
Mukilteo School District

Family Resource Package



BIS Team

Provided by

Mukilteo School District
Behavior Intervention
Support Team



BIS Team

Behavior Intervention Support Team
Mukilteo School District

Working together,
using proactive,
positive behavioral supports,
to increase student success
in inclusive
educational environments.

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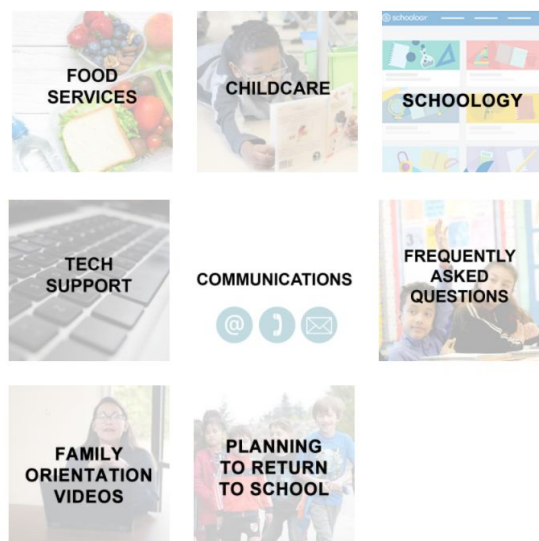
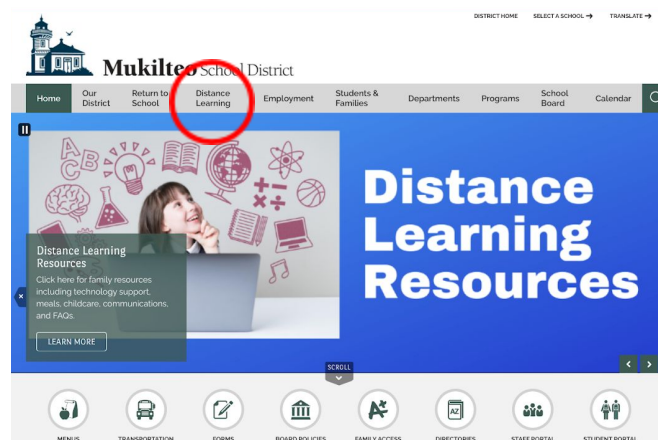
Technology Support & Guides

Our district website has a wealth of resources regarding access to Schoology, helpful videos, and information to guide you through this new experience.

<http://www.mukilteoschools.org>

The link above will bring you to the Mukilteo School District home page.

By clicking on the **Distance Learning** tab, you will be taken to a menu (below) of categories with useful information and resources.



There are also a variety of **frequently asked questions** with answers pertaining to both students and guardians as well as a **technology support** center.

TECHNOLOGY SUPPORT FOR FAMILIES



STUDENT FREQUENT QUESTIONS

- Why can't I log into my checked out student device?
- How do I keep my checked out Windows student computer up-to-date?
- Why am I getting a Content Keeper pop-up message?
- How do I submit a picture in my assignment on a Chromebook?
- How do I change my default web browser on a Windows device?
- Help! I cannot open my Google Drive or OneDrive assignments!
- How do I change my home page view to show the Course Dashboard?
- What's on the Schoology homepage?
- How do I connect Google Drive and OneDrive to my Resources?
- How do I join a course?
- How can I get my courses to show up in my Course Dashboard?

GUARDIAN FREQUENT QUESTIONS

- How do I translate a page into my preferred language?
- How do I change my default web browser on a Windows device?
- Is there a Schoology Parent Guide that I can review for help?
- As a parent, how do I sign up to access Schoology?
- Where can I find my child's access code?
- What do I do if I entered the wrong student access code?
- I am getting a lot of email notifications. How can I change Schoology notification settings?
- My child is in Kindergarten. How do they login?

Technology Support Videos

The following links provide video tutorials for remote learning procedures



[Click Here](#) for an orientation on logging onto a district laptop

[Click Aquí](#) para una orientación sobre inicio de sesión en un ordenador portátil distrito



schoolology®

[Click Here](#) for an orientation on logging into Schoology

[Click Aquí](#) para una orientación sobre iniciar sesión en Schoology

How to Set Up Your Child's Workspace

Set Up the Environment

- No desk? Try to pick a spot that can be **consistent** and part of a **structured routine**.
- Make it **comfortable**! Help your child learn by making sure their bodies are comfortable and they can stay in their seat and on task for the necessary time.



Limit Distractions

- Maintaining a **clean and quiet** space will help with your child's ability to focus.
- It may be beneficial to **remove or cover TVs, game systems or preferred toys**. Out of sight = a little more out of mind.



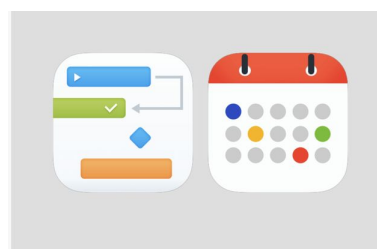
Keep Learning Materials Close

- Help your child stay on task by keeping all the necessary materials **within arm's reach** and **organized** in a container or basket for quick easy access
- Materials will vary but could include; headphones, writing utensils, paper, computer charger, or visual supports.

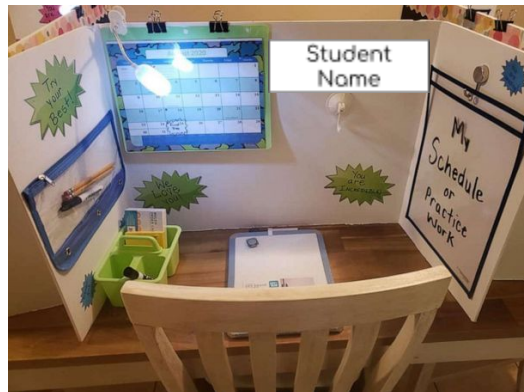
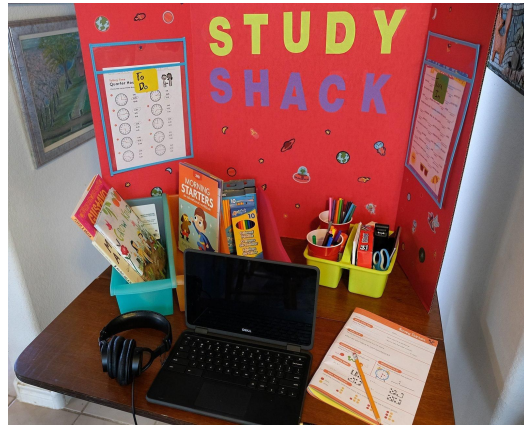


Display a Visual Schedule

- A schedule **sets the expectations** for your child's day and can help them navigate work time and break/play time.
- Referring to a visual schedule **reduces anxiety**, encourages your child to stay on task, and **builds independence**



Examples of Workspaces:



Setting Up a Calm Space in Your Home

What is the Purpose of a Calm Space & How do I use it?

- Purpose of a calm space is to provide a designated spot for your child to **self-regulate** when their emotions become overwhelming.
- This is a **safe place** to regulate emotions and **not** a space to be used as a time-out or punishment.
- Calm spaces should not be highly stimulating with items such as video games or phones. Rather, calm spaces should promote relaxation.
- When your child starts to feel like their emotions are difficult to handle, **suggest** 5-10 minutes in the calm space.
- Give your child some space and **check in** at the end of your established time. They may need more time and that is okay.
- Eventually the goal is for the student to recognize that they need to calm space without a verbal prompt from you.

Calm spaces do not need to be expensive investments.

Items you may already have at home that make great additions include:

- Blankets
- Pillows
- A chair to sit in
- Stuffed animals
- Your students' preferred calming activity (i.e. reading-a box of their favorite books.)

Additional tools that may enhance the calm space include:

- Essential oil diffuser with relaxing scents
- Fidget tools
- Stress balls
- Zones of Regulation posters



Examples of Calm Spaces:

You can choose to set up your child's calm space as **simple** as a blanket or rug in a designated area, or you may choose to add decor and make it more complex. Calm spaces will serve the same purpose no matter how they look.



Why Do We Offer Breaks & How Do We Use Them?

Breaks are an important part of learning and should be offered regularly for **all** children who are learning online. We all need a chance to step away from the screen and **refresh** so we can do our best work.

Keep Breaks Simple:

If you notice your child becoming agitated, frustrated or having a hard time sitting and focusing, offer them a short break.

Breaks Can Be Many Things Including:

- Getting a drink
- Using the bathroom
- Stretching or moving (think jumping jacks!)
- Simply resting, playing with a pet or favorite toy



Steps for using a break:

1. Use a **timer** so the child knows the expectations of how long the break will be and when they will be returning to their learning. Set a timer for 5, 10, or 15 minutes (depending on your child's needs)
2. **Prime** your child by telling them it's break time and how many minutes their break will be, then tell them the expectations that will follow the break. (I.e. "Now you have a ten minute break, after the break is done the timer will go off and it will be time to return to learning.") ***If the child is taking a break during Zoom, be sure to have them turn off their microphone and video!***
3. Notify your child when the break is almost over, typically a two minute **warning** then another when there is one minute left.

Allowing your child to take a break whenever they need one, (within reason and as long as the privilege is not being misused) results in **better learning** and a **happier home school experience** for everyone.

Creating a Visual Schedule for Your Child

What is a Visual Schedule?

- Visual schedules use a series of pictures, photographs, numbers or words to communicate a series of activities or the steps of a single specific event.
- Often used to help students understand and manage the daily events.

Why are Visual Schedules Helpful?

- Helps child **understand expectations** for events
- Increases predictability (knowing what to expect helps to significantly **decrease anxiety**)
- Can be used for various activities (i.e. all day schedule, morning routine, brushing teeth etc.)
- **Increases independence** and confidence

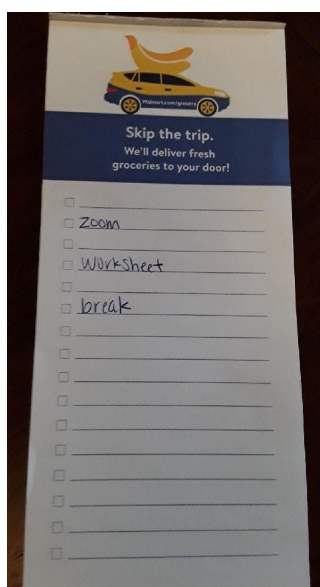
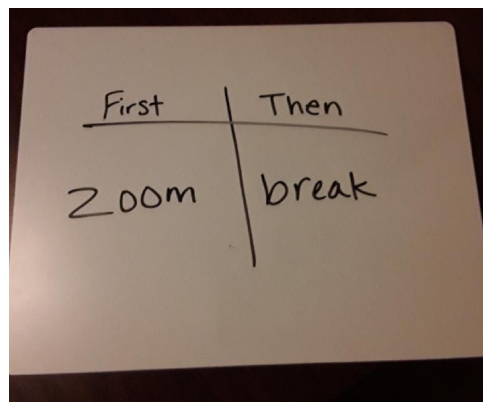
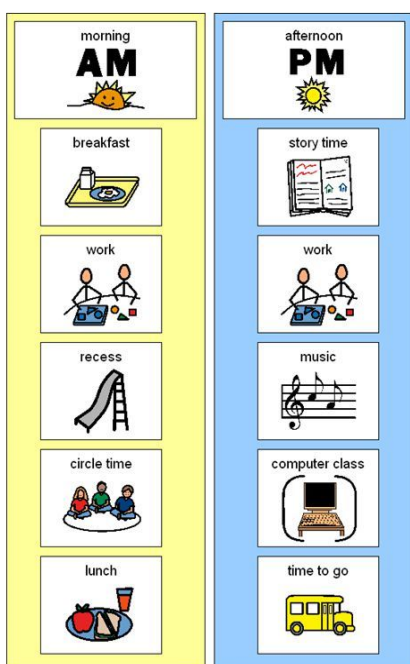


Steps to Making a Visual Schedule:

1. Decide which type of schedule will work best for your student (e.g. pictures, objects, words).
2. Decide how to use the schedule (checkoff boxes, put the picture into an “all done” folder).
3. How long is the schedule (1 item, 3 items, 10 items)
4. Include working on flexibility (put in purposeful schedule changes like math instead of reading)

*If you need help creating a visual schedule,
contact your child’s teacher or case manager*

Examples of Visual Schedules:



| | | | |
|---------------------------|--|---------------------------|--|
| Zoom 9:00-9:15 | | break 10:50-11:00 | |
| break 9:15-9:40 | | Zoom 11:00-11:15 | |
| Group Work 9:40-10:00 | | break 11:15-11:30 | |
| recess 10:00-10:30 | | Group Work 11:30-11:50 | |
| Group Work 10:30-10:50 | | break 11:50-12:00 | |

Tips & Tricks for Distance Learning

Give Your Child Time to Process

- Your child **may not respond immediately** after being given a prompt or asked a question. **That's okay**, give them time before asking again.
- The amount of wait time or processing **time needed will vary** depending on the child (they could need as long as 10 - 30 seconds).
- It may feel strange at first, but giving your child ample time to process a request can decrease the amount of "I don't know" responses and **increase correctness** and length of response.

Give Feedback

- Children learn a lot based on how adults respond to their behavior.
- When your child does something that is expected of them, shower them in **positive feedback**.
- When starting out, and especially if compliance with distance learning is proving difficult, **celebrate every success**.
- Even if the task is small (like signing into zoom or picking up their pencil) show them that following directions is something that **earns praise** and reinforcement.
- When giving feedback, be sure to use **specific wording**. For example: rather than saying "good job!" say "good job logging on to Zoom and getting ready for class!". Rather than saying "you're so smart!", say "I see how you completed all of the math problems your teacher assigned, that is amazing!"

Increase Independence

- Help your child log onto the computer for the day
- Stay in the **general area** of your child. You may not need to sit right next to your child, just stay within earshot.
- **Allow space** for the teacher to give instruction and you can standby for help if necessary.
- Help your child **build stamina** by gradually increasing the time they spend working alone/independently.
- We want our students to gain **independence** and **take ownership** over their learning.



Inquiring About Additional Resources

If you are in need of more resources or have further questions, contact your child's teacher or case manager.

