**Bell Elementary School**

**Parent and Student Handbook 2017-2018**



***Washington Achievement Award Winner***

Alexander Graham Bell Elementary School • 11212 N.E. 112th Street
Kirkland, WA 98033 • (425) 936-2510 • <http://www.lwsd.org/school/bell/>

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   Dear Parents and Families of Bell Elementary,

Whether you are new to Bell or a vet­eran Bulldog, we welcome you to a great year of learning together. It’s a new beginning, a fresh start, and a chance to enjoy the chal­lenges of learning and growing together.  In this document, you will find information regarding school procedures and behavioral expectations.

At Bell, we value and maintain high academic and behavioral expectations for our students. The learning that takes place by our students each day represents building blocks that ensure future successes. We take this responsibility very seriously and want you to know that we are committed to the success of every child.

Understanding that educating our children is a team effort, we believe your participation is essential in order for each child to reach his/her fullest potential. Ways in which you can participate and show your child that you place a high value in their education include volunteering within the classroom, field trips and PTSA events (both moms and dads) and volunteering in our Watch Dog Program (dads). Your involvement also includes setting time aside for homework, open communication between student and teacher, and supporting the high behavior and academic standards set by our teachers and staff.

Our priority is to maintain a safe and healthy school environment for all students. In order to do this, **we ask that you carefully read the handbook and clearly communicate the academic standards and behavior expectations with your child**; for the success of all students, it is important that your child clearly understands expectations and potential consequences.

The staff and I look forward to a great year ahead with you and your family!

Sincerely,

Heidi Paul, Principal

****

**Vision:** High learning expectations for **every student matters.**

**School Colors**: Green and Yellow

**School Mascot:** Bulldog (“Alex”)

**Bell Elementary Staff**

**Mrs. Heidi Paul** **Principal** hpaul@lwsd.org

**Mrs. Anne Balicki** **Assistant Principal** abalicki@lwsd.org

Mrs. Madalina Sanders Office Manager msanders@lwsd.org

Mrs. Ashley Short Secretary/Registrar ashort@lwsd.org

Mr. Bernie Rogers Day Custodian brogers@lwsd.org

 Night Custodian

Ms. Cindy Carpenter Nurse ccarpenter@lwsd.org

Kindergarten

Mrs. Nichole Tran All Day Kindergarten (Room 142) nitran@lwsd.org

Ms. Amy Dennehy All Day Kindergarten (Room 141) adennehy@lwsd.org

Mrs. Lazoritz All Day Kindergarten (Room 139) rlazoritz@lwsd.org

1st Grade

Mrs. Jennifer Olsen 1st grade (Room 134) jolsen@lwsd.org

Mrs. Kay Flowers 1st grade (Room 135) kflowers@lwsd.org

Mrs. Kolina Filzen 1st grade (Room 133) kfilzen@lwsd.org

2nd Grade

Mrs. Juli Hynden 2nd grade (Room 118) jhynden@lwsd.org

Mr. Kyle Rasor 2nd grade (Room 119) krasor@lwsd.org

Mrs. Sarah Whiteside 2nd grade (Room 121) swhiteside@lwsd.org

2/3rd Grade Quest

Kristin Coberly 2nd/3rd grade (Room 120) kcoberly@lwsd.org

3rd Grade

Mrs. Christine Lawson 3rd grade (Room 211) clawson@lwsd.org

Mrs. Kathryn Rasor 3rd grade (Room 213) karasor@lwsd.org

Mrs. Alison Staples 3rd grade (Room 210) astaples@lwsd.org

Mrs. Natalie Rons 3rd grade (Room 210) nvalenta@lwsd.org

4th Grade

Ms. April Holder 4th grade (Room 222) aholder@lwsd.org

Mrs. Jennifer Lagerquist 4th grade (Room 221) jlagerquist@lwsd.org

Ms. Sarah Schoenfeld 4th grade (Room 212) sschoenfeld@lwsd.org

5th Grade

Mrs. Barbara Butler 5th grade (Room 223) bbutler@lwsd.org

Ms. Holly Chapman 5th grade (Room 216) hchapman@lwsd.org

Mrs. Hillary Guffey 3rd grade (Room 224) hguffey@lwsd.org

Specialists

Mr. Roger Johnson Library (Room 201) rogjohnson@lwsd.org

Mrs. Alina Stroh Music (Room 109) astroh@lwsd.org

Mr. Tom Haeck Physical Education (Rm. 101) thaeck@lwsd.org

Interventionists

Mrs. Jocelyn Zwink ELL (Room 227) jzwink@lwsd.org

Mrs. Hilary Brewer Safety Net-Primary (Room 132) hbrewer@lwsd.org

Mrs. Autumn Talebi Safety Net-Primary (Room 132) atalebi@lwsd.org

Mrs. Kirsten Marshall Special Ed. (Room 227) kirmarshall@lwsd.org

Ms. Sara Hay Counselor (Room 110E) shay@lwsd.org

Mrs. Jackie McMurray Psychologist (Room 203) jmcmurray@lwsd.org

Mr. Seth Hayden SLP (Room 203) shayden@lwsd.org

Ms. Meika Nowak OT (Room 205) mnowak@lwsd.org

Ms. Julie Kim OT (Room 205) c-jkim@lwsd.org

Ms. Janelle Pinski PT (Room 205) jpinski@lwsd.org

Support Staff for K-5

Mrs. Shannon Breda Instructional Assistant sbreda@lwsd.org

Mrs. Raluca Dumitru Instructional Assistant rdumitru@lwsd.org

Mrs. Jenny Guempel Para-educator jguempel@lwsd.org

Mrs. Denise Short Health Room Secretary deshort@lwsd.org

Mrs. Marilyn Stodghill Instructional Assistant/Cashier mstodghill@lwsd.org

Mrs. Jennifer Tanner Instructional Assistant jetanner@lwsd.org

Mrs. Meighan Toungate Instructional Assistant mtoungate@lwsd.org

Preschool Staff

Mrs. Alexandra Oleynikova Head Start Special Ed Teacher aoleynikova@lwsd.org

Mrs. Marilyn Cravens Head Start Lead Teacher mcravens@lwsd.org

Mrs. Claribel Heredia Head Start Lead Teacher cheredia@lwsd.org

Mrs. Judy Holdren Head Start Lead Teacher jholdren@lwsd.org

Mrs. Maryam Dehbeh Head Start Instructional Assistant mdehbeh@lwds.org

Ms. Maria Dempsey Head Start Instructional Assistant mdempsey@lwsd.org

Mrs. Lynn Ellingwood Head Start Instructional Assistant lellingwood@lwsd.org

Mrs. Marion Toth Head Start Para Educator matoth@lwsd.org

Mrs. Donna Unruh Head Start FSS dunruh@lwsd.org

Mrs. Sudipta Young Head Start FSS suyoung@lwsd.org

Ms. Katie Jacques Head Start FSS kjacques@lwsd.org

Mrs. Emily Brain Ready Start Special Ed Teacher ebrain@lwsd.org

Mrs. Ellen Krajewski Ready Start Lead Teacher ekrajewski@lwsd.org

Ms. Kamaljeet Sran Ready Start Para Educator ksran@lwsd.org

Mrs. Jackie Buchanan Ready Start Para Education jbuchanan@lwsd.org

Mrs. Rosemarie Bryar Ready Start FSS rbryar@lwsd.org

Mrs. Vivian Dunbar Ready Start FSS vdunbar@lwsd.org

SNAPS

Staci Allen SNAPS teacher sallen@lwsd.org

Tracey Gerhardt SNAPS teacher c-tgerhardt@lwsd.org

Vickie Harvey SNAPS Para vharvey@lwsd.org

Zsuzsanna Kalman SNAPS Para zkalman@lwsd.org

Julie Pribic SNAPS Para jpribic@lwsd.org

Alison Miller SNAPS Para almiller@lwsd.org

Vicky Moore SNAPS Para vmoore@lwsd.org

Extended Day

Ms. Kaila Eason Instructional Assistant keason@lwsd.org

Ms. Leanne Reedy Instructional Assistant lreedy@lwsd.org

**PTSA**

PTA is a national volunteer organization comprised of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of parent involvement in schools. Local and State PTA Units work to provide effective funding and laws to educate and protect our children. “Every Child. One Voice”

Every child at Bell benefits from PTSA. Every classroom and student receives: Field trip funding, teacher and classroom grants, Emergency Preparation equipment, access for the National PTA Reflections Program, Hearing and Vision screening, Art Enrichment, Enrichment scholarships, Counseling services and Assemblies. PTSA also sponsors and hosts family events such as the Back to school picnic, Harvest party, Science Day, School Dance, Family Reading night, Talent Show and School Play. PTSA volunteers organize afterschool enrichment classes, the school play, various student clubs and Panty Packs. Bell PTSA advocates for the best education for each and every student at Bell. Bell PTSA keeps the community informed via the weekly e-newsletter, the Bull Dog blast, Monthly calendars sent home each with each student, street level reader board, AGBellptsa.org and Facebook (AG Bell Elementary PTSA).

PTSA General membership meetings are open to all and for the 2017-2018 school year will be held at 6:30 pm in the school library on the following dates: September 28, November 30, January 18 and April 19. A Bell administrator attends to share the latest news for the Bell community as well as hear the voice of the parents. Bell PTSA welcomes any and all and our students benefit from all talents, opinions and involvement. If you are looking for a way to connect, Bell PTSA is the place, there is something for everyone.

Please feel free to contact any of the Bell PTSA board members with any questions, concerns or to volunteer either via the Facebook page or direct emails.

|  |  |  |
| --- | --- | --- |
| Co-President | Diane Devlyne-Thompson | president@agbellptsa.org |
| Co-President | Allison Dunmire | president@agbellptsa.org |
| Secretary | Heather Nason | secretary@agbellptsa.org |
| Treasurer | Jennifer Harrington | Treasurer@agbellptsa.org |
| VP of Membership | Lori Rizzo | membership@agbellptsa.org |
| VP of School Services | Open | schoolservices@agbellptsa.org |
| VP of Fundraising | Open | fundraising@agbellptsa.org |

**Daily Schedule**

**8:55 a.m. First Bell - All students should be in their classroom lines**

9:00 a.m. School Begins

10:40-10:55 a.m. AM Recess (All school)

11:35-11:55 a.m. Lunch 1st and 4th grade

11:55-12:25 p.m. Recess 1st and 4th grade

12:10-12:30 p.m. Lunch Kindergarten and 3rd grade

12:30-1:00 p.m. Recess Kindergarten and 3rd grade

12:45-1:05 p.m. Lunch 2nd and 5th grade

1:05-1:35 p.m. Recess 2nd and 5th grade

2:25-2:35 pm PM Recess (All School)

**3:30 p.m. School Ends (Mon, Tues, Thurs. Fri.)**

**2:00 p.m. School Ends (All Wednesdays)**

**Preschool Daily Schedule**

**AM Head Start (No class on Wednesday)**

9:00 – 12:30 p.m.

**PM Head Start (No class on Wednesday)**

12:30 – 4:00 p.m.

**AM Ready Start (No class on Wednesday)**

10:00 – 12:30 p.m.

**PM Ready Start** **(No class on Wednesday)**

1:30 – 4:00 p.m.

**SNAPS (No class Monday and Wednesday)**

AM session 10:00 – 1:30 p.m.

PM session 12:30 – 4:00 p.m.

**Academic Expectations**

**At Bell, we believe every student has a right to be challenged at his/her academic level. With this in mind, homework can be an important extension of classroom learning, and can achieve a variety of educational benefits:**

1. Helps students build productive study habits
2. Provides practice and review of skills taught in class
3. Fosters student initiative, independence, and responsibility
4. Brings home and school closer together
5. Allows for enrichment or extra-credit opportunities
6. Can help develop independent reading skills

**At the elementary level, homework is a shared effort of student, teacher, and parents.**

**A. Student Responsibilities**

1. Bring all assignments home
2. Complete homework to classroom standards
3. Return homework on time
4. Ask questions about assignments before they are due

**B. Parent Responsibilities**

1. Attend Curriculum Night and read information regarding curriculum and homework
2. Sign and return paperwork on time
3. Assist student with homework time management
4. Communicate questions and concerns to teacher

**C. Teacher Responsibilities**

1. Share homework policy with students and parents
2. Establish clear and consistent homework routines and timelines
3. Teach students how to work to classroom standards
4. Provide appropriate feedback on homework assignments
5. Respond to parent questions and concerns, and share teacher concerns with parents

**At Bell, we recognize that the amount of homework assigned must be appropriate to the developmental level of the student.** Teachers will attempt to align their assigned homework to the commonly accepted

“10-minute rule”

 **K-1: 10 minutes daily 4th: 40 minutes daily**

 **2nd: 20 minutes daily 5th: 50 minutes daily**

**3rd: 30 minutes daily**

These suggested times will vary somewhat from day to day, and may or may not include an at-home reading requirement. It’s important to note that different students may need more or less time to complete homework. Any concerns about the amount of time your child spends on homework should always be addressed to his or her classroom teacher.

**Behavior Expectations**

This section is dedicated to expectations and policies regarding student behavior at Bell Elementary.  For specific details of Bell’s expectations and policies on student behavior, please carefully read through pages 9-16 of the Bell Student handbook. For more information on the Lake Washington School District Policies and Procedures are available on our school website at <http://www.lwsd.org/school/bell>.

Below is an overview of our expecta­tions for the student behavior at Bell Elementary.

We expect all Bell students to be Safe, Respectful and Responsible at all times. Behavior that interferes with another student’s right to learn, with the teacher’s right to teach, or with student safety is not acceptable and will not be tolerated in this school. Further, students who are in possession of information that could result in harm to themselves or to others are obligated to disclose this information either to a staff member or to their parent, who will disclose to a staff member.

Lake Washington School District Board policy address­es human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting oth­ers. The harassment policy states that students and staff have a right to a non-threatening, non-intimidating school environment. Students who choose to engage in disrespectful and/or inappropriate behavior also choose the consequences of their behavior, up to and including suspension from school. Please help us by discussing the importance of respectful, appropriate behavior with your student.

Each teacher, during the first few weeks of school, will review the Lake Washington School District board and Bell policies with all students. They will also teach the behaviors that com­prise the “Living the Bulldog Way” (empathy, persistence, flexibility, optimism, resilience) using high quality instruc­tion including modeling, practice and review. Last, the teachers will go over and review frequently the Bell behavior expectations to be Safe, Respectful, and Responsible in our common areas such as the hallway, cafeteria, bathrooms, and playground area. After the instruction is complete we will expect every student to engage in respectful behavior at all times. Students will be recognized for appropriate behavior.

Further we have developed a set of expectations for students’ behavior in the classroom. The purpose of these expectations which will be taught to, and ex­pected of all students, is to see that every Bell student benefits to the extent possible from the class­room instructional program. These expectations include student attention to instruction, listening to the speaker whether it be the teacher or another student, and active engagement in the learning activity.

This year we will continue to use “I got caught” slips as part of our efforts to encourage good behavior. At the end of each week there will be a drawing from all those who were “caught” for their good behavior and students will receive a prize. Keep up the good work!

In the back of this packet you will find a “parent review notice” that indicates that you have received copies of our school policies and have reviewed them with your student. **Please sign and return to your student’s teacher.**

**Finally, please help us to eliminate before school problems by assuring that your child does not come on the school grounds prior to 8:45 am.** If you have any questions, please call me at 425-936-2510.

**Behavior Expectations- Bell Elementary Policy**

**Inappropriate Student Behavior**

In order to assist Bell students in making appropriate choices regarding behavior, the following list has been devel­oped to more clearly define behaviors that are NOT acceptable and will not be tolerated.

1. Inappropriate language (e.g., swearing).
2. Fighting or aggressive behavior to include hitting, kicking, pushing, tripping and grabbing.
3. Disrespectful behavior (e.g., arguing, refusal to comply with the request of a staff member, threats, obscene gestures, violation of the district’s human dignity policy.)
4. Possession of obscene materials.
5. Possession of illegal substances or dangerous items (e.g., drugs, tobacco products, fireworks, matches).
6. Possession of dangerous weapons or replicas of weapons (e.g., guns, knives, throwing stars). **Possession of a weapon on school property may result in immediate expulsion from school pursuant to RCW 9.41.280. Possession of a firearm will result in a student expulsion for a minimum of one year.**
7. Any activity that would be illegal in society (e.g., theft, vandalism).

**Extreme Behavior**

Any behavior that is determined to violate district or A.G. Bell school policy, or that is dangerous to self or others will result in immediate removal to the school’s office and further steps that are deemed appropriate by the school’s principal or principal designee.

**Consequences for Inappropriate Behavior**

Consequences for inappropriate behavior may include:

1. Loss of recess time, time-out in the classroom, in another classroom or in the office. – Minor offense
2. Teacher developed consequences (e.g., phone call home, written work). - Minor offense
3. Restitution or school community service. - Minor offense
4. Student/parent/teacher and/or principal conferences.- Minor offense
5. In-school suspension.- Major offense
6. Out-of-school suspension.- Major offense

**Behavior Reflection Form**

At Bell, we believe discipline/consequence procedures are learning opportunities. Students who are sent to the office due to behavior, will fill out a developmentally appropriate reflection sheet (primary or intermediate version). Upon entering the office, students will sit quietly at the reflection table and fill out the form by themselves. This provides an opportunity for the student to reflect and explain behavior on their own first. Mrs. Paul will then meet with the students to review the reflection form details. A consequence will be given appropriate to the behavior in order to help extend learning. **The reflection form will be sent home for parents to sign and return.**

An example of the reflection form is provided below.



**BEHAVIOR EXPECTATIONS in COMMON AREAS**

**Playground Expectations – General**

*Safe:*

1. Protect other’s safety, keep hands and feet to self.

 2. Help friends who are hurt.

 3. Keep our friends safe, look before doing.

 4. Get a pass to use the bathroom or come to the office.

*Respectful*

1. Look for opportunities to include others.
2. Show good sportsmanship.
3. Use kind and school appropriate language.
4. Share and take turns.
5. Use Kelso’s Choices when small problems happen.

*Responsible*

1. Follow the rules for each area or game.
2. Line up quickly when the bell rings.
3. Report big problems to an adult.
4. Take care of playground equipment and return it to the ball box.
5. Keep our school clean, if you see garbage pick it up.

**Playground Rules – Specific**

#  **The Upper Field**

# Soccer, tag, and touch football and kick-ball are acceptable. Students are not to play tag on the Big Toy or in the wood chips area around the Big Toy. If games get too aggressive, playground staff may choose to eliminate the option. Climbing trees or playing in the branches of trees is not acceptable. Students may not enter the trails during recess.

# **Rainy Day Recess**

# Students should stay under cover, stay out of puddles and away from downspouts and be prepared with proper attire. Umbrellas are allowed on the playground.

**Hallway Expectations --- General**

*Safe*

1. Walk on the right in a single file line
2. Hands by your sides
3. eyes are forward

*Respectful*

1. Turn voices off
2. Use quiet feet
3. Listen for adult directions

*Responsible*

1. Get a pass if not in class
2. Follow line with arm’s length distance in front and behind
3. Keep our school clean, if you see garbage pick it up

**Cafeteria Expectations -- General**

*Safe*

1. Keep friends safe, do not share food
2. Sit facing forward with feet on the floor
3. Sit respecting others’ personal space
4. Keep hands to yourself

*Respectful*

1. Voices off when an adult is speaking
2. Use school appropriate language
3. Respect others’ food choices
4. Protect our friends’ ears, avoid loud noises

*Responsible*

1. Raise your hand if you need help
2. Raise your hand to be excused to get a bathroom pass
3. Keep our school clean, if you see garbage pick it up

**Bathroom Expectations**

*Safe*

1. Knock on stall door
2. Avoid germs, wash hands
3. Keep others safe, if water spills wipe up the floor

*Respectful*

1. If bathroom stall is in use, wait your turn
2. Be respectful of other’s personal space
3. Remember to unlock the door when you leave
4. Bring only your bathroom pass

*Responsible*

1. Flush the toilet
2. Use quiet feet
3. Value your learning, avoid conversations and quickly walk back to class
4. Keep our school clean, if you see garbage pick it up

**Bicycles, Scooters and Skateboards**

Fourth and fifth grade students who ride their bicy­cles or skateboards to school are required to complete a permission slip. The forms are available in the office. All students riding bikes, scooters or skateboards must wear a helmet. We reserve the right to with­draw the student’s privilege of riding his/her bike or scooter to school if rules are not obeyed. Three violations will be allowed before this license is canceled. After that the student may not ride his/her bicycle, scooter or skateboard. Students in grades 1-3 are asked to leave bicycles, scooters and skateboards at home.

**Bus Riders**

Bus service is provided for students living 1½ miles from school or for those students who do not have a safe walking route to school. For new students, neighbors are the best source of information about bus stop location and pick-up times, or parents can call the Transportation Department, 425 936-1120. Bus passes are necessary for special arrangements. Students must bring a parent note if they are to ride home with a friend, get off at a different bus stop, etc. Students should bring the note to the office before school or at morning recess to receive a bus pass.

**Rules of Conduct at the Bus Stop**

Students must not stand or play in the roadway while waiting for the bus. Students must respect private property while waiting for the bus. Students should arrive at the bus stop **no more than 10 minutes before** the scheduled arrival of the bus. Self-discipline must be exercised by stu­dents waiting in the bus loading areas. Students must wait to board the bus in an orderly manner; no games, no cuts, no throwing of objects, no running into the street.

**Cell Phones, Cameras, IPods, Video Games and other Electronic Devices**

For security and school climate purposes, all electronic devices must be turned off and in student backpacks while on school property.  Students may not use a cell phone during school hours unless they receive their teacher permission.  Cameras and other electronic devices may not be used at any time.  Failure to comply with these rules will result in the confiscation of the device(s) in question until an appointment with parents is scheduled.

**Classroom Visits by Parents**

We welcome parents to our school and encourage parent involvement in our classrooms. If you wish to volunteer or to visit your child’s classroom, please contact the teacher directly to arrange a convenient time. If you need assistance, feel free to contact our office. **All visitors to the school are to check in at the office and get a Visitor’s Pass.**

**Communication**

Communication between school and parents is vital. We use the following methods to give our parents updated information about classroom activities, curriculum and special events.

1. Facebook - this will alert you to website news and changes.

2. Conferences – Conferences take place in October and January.  Conference times are provided so that teachers and parents can share information regarding student progress and so that students may communicate their school goals with their family.

3. Communication from the teacher - Each teacher will communicate with parents on a regular basis. (Examples: class newsletters, letters from the teacher, phone calls, etc.) If you ever have any questions, please call your child’s teacher.

4. Haiku – Teachers will use classroom websites on Haiku in order to communicate updates, calendars, and expected work. Parents are responsible for checking Haiku every Monday.

**Dress Code**

# While it is important that we allow students to express some individuality and autonomy in their dress, some types of clothing are unsafe or inappropriate for the school setting. With this in mind, the following are the dress expectations for students at Bell.

**The following are the dress expectations for students and volunteers at Bell:**

* **Shirts and tops** need to fall at the waist or lower. During normal school type activity (classroom, PE, recess), midriffs should remain covered. **Tank tops** and other sleeveless top straps need to be at least 2 fingers wide.
* **Skirts and/or shorts** should be appropriate for school. The measure for appropriateness is that the shorts or skirt be as long as the end of the student’s fingers when her arm is at her side.
* **Pants** need to be waist high and cinched so that they **do not ‘sag.’**  They should be free of large holes above the knees. Blatantly oversized pants are not appropriate at school.
* **Clothes with inappropriate language or with alcohol or tobacco logos** are not to be worn.
* **Shoes** should be appropriate to the activity level at school. Students wearing flip-flops to PE will beasked to sit out of class for that day. **“Heelies”** or wheel type shoes are not allowed at any time.
* **Hats** are not to be worn inside the school or classroom.
* **Gang related clothing** is not to be worn.
* **Body sprays, perfume, breath sprays, etc.,** are not allowed as they can be potential allergens.

If it is determined that a student’s apparel does not meet dress code, the student will call home for a change of clothes or put on something from the clothes available in the office. If persistent dress code problems occur, parents will be notified and asked to meet with the principal or principal designee to work out a plan for their child to meet the dress code expectations. Please help your students dress appropriately for the weather. Since recess is taken outside, students should come prepared for cold and/or wet weather.

**Note: if you work as a volunteer here at Bell, please also follow the school dress code policies.**

**Online Verification:**

Online student verification is open **now through September 15th**.  To ensure accurate information for your student, please review, update, and verify student and emergency information.  To do this, please login to Parent Access and click on **Skyward Family Access** under “For All Parents” on the right.  Then click on the **Online Student Information Verification Button.**  If you have moved, please update your information and bring proof of residency (i.e. – utility bill, lease, etc) into the office to Mrs. Short.

Make sure you can be reached in an emergency by completing the Skylert process.  Through Skylert, you control how we contact you in emergencies, attendance calls, food service balance notifications and other communications.  Login to Parent Access and click on **Skyward Family Access** under “For All Parents” on the right, then click on the **Skylert** button to see the phone numbers, email addresses, and text message numbers on file for your family.  Select the different check boxes to indicated how you want to be contacted for each message type.

If you have questions about Parent Access, check the **Parent Access FAQ’s**.  If you have any problems registering for Parent Access, send an email to parentquestions@lwsd.org .

**Early Dismissal**

We discourage early dismissals because learning takes place right up until 3:30 p.m. However, we recognize the need for doctor and dental appointments and other emer­gencies. Please send a note to the teacher and stop by the office to sign out your child. Children are released only to parents, guardians, or those having parent permission.

**Field Trips**

We encourage parents to participate as chaperones on field trips. For liability reasons we cannot accommodate siblings on field trips. **Parents must have a valid volunteer application on file.**

**Guidance Team**

Any student concern may be brought to the Guidance Team. This is a forum to discuss a student’s specific needs and problems, and to discuss interventions that might help the student to have more success.

Bell’s Guidance Team members include: Special Ed teach­ers, Chapter I teachers, ELL teachers, SLP teacher, psy­chologist, counselor, principal and nurse. Guidance Team meetings are held weekly. Make an appointment with the team by contacting your child’s teacher.

**Illness or Accidents at School**

If a student becomes ill or is seriously injured at school, first aid will be administered and the parents or name listed on the emergency card will be called immediately. It is im­portant that sick or injured students are picked up as soon as possible. For head bumps/injuries the student is given a form letter to take home and will have a bright colored bracelet with their name and date of injury and the parent is called. **Please be sure the school has the telephone number of a nearby friend or relative who could come for your child if you cannot be reached.**

**Library Information**

All Bell students attend library classes once a week. Stu­dents may check out books during library class or at any other time during the school day.

Kindergarten 1 book for 1 week

Gr. 1 1 book for 1 week

Gr. 2 3 books for 1 week

Gr. 3 4 books for 2 weeks

Gr. 4 5 books for 2 weeks

Gr. 5 10 books for 2 weeks

If students have books that are past due, they may not check out until materials are returned. Parents may also check out books from our library.

# **Late or Absent Students**

Please call the office by 9:15 a.m. if your child will be absent or arriving late. Our safety arrival number is

**425-936-2511.** By doing this, a written excuse is not necessary.

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child’s success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

We will write tardy/admit slips beginning at 9:00 am per the wall clocks. Principal will review a monthly report for absenteeism and tardiness issues.

**At 10 tardy or absences,** a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance. If there is no improvement and tardies or absences remain at 15% or greater there will be another letter requiring parents to make an appointment with the principal. If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

**What if my child is sick?**

If your child shows minimal symptoms of a small cold, it is your discretion as a parent to send them to school. However, if your child presents the following symptoms, **they are required to stay home**.

·Had a fever within 24 hours

·Had vomiting or diarrhea within 24 hours

**What if our family is going on vacation?**

The state enforces attendance for students 180 days of the year. So, that families and students can take needed breaks, the school district schedules time throughout the year including larger breaks like Thanksgiving break, Winter Break, and Mid-Winter Break. Vacations outside of this time are discouraged. **If for rare reason your family needs to travel or take vacation outside of the district’s break time, new state attendance law states that in order for the abasence to be excused, there must be pre-approval by the principal.** When scheduling family travel plans or vacations, *when at all possible*, please do so during that natural boundaries of district scheduled breaks. If your plans are unavoidable and fall within the normal school year, please send an approval request (prior to the vacation) *by email or note* TO BOTH Ashley Short (secretary) and Heidi Paul (principal).

**Lunch Information**

Individual lunches cost $3.00 and milk is 50 cents. Par­ents are encouraged to deposit money into their student’s account by going through MySchoolBucks.com sit and see the online payments page or by calling Food Services at 425-936-1393 and using a charge card to deposit money. You can also bring a check to the school to pay an account. Money (any amount you choose) may be deposited into accounts at any time. If you bring a check to the school, please include your child’s name and teacher’s name on money or checks. Checks are made out to Bell Elementary. Lunch menus are sent home monthly.

# Free and reduced lunches are available to qualifying students. Information and application forms are sent home with all students on the first day of school or are available in the office.

**School Closing Procedures**

In the event of fire, power failure, heavy snowfall or severe windstorms, please listen to your TV, radio or check the district website for school closure or delayed-opening schedule changes. This information is broadcast frequently on local TV chan­nels. **If there is no announcement we are on a normal schedule.**

**The district will be making automated school closure phone calls as well.**

**School Counseling Program**

Each elementary school has a counselor who works with students, staff, and parents. Our school’s counselor is Sara Hay. The elementary school counseling program is a part of the total school program and complements students’ learning in the classroom. It is child-centered, preventative and developmental. The program encourages students’ social, emotional, and personal growth at each stage of their development to maximize school success. The school counselor consults with parents, teachers, and other professionals; and coor­dinates services for children. Outside referrals or resourc­es are provided by the counselor if requested by parents.

Elementary counselors provide a variety of interventions that might include:

1. conducting classroom guidance lessons.
2. consulting with parents on developmental issues.
3. facilitating parenting classes.
4. consulting with teachers, administrators.
5. conducting small groups dealing with a variety of topics such as: conflict resolution problem solving, friendship issues, anger management, decision making skills, coping skills, changing families, or other topics as needed.
6. serving as a member of the guidance team.
7. seeing students individually if a need arises either through a self-referral process, or by a parent or teacher request.

**School Telephone and Emergency Messages**

To minimize classroom interruptions and to ensure the efficiency of the learning process, students are not called to the phone. Urgent messages will be communicated to them. Please call **before** the last recess (2:25 p.m.) to guaran­tee students receive such messages. Please discuss after school arrangements in the morning before school starts. **In cases of emergency,** students may use the office phone.

**Student Pick-up and Drop-off**

It is encouraged for parents to park and walk students to their assigned lines in the morning. In the afternoons, parents are again encouraged to park and pick up students on the blacktop. If students are dropped off or picked up in the drive loop, please do not park or leave your car. Additionally, if you are in the drive loop, pull forward as traffic moves forward. Students should wait in the assigned teacher location and may use an umbrella if the weather permits use.

Our school policy is that students are to arrive on campus no earlier than 8:45 a.m. each morning and must be picked up by 3:40 p.m. in the afternoon.  There is no supervision provided. **The only exception is for students who attend enrichment or clubs before or after school.** Students eating breakfast at school should report directly to the breakfast area and wait to be dismissed by the kitchen staff.

**Student Medication**

All medications given by schools according to state law, whether prescription or over-the-counter, must be ordered by a physician, dentist or nurse practitioner. In order for any medication to be administered at school (prescription or over-the-counter), **a medication authorization form must be completed by the parent and physician.**

We coordinate with the King County Dept. of Public Health in protecting children from certain symptoms of communicable diseases. If your child has a temperature of 100 degrees Fahrenheit or higher, or has been vomiting or had diarrhea please keep them home from school until they have been free of any of these symptoms for 24 hours.

If your student has lice, please keep them home until all live lice are gone. Also, please remember to notify the office even if you treated at home over the weekend. We will send letters home to all parents in your son/daughter’s class so other parents can check their child. We keep the names of the students with lice confidential. If your student is found to have live lice here at school, we will call you to make you aware of it. We will not send students home if they are found with live lice. Please treat them at home and send them to the office the next day to get checked. Try to remove all nits to prevent reinfection. Our nurse can give you ideas on how to treat.

**Student Supervision**

Bell students are supervised during the school day in the classroom, on the playground, and in PE, music, library, and the tech room. However, we do not provide supervision before or after school. Therefore, to ensure the safety of your children, we ask that **students arrive at school no earlier than 8:45 a.m.** unless they are enrolled in special programs such as choir, band or enrichment class, **and that they leave the school grounds immediately after the 3:30pm dismissal.**

**Vacation Homework Policy**

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

**Volunteer Policy**

If you plan on volunteering in your student’s classroom or on a fieldtrip during the year, you must complete a Volunteer Application. You can complete an on-line application at [www.lwsd.org](http://www.lwsd.org) through Parent Access. The approval process takes about two weeks. If you do not have access to a computer, you can pick up a hard copy in the office but it will take longer to process. Volunteer status is good for two years before it expires.

**Note: Volunteers please see dress code (pg.14)**

**Student Handbook and Behavior Expectations Review**

In an effort to conserve resources and communicate more effectively with our school community, our **“Parent and Student Handbook”** is now available electronically on our school website.  Included in this document are important school information and our Bell Elementary Student Behavior Policy.

You may access both the “Parent and Student Handbook” and the “LWSD Elementary School Student Rights and Responsibilities” policies at <http://www.lwsd.org/school/bell>

After reviewing the Bell and LWSD policies with your child(ren) please sign and return this sheet to your student’s teacher.

If you are unable to access any of these documents online and wish to receive a hard copy please indicate your preference below.

Thank you,

Heidi Paul- Principal

Bell Elementary School

**Parent and Student Review**

I have read and reviewed the Alexander Graham Bell Elementary School and the Lake Washington School District policies specific to:

**Inappropriate Behavior**

**Playground Rules**

**Dress Code**

**Student Rights and Responsibilities**

**Human Dignity**

**Harassment**

**Sexual Harassment**

**Cell Phones and Electronic Devices**

**False Reports**

**Investigative Process**

**Alcohol and Drug Policy**

**Exceptional/Serious Misconduct and Discipline**

**Other Forms of Misconduct and Discipline**

**Computer and Internet Code of Conduct**

**Family Rights and Privacy Act**

**Acceptable Use Policy**

**Bus Conduct**

Please sign this page and return to your student’s classroom teacher: (Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

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 Please check this box if you would like a printed copy of the **“Parent and Student Handbook”.**