest children older than 10 years may spread SARS-CoV-2 as efficiently as adults, and this information should be part of the considerations taken in determining how to safely and effectively open schools.

### **Implementation**

To be effective, Silverwood School's PRP requires the full cooperation of all our community members -- everyone is responsible for implementing and complying with Silverwood's PRP. This plan includes steps—such as signage placement, face coverings, physical distancing, screening procedures, contact

tracing, enhanced cleaning, and frequent HVAC filter changes—that Silverwood is taking to mitigate COVID-19 contagion.

This PRP addresses the health and safety procedures that Silverwood has implemented and the responsibilities of both Silverwood and its community members, including:

- prevention procedures, including hygiene and respiratory etiquette;
- procedures for safe physical distancing;
- not permitting any visitors, including parents, to campus;
- cleaning, sanitizing, and ventilation information;
- screening procedures and policies for anyone exhibiting COVID-19 symptoms;
- prompt identification and isolation of sick individuals and protocols for contact tracing;
- protection and controls for student pick-up and drop-off; and
- employee training and ongoing communications.

### **School Program: In-Person Learning and Distance Learning**

Our current plan is to start the 2020-2021 school year with in-person learning. Safeguarding the health of our community members is our top priority, and we are prepared for a delayed campus opening *or switching to distance learning* throughout the school year if public health guidelines require us to do so.

### **Mitigation Strategies**

We recognize that through the implementation of coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. Silverwood School strives to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

We have implemented basic infection prevention measures, including the promotion of handwashing and respiratory etiquette and the use of face coverings and physical distancing. Continual on-campus learning will only be possible with all of us working together to follow these health and safety guidelines, on and off-campus.

#### ***Handwashing***

Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Hand sanitizer dispensers (that use sanitizers of greater than 60 percent alcohol) are at entrances and other locations throughout the school. Students and employees should wash or sanitize their hands after entering the building. Everyone is instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, but especially at the beginning and end of their time on campus, before and after mealtimes, and after using the restroom.

#### ***Respiratory Etiquette***

Everyone should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their

hands immediately afterward. Respiratory etiquette signage will be displayed throughout the school.

### ***Face Coverings - Masks***

Everyone **must wear a face covering while on campus**—including during drop-off and pickup—and provide their own face coverings. **Students should have two clean face coverings available each day at school.** According to public health officials, individuals can spread COVID-19 to others even if they do not feel sick. While not a substitute for physical distancing, the use of face coverings is an important way that we, as a community, can protect each other by mitigating the spread of COVID-19.

Exceptions may be made with consideration for medical reasons and age and to accommodate eating and drinking; outdoor and physical activities, including P.E.; and instructional time when physical distancing can be maintained, and additional preventative measures are in place.

CDC guidelines provide [general considerations for wearing and maintaining a face covering](#), including the following:

- The **mouth and nose are fully covered**
- The **covering fits snugly against the sides of the face so there are no gaps**
- The **wearer does not have any difficulty breathing while wearing the covering**
- The face covering **can be tied or otherwise secured to prevent slipping**

*\*Face coverings do not have to be worn by employees when they are alone in their classroom or office.*

*\*Examples of face masks that are acceptable and not acceptable*



*\*Any questions, please contact the Head of School.*

### ***Cleaning, Disinfecting, and Ventilation***

Silverwood uses CDC-approved, eco-friendly medical-grade disinfectants and has implemented updated cleaning, disinfecting, and ventilation practices. This includes routine cleaning and disinfecting throughout the campus. We will administer frequent cleaning and disinfecting of high-touch areas and items, such as toys, manipulatives, door handles, railings, and copy machines.

All students and employees will practice healthy hygiene, including frequent handwashing, throughout the day.

If someone within the community contracts COVID-19, contact tracing will be used to identify and notify people who may have been exposed at school, and also to determine the exposed areas and equipment within the building. These areas and equipment will be disinfected per CDC guidelines.

Silverwood's HVAC system allows for the maximum amount of incoming fresh air; air recirculation is being limited, and ventilation systems are being properly used and maintained. Silverwood will continue to maintain an aggressive filter replacement schedule to support the best air quality.

Air purifiers are in every teaching space and the main office. They will be turned on every morning and remain on until all students and staff have left the space for the end of the day.

### ***Limiting Campus Access***

As virus spread is more likely between adults, we are restricting parent and visitor access to our campus.

Parents/Guardians who enter campus **must wear face masks and remain within their vehicle**, except if it is necessary to help their child out of, or into the vehicle.

### ***Physical Distancing, Student Cohorts, and Group Gatherings***

All individuals at Silverwood School will maintain a safe physical distance of six feet as feasible. Signage throughout the school will reinforce physical distancing.

Silverwood will maintain cohorts of students and teachers to minimize crossover among children and adults within the campus. We will minimize travel throughout the buildings when feasible, including lunch being eaten outside and Specialist teachers (excluding P.E.) traveling to classrooms to facilitate learning. In addition, teachers will take advantage of Silverwood's expansive outdoor learning spaces as much as possible.

There will be no in-person large group meetings. We are reimagining how we come together as a community, including the opportunity for students to perform and speak in public through virtual and small group settings.



### ***Shared Items and Water Fountains***

Teachers will limit the sharing of classroom materials and workspaces between students and will sanitize items as needed. Only items that can be easily disinfected will be used.

Students and employees should bring and use a refillable water bottle. Please label your child's water bottle. Water fountains will not be available.

### ***Student Drop-off and Pickup***

Before leaving home for school every day, each family is expected to:

1. Check their child's temperature.
2. Check in for school using the COVID Response form under Web Forms in the FACTS Family Portal.

Everyone will wear face coverings when they arrive on campus. During student drop-off and pickup, employees will wear face coverings, maintain six feet of physical distance, and avoid physical contact with other individuals.

### ***Deliveries***

Deliveries of any kind will occur outdoors.

- **Health Screenings and Symptom Assessment and Reporting**

We will continue to inform and encourage families and employees to self-monitor for [signs and symptoms of COVID-19](#). As defined by the CDC, individuals with COVID-19 may have any of the following symptoms, **which may appear 2 to 10** days after exposure to the virus: cough, shortness of breath or difficulty breathing, fever, chills, muscle or body aches, congestion or runny nose, new loss of taste or smell, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, nausea or vomiting, and diarrhea. Also according to the CDC, this list of symptoms does not include all possible symptoms. Please contact your healthcare provider for any other symptoms that are severe or concerning to you.

Silverwood School has implemented the following policies and procedures to assess a person's health status prior to entering the School; to provide guidelines for screening individuals before they are allowed to enter the building; and to provide a process for families to report when they are sick, experiencing symptoms, or if they or anyone in their household have come into close contact with someone who has COVID-19.

### ***Before Arriving on Campus***

Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home. In addition, parents should communicate with Silverwood School—using the methods listed below—if one of them or a member of their household tests positive for COVID-19, experiences symptoms of COVID-19, or has close contact\* with someone who is positive or symptomatic of COVID-19.

\*[CDC currently defines](#) “close contact” as “someone who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.”

Parents should take their children’s temperature before arriving on campus and keep their child home if they have a temperature of 100.4° Fahrenheit or above.

Parents should continue to report student absences, COVID-19 symptoms, close contacts, and COVID-19 diagnoses via email to [jennifer.wood@silverwoodschool.org](mailto:jennifer.wood@silverwoodschool.org).

### ***Screening Procedure for Students***

- A face covering is meant to protect others; therefore all employees, parents and students are required to wear a mask on campus, especially when physical distancing is not feasible.
- Students will have their temperatures checked on campus each day. Any student with a temperature of 100.4° Fahrenheit or above must immediately leave the campus.

### ***Screening Procedures for Employees***

- No visitors will be permitted on campus.
- Parents/guardians are to remain in their vehicles unless they have received a communication from Silverwood that states otherwise.
- A face covering is meant to protect others; therefore all employees, parents and students are required to wear a mask on campus, especially when physical distancing is not feasible.
- Upon arrival, employees, parents, and visitors will form one line, maintaining at least six feet of distance from others.
- All employees and students entering the campus will have their temperature checked.
- Anyone with a temperature of 100.4° Fahrenheit or above must immediately leave the campus or be further evaluated by the office staff.
- If the screening reveals any COVID-19 symptoms, the individual will immediately leave the campus or will report to a designated isolation room until the Head of School or designee can evaluate their condition and determine the appropriate next steps.
- All individuals should wash or sanitize their hands after entering the campus.

### **Policies for Individuals Exhibiting Symptoms at School**

If a student is sick or experiencing symptoms at school, the teacher or other designated adult will contact the Main Office who will escort the student directly to the isolation room. Both escort and student should wear face coverings.

Silverwood School has implemented a specific COVID-19 health support policy that promotes everyone staying at home when they are sick or displaying symptoms of COVID-19, when

household members are sick or displaying symptoms of COVID-19, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

### **Contact Tracing and Returning to School**

Contact tracing is part of the process of mitigating the spread of infection. Silverwood School has a plan to work with public health officials if a community member tests positive for COVID-19. Silverwood's Head of School and/or local public health officials will work with the infected person to identify close contacts and will notify community members who may be close contacts. Patient confidentiality will be maintained. Instructions that follow current CDC and Washington DOH guidance will be provided to the infected person and all close contacts regarding isolation and quarantine.

### ***Returning to school***

Anyone who is absent or sent home due to illness **shall not be permitted back in school** until:

- They have been **fever and fever medication free for at least 24 hours,**

**AND**

- **Other symptoms have improved**

Please consult your family's healthcare provider if you have specific concerns about you or your child's health or would like further medical evaluation

Anyone who is absent due to a positive COVID-19 test **shall not be permitted back in school until:**

- **It has been at least 10 days after the positive test result.**

Anyone who is absent due to close contact with a person who has COVID-19 **shall not be permitted back in school** until:

- **10 days after last exposure.**

This person should check temperature twice daily and be observant for any onset of symptoms. They should also stay away from anyone who is at higher risk for getting sick.

In addition to the aforementioned requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the Head of School or designee before being allowed back on campus.

- **Training and Preparedness**

This document will serve as Silverwood School's response plan for COVID-19. Silverwood will provide employees with pandemic preparedness training and additional resources will be available on *Silverwood's website*.

Additional communications and training will be ongoing as COVID-19 guidelines and requirements change.

### **Head Lice**

Head lice are an inconvenience but are not a danger or a disease. It is likely that every school child will experience head lice or a possible exposure sometime in his or her school career. This is not a sign of poor hygiene; it comes up eventually for many families and schools. The best ways to keep from getting or spreading head lice are to maintain consistent practices like not sharing combs and brushes or hats and for parents to examine their child's hair and scalp occasionally. If you find that your child has lice or nits, please contact the school office.

### **Pink Eye**

Children diagnosed with pink eye may return to school once they are receiving treatment for it.

### **Ringworm**

Children with ringworm may attend school only if they are being treated for it because it is highly contagious. If it is discovered while at school, the child will be sent home until treatment begins.

### **Scabies**

Scabies are mites that get under the skin. If a teacher suspects that a child has scabies (intense itching, usually between the fingers) and red skin, the child will be sent to the office. The parent will be called and asked to take the child to a doctor for diagnosis. Scabies is highly contagious.

### **Injuries**

In the case of a serious injury, the school will call 911 and then contact the parent using the phone numbers, in the order indicated by the parent, under Emergency Contacts in ParentsWeb. If a child bumps his or her head, teachers will send him or her to the office for observation and an ice pack. The office will offer this care:

1. Evaluate the student for symptoms of serious injury;
2. Call, text, or email the parent to tell them what happened and to ask them to look for a special form that will be sent home;
3. Email or send home with the child a form that explains how the accident occurred, when it occurred, and what possible symptoms to look for if a concussion is present.

### **Medications at school**

Students are not permitted to possess or transport prescription or non-prescription medications at school because of the possibility of their sharing them and the ensuing issues of liability. Parents or legal guardians must bring medication to the office in its original container with the child's name clearly written on the container.

## **Prescription Medications**

The office will give prescription medications only to students for whom a "Prescription Medicine Form" has been completed and signed by both a parent or legal guardian and a physician. No exceptions will be made. Forms are available in the office, on ParentsWeb, and on the school's website. This form is school-year specific and must be completed each year. Parents are welcome to give their own children prescription medication at school if they are unable to get the above form completed before the child needs the medication.

## **EpiPens**

Anaphylaxis is a potentially life-threatening condition resulting from exposure to an allergen and requires immediate medical attention. If a student is diagnosed with a severe allergy that is documented by his or her medical provider, then the parent or legal guardian must supply the school with an EpiPen for emergency use along with a physician signed "Prescription Medicine Form."

The school will allow self-directed students, as assessed by a student's parents or legal guardian, their medical provider and the school, to carry life-saving medications with them. When this is the case, a duplicate EpiPen must be given to the office. Duplicate EpiPens will be transported on all field trips/outings by supervising adults who are trained in their administration. Any time an EpiPen is used, 911 will be called, the parents notified, and the child will be transported to the hospital.

## **Tobacco Policy**

Silverwood School does not allow the use of tobacco on campus at any time under any circumstances. This includes smoking, e-cigarettes, vaping, and chewing tobacco. This restriction applies to buildings, cars, and all outdoor premises.

## **Drug and Alcohol Policy**

Specifically, Silverwood prohibits the possession, manufacture, sale, purchase, and use of alcohol or illegal drugs on school premises or while on school business. Special event exceptions may be made only with the approval of the Board of Trustees and Head of School.

## **Weapons and Flammables Policy**

Silverwood School strives to maintain a safe school environment for students, staff and visitors. We recognize the expectation of students, staff, parents, and patrons to be safe on school premises and at school activities. Accordingly, it is a violation of school policy and Washington State law (RCW 9.41.280 Possessing Dangerous Weapons on School Facilities) for anyone to carry onto school premises, school-provided transportation, or other facilities being used for school activities any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this policy and under Washington law. A weapon or dangerous instrument includes, but is not limited to:

- Any firearm;
- Any device commonly known as nunchakus, consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the

intent to injure a person by an electric shock, charge, or impulse;

- Any device of the kind usually known as sling shot, sand club or mental knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
- Any explosive device.

Additionally, no persons shall use articles designed for other purposes (laser pointers, belts, scissors, etc.) to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a dangerous weapon. This policy is not meant to interfere with the instruction or the use of appropriate equipment and tools by students or non-students.

Certain very limited exceptions to the dangerous weapons policy are set forth in RCW 9.41.280. With specific regard to firearms. These include, in part, the following:

- Any person in possession of a pistol who has been issued a license under RCW 9.41.070, or is exempt from the licensing requirement by RCW 9.41.060, while picking up or dropping off a student;
- Any non-student at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school;
- Any non-student at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school;
- Any law enforcement officer of the federal, state, or local government agency.

While Silverwood School recognizes the right to carry firearms under the limited exceptions indicated above, it strongly urges all students, staff, parents, and patrons to refrain from carrying any dangerous weapons, particularly firearms, onto school premises, school-provided transportation, or other facilities being used for school activities at any time and if authorized under Washington law. The safety of our students, staff, parents, and patrons is our highest priority. In compliance with Washington law, the School will post a "GUN-FREE ZONE" sign at the driveway entrance giving warning of the prohibition of the possession of firearms on school grounds. The school will act to enforce this policy and take appropriate action against any individual who violates this policy. All reports regarding the possession or use of dangerous weapons will be investigated. Student discipline for violation of this policy will depend upon specific circumstances and may include confiscation, student and/or parent conference, suspension, and/or dismissal.

### **Emergency Preparedness**

Schools are asked by local agencies to be ready to feed and house students for up to three days in case of natural disaster. Silverwood teachers and staff are trained in emergency preparedness, first aid, and CPR. Silverwood School maintains three-day survival ration kits for each child. Families are also asked to provide a personalized emergency comfort kit each student. In the event of a disaster, students are to be picked up as soon as the roads are declared safe for travel. Rest assured that all Silverwood children will be cared for by faculty and staff until parents or a parental designee has arrived.

When completing the Emergency Contacts Web Form, the school encourages parents to consider adding several names to increase the likelihood a student can leave school and join a friend at home when parents are unavailable. Parents should also be conscientious in providing the school with a three-day supply of any medications (with instructions) a child may need (see medications).

### **SCHOOL DIRECTORY**

The Silverwood school directory is available on ParentsWeb which is only available for Silverwood

families and staff. It includes parent names, student names and grade levels, home address, home telephone number, and email addresses. Silverwood Directory information is not to be shared with anyone outside our community and is not to be used for any commercial or personal purpose not related to Silverwood School. Families may opt out of adding their information to the directory and should update this information in ParentsWeb or contact the school office.

## **SCHOOL CLOSURES**

### **If School Closes Early Due to Weather or Another Emergency**

If Silverwood must close early (sudden/extreme weather change, etc.), parents will be contacted as quickly as possible and asked to pick up their children immediately. Parents' home, work, and cell numbers will all be tried until a parent is reached. It is imperative that parents keep the office informed of changes in phone numbers and email addresses. The school will contact parents by calling the phone numbers in the order indicated under Emergency Contacts in ParentsWeb.

## **PARKING, DROP-OFF, PICK-UP, AND TRAFFIC ON CAMPUS**

Student safety is the school's highest priority. Drivers on campus must adhere to the 5 miles per hour speed limit; driving more slowly is preferred. The school also wants to be a good neighbor by not blocking Central Valley Road.

1. Please observe the campus 5 mile per hour speed limit or drive more slowly.
2. Students should always exit through the car's right-hand doors.
3. **PLEASE DO NOT IDLE WHILE WAITING FOR CHILDREN TO BE DISMISSED** – exhaust fumes are unhealthy.
4. Parents who have business with the office or the faculty should park in the designated parking area on the inside of the loop.
5. Please do not use the faculty/delivery driveway. The school's permit with the County limits use of this entrance.
6. Please do not line up before noon for Session #1 and 3:15 p.m. for Session #2 pick-up. If you do not need to be at your next appointment right away, consider arriving at 12:15 pm or 3:30 p.m. You will find a shorter line and experience a quicker pick-up.
7. If the driveway is full, do not hold up traffic on Central Valley Road. Please drive on and return in a few minutes.
8. If a child is delayed after school, please pull around into a parking space. Use caution when backing out of parking spots.
9. When dropping off or picking up students in front of The Commons, look for traffic on the left before pulling out to exit.
10. When pulling in front of the Senior Building to drop off or pick up, watch for drivers leaving the Commons area on the right.
11. Silverwood requires parent authorization and student identification of anyone other than a parent or established carpool driver when picking up a student. Please provide a list of preapproved drivers on the Transportation Web Form in ParentsWeb. You may also call (360) 697-7526 or email [office@silverwoodschool.org](mailto:office@silverwoodschool.org) to authorize an alternative arrangement.

## **PHILANTHROPIC SUPPORT OF SILVERWOOD SCHOOL**

Because Silverwood is a 501(c)(3) and receives no revenues from taxes, the school relies heavily on the annual fund, school auction, and other fundraising avenues such as Amazon Smile purchases. Silverwood is committed to avoiding "nickel and diming" parents during the school year and will not sponsor any other fundraising events unless approved by the Head of School and Board of Trustees.

**Shopping Rewards**

Your purchases may generate a small donation for Silverwood School. You may link your Fred Meyer Rewards Card to their Community Rewards Program or shop at [www.smile.amazon.com](http://www.smile.amazon.com). Check with other retailers you frequent to see if your purchases could provide a donation for your favorite charitable organization.



## **APPENDICES**

### **I. Community Standards**

*Silverwood School: Where children are challenged and cherished*

We (teachers, students, and parents) are each responsible for our own behavior and how our actions affect others. We tend to the safety of everyone in our community.

As teachers we:

1. Respect each student as a unique individual.
2. Teach when there are no distractions or other problems.
3. Rely on students to solve their own problems. If they cannot, we will take action.

As students we:

1. Support the learning of our classmates and work to make each lesson and activity successful.
2. Respect our teachers and classmates in our words and actions.
3. Act as stewards of our school and our community.
4. Follow safety directions immediately.

### **II. Expectations for Parents/Families**

While Silverwood values and respects the diversity of families, families are expected to share some common approaches to supporting all aspects of their children's education. Silverwood recognizes that families have the strongest influence on shaping their values and behavior. Silverwood teachers are unlikely to be successful in school goals unless what is done at school complements what families do at home.

These are some of the hopes and expectations Silverwood has of its community of parents and guardians:

1. Read to or with your young child daily. Read at home yourself in the presence of your child so you are setting a good example.
2. Visit the public library regularly.
3. Listen. Find a time when you can hear about your child's day. Ask open-ended questions. Discuss successes and setbacks – academic and social. When your child faces an academic or social challenge, express to your child that this is an opportunity to learn a skill that will carry him or her through life's ups and downs. If you are concerned or confused about something a child tells you, contact his or her teacher to get the context and clarification. If you hear something you especially like from your child, compliment your child (and feel free to pass the good news on to the teacher, too!).
4. Encourage your child to write thank you notes, stories, shopping lists, letters to a relative or pen pal, or a brief description of an event for a memory album. Write brief notes to your child. These can be reminders or a "to do" list, love notes in a lunchbox, or stories of your own childhood.
5. Limit and select television shows and computer games and avoid those that are violent or model disrespectful interaction.
6. Prepare your child for school with good manners and good hygiene habits (hand washing, covering mouth when coughing, using a tissue, etc.). Teach safety and refusal skills as a normal part of growing up. Include some sort of service to the community in your family life. Children adopt the values their families live.
7. Show your child that you value learning by visiting museums, zoos, historical displays, national parks and monuments, and other sources of learning. Emphasize that adults are always learning too.
8. Read at least one book on parenting, child development, learning styles, and other parenting topics every year. Such books are available in the Parent Library in the school office.

### III. Support your School

1. Show your child you respect education, teachers, and other parents by how you interact with school personnel and fellow parents and how you talk about school in the presence of your child. Take the initiative to meet the other parents in your child's classroom. Volunteer committees and school activities or events offer great connection opportunities. There is also a Facebook page called Parents of Silverwood that family members may ask to join. Research shows that students are more secure and more successful when their parents and classmates' parents are well connected.
2. Call or email the school as soon as you have a question, concern, or compliment. Contact the person most likely to be able to answer the question or solve the problem rather than "triangulating" communication by going to people who cannot solve the problem. Usually this means first contacting the teacher, and if that does not resolve the issue, then, perhaps, the Head of School. Likewise, please advise the school of student or family issues or crises. We can best support you and your child when we are "in the loop."
3. Avoid spreading gossip. If you are unsure of a fact, check it out directly with the person involved, even if that feels difficult. This is a principle Silverwood teaches students, and one we expect from both teachers and parents as well. If your child and another child have an issue, help your child think of positive ways to resolve the difficulty, contact the other parent to brainstorm positive ideas for helping the children learn friendship skills, or seek ideas from the teacher.

### IV. Grievance Policy

In any school, there will be disagreements. As a community we value clear, direct, frequent, and honest communication. We acknowledge that the most effective way to resolve a conflict is to talk out the issues as directly as possible, as soon as possible, and to start those talks with the people most immediately involved.

In situations that continue to present difficulty, people involved in higher levels of administration in the school should be involved sequentially. The lead teacher in each classroom group is the first step above the teachers, and the Head of School represents the step beyond him or her. School officials involved in the grievance process will expect that these earlier steps have been attempted. If the problem persists after those contacts have been tried, the more formal part of the grievance process begins, as follows:

**Step 1:** The aggrieved party shall submit a written statement of the problem and its history to the Head of School (HOS) or to the President of the Board of Trustees (BOT) if the HOS is involved in the written grievance. The HOS or President of the BOT will once more try to solve the problem and will respond in writing within five school days of the receipt of said written statement.

**Step 2:** If resolution is not achieved in Step 1, an appeal may be made in writing to the President of the Board of Trustees (BOT). The President will investigate, review and discuss the matter with the conflicted parties, attempt resolution of the problem, and respond in writing within 10 school days of receipt of said written appeal.

**Step 3:** If resolution is not achieved in Step 2, the President of the Board of Trustees, upon receiving a written request, will convene a Grievance Committee within 10 school days comprised of the following:

- Vice President of the Board of Trustees (BOT)
- At least one other BOT member as appropriate

To avoid conflict of interest, if a grievance committee member is a direct party to the conflict, the HOS and President of the BOT will select an alternate person to serve on the committee in their place.

Similarly, if a committee member is unable to serve on the committee, the HOS and President of the BOT will select an alternate person to serve.

The Grievance Committee will hear the arguments of the case and render a written decision that is approved by a supermajority of 60% of the committee. Its decision will be final in all cases except those affecting the continued employment of the HOS, in which case its findings and recommendation shall be presented to the BOT for the final decision. *(Revised and approved by the Board of Trustees May 2005.)*

## **VI. Parent Glossary and Answers to FAQs**

Here are some useful terms, nicknames, and acronyms for life at Silverwood:

**Accreditation** – Silverwood is a subscriber member of the Northwest Association of Independent Schools. We also are approved by Washington State.

**The Barn (Primary Grades)** – The original Primary classroom building which was, in fact, Ben Kimball’s working horse barn before Silverwood purchased the 18-acre property off Central Valley Road.

**Board of Trustees** – Silverwood School is a non-profit institution governed by a self-perpetuating, volunteer Board of Trustees (BOT) under the corporation laws of the State of Washington. The Board’s members “hold the school in trust” and include current and former parents and other community members dedicated to the mission of Silverwood School. The Board of Trustees hires and evaluates the Head of School, votes on school-wide policies, approves the budget, and provides financial oversight but does not become involved in operational or day-to-day decisions.

**The Commons** - The large metal building between the Barn and the Lodge that serves as the school’s auditorium, cafeteria, music hall, and gym.

**Confidentiality** - While Silverwood works hard to maintain a family atmosphere, the school is also charged with appropriately protecting the private information of students, families, and employees. To that end, the school directory is not to be shared outside of Silverwood or used for commercial purposes. Staff will not discuss a student with anyone other than that student’s parents or legal guardians. Board and staff members cannot share any information about personnel, admissions, financial matters, or other school business considered to be privileged. We appreciate the understanding of the whole community as we work to strike the appropriate balance between openness and privacy.

**Cubbies** – Space inside each classroom building where each child is assigned a space to keep his or her boots, books, jacket, and other personal items. Food items should be removed at the end of each day. Teachers communicate to their students their expectations about cubby organization and use.

**Dahl Garden** – The garden area in the center of The Loop, named in spring 2004 to honor past trustees, parents, and generous donors Donna and Dale Dahl of Dahl Construction.

**Emergency Comfort Kit** – In case of an emergency, parents are asked to put together a “comfort kit” for each child to be available in case of inclement weather or other emergencies which cause students to remain on campus during Summer Camp.

**The Farm** – The Montessori Preschool on Clear Creek Road where Silverwood was founded as a 1st grade class in 1984.

**Founders** - Patty Sleasman, who retired in spring 2004, and Peggy Iversen, who retired in 2007. Patty and Peggy and their husbands John and Larry comprised the original Board of Trustees. The Patty and Peggy Endowment Fund for Excellence in Teaching is a permanent fund to honor our founders and to support continuing education for Silverwood teachers.

**The Grotto** – The lower floor of the administration building which is home to art classes.

**Head of School** – The Head of School (HOS) is the sole employee of the Board of Trustees and is charged

with overseeing all aspects of the school's operation.

**Independent School** – The term used to define schools, such as Silverwood, which are independently governed by a Board of Trustees. Independent schools define their own mission and have the freedom to design a quality curriculum which best meets its mission. The financial support for independent schools does not come from taxes or church funds, but rather from tuition-paying families and charitable contributions. Such support comes from families who recognize that their children are receiving a quality education. Silverwood is a Subscriber Member of the Northwest Association of Independent Schools (NWAIS).

**Integrated Studies** – The study of science, history, geography, and zoology.

**Interdisciplinary Studies** – the integration of two or more strands of curriculum such as art, history, and literature.

**The Lodge (Senior Grades)** – Grades 4, 5, and 6 housed in the Senior Classroom, the northernmost building on campus.

**The Loop** – The circular driveway that also serves as the drop-off and pick-up areas for students. During the annual auction, bidders have the opportunity to name the loop for the coming year and have their chosen name, upon approval by the Board of Trustees, put on a campus road sign for the following school year.

**NWAIS** – Northwest Association of Independent Schools is the local organization that accredits independent schools and provides continuing professional education and support for the Trustees, Head of School, and Faculty. The national organization is NAIS. See [www.nwais.org](http://www.nwais.org) and [www.nais.org](http://www.nais.org) for more information. Silverwood is a subscriber member of NWAIS and is working toward NWAIS accreditation.

**ParentsWeb** – This is part of FACTS (formerly RenWeb) and is a private and secure parents' portal that Silverwood uses to allow parents to view academic information specific to their children while protecting their children's information from others. Parents can communicate with teachers, and parents are kept up-to-date on their students' progress. You may view your child's grades, attendance, homework, school calendar, and other useful school information. You may also access a school directory for families who agree to share their contact information.

**silverwoodschool.org** – Silverwood's school website where parents can find the school calendar, weekly updates, curriculum maps, this handbook with updates, auction and annual campaign information, forms, and whatever else you tell us will be helpful. Check often!

**The Treehouse (Intermediate Grades)** – The Tree House sits beside the Barn and across from the Grotto and houses the 2<sup>nd</sup> and 3<sup>rd</sup> grade classroom and computer lab.