

# **Bell Elementary School**

## **Parent and Student Handbook 2022-2023**



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Dear Bell Elementary Families,

Whether you are new to the Bell community or a returning Bulldog, we welcome you to a great 2022-23 school year! Each school year brings a fresh start and a fun introduction to learning and growing together. This year especially, as we eagerly anticipate to a more normal start to the year! At Bell, we value and maintain great academic and behavioral expectations for all students. Every Bell staff member is committed to ensuring a high level of learning for every student and our parents, community members, and volunteers' partner with us to support the success of every Bell Bulldog. Together, we create the conditions for students to be consistently engaged in their academic and social development.

In this handbook, you will find useful information regarding our school, as well as our procedures and expectations. Our priority is to maintain a safe and healthy school environment for all students, so that every student can reach their potential. 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 our academic, as well as safety, expectations.

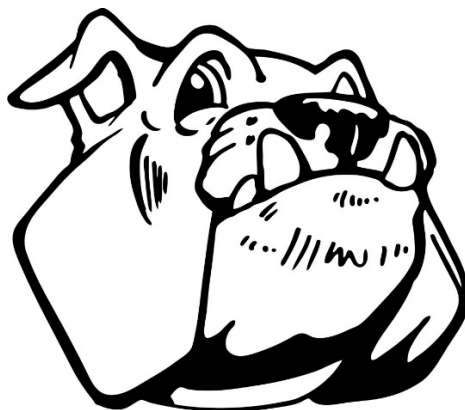
Your partnership is essential for each child to reach his/her/their fullest potential. Partnership opportunities vary, but joining our robust PTSA, setting time aside at home for homework, checking in with your student and supporting the behavior and academic standards set by our teachers and staff, are great ways to team with us this year.

We value communication within our community. Newsletters, bulletins, email, & PTSA meetings are my direct conversations with you. I invite you to communicate with your student's teacher, and/or make an appointment to meet with me individually if anything is on your mind. We want to hear your ideas, questions, opinions and concerns, more so during these unique times than ever before!

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

**Brian Story**

Principal - Bell Elementary School



**Vision:** Bell Bulldogs are kind, curious, and motivated learners.

**School Colors:** Green and Yellow

**School Mascot:** Bulldog ("Alex")

## **Bell Elementary Staff**

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### Support Staff for K-5

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# Bell PTSA

Parent Teacher Student Association

*Our mission is to create and foster opportunities that enrich and support our children, teachers, and community.*

## What does the Bell PTSA do?

### Advocacy

The PTSA is active at the local, state, and national levels impacting decisions affecting your child's health, safety, and quality of education.

### Educational Enrichment

We offer many educational enrichment programs: Art with Mrs. Lustgarten, the school play, before and after school classes, school assemblies, field trips, science events, the book exchange, and more!

### Community Connection

The Bell PTSA organizes many community events to build connection: Harvest Party, Spring Dance, Back to School Picnic, Incoming Kindergarten Playdate, Coffee & Community, Popcorn Fridays, and more! We also send out a weekly newsletter, the Bulldog Blast, to keep families connected and informed.

### Giving Back

We give back to our community in a number of ways: school grants, teacher grants, student scholarships, sustainability work with our Green Team, staff appreciation events, holiday gift drives, Pantry Packs, and more!

## WELCOME FROM THE BELL PTSA

Welcome to the 2022-23 school year and if you're new to the school, welcome to the Bell community!

The PTSA is a non-profit organization that works to advocate for children and enhance the educational experience for all students. We work to build a stronger, more inclusive school community.

We invite you to learn more about the Bell PTSA and consider getting involved – we can do more together!

## STAY CONNECTED

- Visit: [agbellptsa.org/Open\\_Forms](https://agbellptsa.org/Open_Forms) and register on our site to receive newsletters and other pertinent school information.
- Follow us on Facebook: [facebook.com/agbellptsa](https://facebook.com/agbellptsa)
- Email [connect@agbellptsa.org](mailto:connect@agbellptsa.org). We'd love to hear from you!

## HOW TO GET INVOLVED

- Become a PTSA Member:  
[agbellptsa.org/membership](https://agbellptsa.org/membership)
- Volunteer your time: [agbellptsa.org/volunteer](https://agbellptsa.org/volunteer)
- Make a donation:  
100% of the work we do is funded by donations.  
Please consider donating today at  
[agbellptsa.org/donate](https://agbellptsa.org/donate)

## **Daily Schedule**

<b>9:15 a.m.</b>	First Bell - All students should be in their classroom lines
9:20 a.m.	School Begins
<b>10:45-11</b>	K-2, 2/3Q Recess
<b>11-11:15</b>	3-5, 4/5Q Recess
11:50-12:40	K, 4 <sup>th</sup> , 4/5Q Lunch/Recess
12:20-1:10	1 <sup>st</sup> , 3 <sup>rd</sup> Lunch/Recess
1:00-1:150	2 <sup>nd</sup> , 2/3Q, 5 <sup>th</sup> Lunch/Recess
<b>3:50 p.m.</b>	<b>School Ends (Mon, Tues, Thurs. Fri.)</b>
<b>2:20 p.m.</b>	<b>School Ends (All Wednesdays)</b>

## **Academic Expectations**

At Bell, we believe every student has a right to be challenged at his/her academic level. During the school day, each Bell student will be involved in different types of instruction to best meet their needs. To best support your student in succeeding academically, it is important that each student is:

- On time and regularly attending school
- Ready to learn at school

In addition, homework and reading outside of school can be an important extension of classroom learning and can achieve a variety of educational benefits.

**At Bell, we recognize that the amount of reading/homework expected must be appropriate to the developmental level of the student.** Teachers will attempt to align their expectations for reading/homework to the commonly accepted “10-minute rule”:

<b>K-1:</b>	<b>10 minutes daily</b>	<b>4th:</b>	<b>40 minutes daily</b>
<b>2<sup>nd</sup>:</b>	<b>20 minutes daily</b>	<b>5th:</b>	<b>50 minutes daily</b>
<b>3<sup>rd</sup>:</b>	<b>30 minutes daily</b>		

It’s important to note that different students may need more or less time to complete homework/read.

Last, we recognize that sometimes homework may be hard to complete due to life events at home or can be a challenge at home. If you have concerns about your student’s homework or experience within the classroom, please contact your student’s 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 8-10 of the Bell Student handbook. For more specific information on the Lake Washington School District Student Rights and Responsibilities please visit: [2022-23LWSDDStudentRightsandResponsibilities.pdf \(finalsite.net\)](https://www.lwsd.net/files/2022-23/LWSDDStudentRightsandResponsibilities.pdf)

Bell Elementary works to support all students' needs using positive behavior support systems and relationship building with students. We will work together with the Administrative Team, classroom teachers, parents, and students to support student's behavior to ensure the behavior does not interfere with another student's right to learn, with the teacher's ability to teach, or with student safety. 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 our positive behavior supports and school-wide expectations using high quality instruction including modeling, practice, positive reinforcing, and review. After the instruction is complete, we will expect every student to always engage in respectful behavior.

We use "I got caught" slips as part of our efforts to encourage good behavior and Golden Paws for whole class incentives. 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!

Last, each month we will be focusing on monthly attributes that will help to support each student's social, emotional, and overall well-being. At the end of the month, we will have a whole school celebration where students will earn certificates for excelling at the attribute.

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. **This is form is sent home with each student on the first day of school. Please review the handbook with your student, sign and return the form.**

**Finally, please help keep all students safe by assuring that your child does not come on the school grounds prior to 9:05 am.** If you have any questions, please call one of the administrators 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 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

## **SPECIFIC BEHAVIOR EXPECTATIONS**

### **What a Bell Student looks like**

- Respectful to self, adults, and students
- Is kind and thoughtful to others
- A problem solver
- Follows directions
- Follows school rules
- Organizes the space
- Puts effort into work
- Shows pride in taking care of the school building

### **Playground Expectations – General**

- Be kind
- Hands to self
- Think before you speak
- Be a problem solver -- use your Kelso's Choices
- Use sand toys with your hands for digging and stay in the sand pit
- Sit on the bench
- Hula hoops/jump ropes are used appropriately
- If there are no balls available, join the game that is already going on.
- Only 2 people on the middle jump of the Unity Dome at a time
- Please wait your turn in line
- Sticks, rocks, sand and Pines Cones will stay on the ground.
- Please keep the water flowing in the streams and rivers
- When twirling on the bars, make sure to always have one hand on the bar
- When in the under covered area, please stay on the side of the wall with the Bulldog moral
- When the bell rings, line up immediately and put away equipment you were using

### **Hallway Expectations --- General**

- Level 0 voice
- Hands to side - do not touch walls
- Feet stay on the concrete ground
- Walking feet, one-foot stays on the ground at a time
- Stay to the right of the yellow line
- Follow your teacher

### **Cafeteria Expectations -- General**

- Level 2 voice
- Stay in your seat
- Eating your own food
- Raise hand if you need to go to the bathroom or get something
- Please keep your food in the container/tray it was in
- Make a mess you clean it up
- Throw your garbage away in the garbage/recycle bins

### **Bathroom Expectations**

- Voice Level 1
- Paper towels in the garbage
- Unlock the stall doors when leaving
- Gently open/close stall doors
- One person per stall

### **Outside Line Up Expectations**

- Level 2 voice
- Stay on your pawprints
- Wait in your classroom line
- Hands and feet to self
- Game playing is for recess time

### **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.

### **Bus Riders**

Bus service is provided for students living 1 mile as the crow flies 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. Some electronic readers may be used in the classroom for reading purposes, this is dependent on the classroom teacher and an acceptable use form must be filled out. 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:

- You must be an APPROVED volunteer with LWSD. [Volunteering in LWSD - Lake Washington School District](#)
- Please contact the teacher directly to arrange a convenient time.
- Make sure to follow the current LWSD COVID guidelines (see COVID section)

If you need assistance, feel free to contact our office. **All visitors to the school are to check in at the office, provide identification and get a Visitor's Pass.**

**Note: please see Volunteer Section (pg.18)**

### **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. This year, Parent Square will be a communication tool we will be using to communicate with families.

1. 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.
2. 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.
3. Parent School Newsletter --- Mr. Story sends out a newsletter bimonthly with upcoming school events and various activities happening around the school.

### **COVID Protocols**

To ensure our students remain safe and healthy while at school, we are following the LWSD COVID guidelines. You can find the current COVID safety guidelines here: [COVID-19 - Lake Washington School District \(lwsd.org\)](https://www.lwsd.org/COVID-19)

### **Dress Code**

While it is important that we allow students to express some individuality and autonomy in their dress, some types of clothing may not be appropriate for the school setting. Clothing should be safe and promote a student's ability to participate fully in their learning during all school hours.

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

### **Early Dismissal**

We recognize the need for doctor and dental appointments and other emergencies. Please send a note to the teacher and ring the doorbell at the front entrance of the school to sign your child out. Children are released only to parents, guardians, or those having parent permission.

### **Entry Control Process (Front Door Entry)**

The front door of the school building will be locked at all times during the school day to ensure student safety. If you are wanting to come into the school building during the school day, you will press the buzzer system next to the front door. A staff member will answer the buzz stating, *"Welcome to Bell Elementary. What is your name and reason for your visit? Thank you, please check in with the office by turning right after entering the building and be prepared to show identification."* Once you are buzzed in, you **must** still check in at the office and provide identification to the office staff before proceeding to location you are going.

### **Field Trips**

Field Trips happen throughout the school year. Students need to have their field trip permission slip signed by a parent/guardian before the field trip to participate.

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, Safety Net teachers, ELL teachers, SLP teacher, psychologist, counselor, an administrator and nurse. Guidance Team meetings are held weekly.

### **Illness or Accidents at School**

If a student becomes ill or is seriously injured at school, we will assess the situation and the parents or name listed on the emergency card will be called immediately. In the health room, we can give students band-aids, ice, and an opportunity to clean their wounds. For students who become ill, we will take their temperature, give time to rest, and follow the COVID guidelines laid out by LWSD. 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 students at Bell Elementary visit the library with their classes to check out or renew books once a week. Students may also check out or renew books during other designated times during the week. Here are the grade-level guidelines:

**Kindergarten: 1 book for 1 week**

**Grades 1-2: 2 books for 1 week**

**Grades 3-5: 3 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 safe arrival number is **425-936-2511**. By doing this, a written excuse is not necessary.

Regular and timely attendance is crucial for students to be successful at school. As a result, we frequently monitor attendance to ensure that students do not miss valuable instruction time. Attendance letters will be mailed to families when a specific number of absences are reached.

- Attendance letters will be sent to students who have 5 excused absences in a 30-day period.
- Attendance letters will be sent to students who have 10 excused absences in a school year.
- Attendance letters will be sent to students who have 2 unexcused absences in a 30-day period.

Families will be contacted to schedule a conference once students have reached five excused absences in a 30-day period, ten or more absences in a school year, or two unexcused absences in a 30-day period. A conference is not required if your student has been out for COVID related illness reason/quarantine or have pre-arranged the absence that has been previously excused by the principal.

If it is determined a student has chronic attendance issues, we will schedule a meeting to put a plan in place to improve attendance. Chronic attendance issues are defined as being absent 10% of school days. We will also continue to monitor student tardies using the 10% threshold.

### **BECCA Bill**

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruanceES.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 parents enroll 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.*

### **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 absence 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 Erika Langley (secretary) and Sara Schmied (associate principal).

### **Lunch Information**

School meals be of charge for the 2022-23 school year. Families can apply for free and reduced lunches by completing the Free & Reduced Meals Application.

More information, including pricing, menus, and the Free & Reduced Meals Application can be found on the LWSd website [Breakfast and Lunch Menus - Lake Washington School District \(lwsd.org\)](https://www.lwsd.org/Breakfast-and-Lunch-Menus-Lake-Washington-School-District-lwsd.org)

### **Online Verification:**

Online student verification is open **through September 15<sup>th</sup>**. 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. Langley.

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](mailto:parentquestions@lwsd.org) .

### **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 Brenda Yin. 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.
8. referring/connecting families to outside resources

### **School Telephone and Emergency Messages**

Please contact the school office to relay any messages for your students at (425)936-2510. Urgent messages will be communicated to the student. It is best to call before 3:00 to ensure your student gets the message, especially if it's a change in how your student will be getting home for that day. In addition, 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. When using 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.

We understand that parking is hard to find at Bell, however, when trying to find a parking spot please make sure you are parking in an open parking spot or on the street not blocking any driveways or other cars.

### **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 lunchroom. 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 9:05 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 3:50pm 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.*

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. Volunteer status is good for two years before it expires.

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

### **Student Handbook and Behavior Expectations Review**

After reviewing the Bell and LWSD policies with your child(ren) please fill out the Parent/Student Review page that was sent home with your student on the first day of school.

If you would like a paper copy of the handbook, please contact the school office at (425)936-2510.



## Bell Elementary School

I have read and fully understand the AG Bell Student/Parent handbook, including but not limited to the expectations, school schedules and code of conduct.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

☐

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

AG Bell Elementary School  
11212 NE 112th St, Kirkland, WA 98033  
425-936-2510