

Bell Elementary School

Parent and Student Handbook 2018-2019



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. **We do have a new system when entering the school building during the school day to ensure safety for all. To better understand the Entry Control Process, please be sure to page 14.**

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

Brian Story, Associate Principal

Sara Schmied, Associate Principal



Vision: Every Student's Academic Success Matters

School Colors: Green and Yellow

School Mascot: Bulldog ("Alex")

Bell Elementary Staff

Heidi Paul	Principal	hpaul@lwsd.org
Brian Story	Associate Principal	bstory@lwsd.org
Sara Schmied	Associate Principal	sschmied@lwsd.org
Dianna Wagner	Office Manager	diwagner@lwsd.org
Ashley Short	Secretary/Registrar	ashort@lwsd.org
Bernie Rogers	Day Custodian	brogers@lwsd.org
Beni Bravo	Night Custodian	bbravo@lwsd.org
Cindy Carpenter	Nurse	ccarpenter@lwsd.org

Kindergarten

Nichole Tran	All Day Kindergarten (Room 142)	nitran@lwsd.org
Amy Dennehy	All Day Kindergarten (Room 141)	adennehy@lwsd.org
Sara Kasiri	All Day Kindergarten (Room 133)	skasiri@lwsd.org
Rebecca Lazoritz	All Day Kindergarten (Room 139)	rlazoritz@lwsd.org

1st Grade

Jennifer Olsen	1 st grade (Room 134)	jolsen@lwsd.org
Kay Flowers	1 st grade (Room 135)	kflowers@lwsd.org
Cassie Snyder	1 st grade (Room 132)	casnyder@lwsd.org

2nd Grade

Juli Hynden	2 nd grade (Room 118)	jhynden@lwsd.org
Kyle Rasor	2 nd grade (Room 119)	krasor@lwsd.org
Sarah Whiteside	2 nd grade (Room 121)	swhiteside@lwsd.org

2/3rd Grade Quest

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

Christine Lawson	3 rd grade (Room 211)	clawson@lwsd.org
Kathryn Rasor	3 rd grade (Room 213)	karasor@lwsd.org
Natalie Rons	3 rd grade (Room 212)	nrons@lwsd.org

4th Grade

April Holder	4 th grade (Room 222)	aholder@lwsd.org
Allison Holzer	4 th grade (Room 221)	aholzer@lwsd.org

4/5th Grade Quest

Allegra Garai	4 th /5 th grade (Room 124)	agarai@lwsd.org
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5th Grade

Barbara Butler	5 th grade (Room 223)	bbutler@lwsd.org
Holly Kubej	5 th grade (Room 216)	hkubej@lwsd.org
Hillary Guffey	5 th grade (Room 224)	hguffey@lwsd.org

Specialists

Roger Johnson	Library (Room 201)	rogjohnson@lwsd.org
Alina Stroh	Music (Room 109)	astroh@lwsd.org
Karrie Murphy	Physical Education (Rm. 101)	kmurphy@lwsd.org

Interventionists

Jocelyn Zwink	ELL (Room 227)	jzwink@lwsd.org
Hilary Brewer	Safety Net (Room 210)	hbrewer@lwsd.org
Jenny Isherwood	Safety Net (Room 210)	jisherwood@lwsd.org
Alison Short	Safety Net (Room 210)	alshort@lwsd.org
Kirsten Marshall	Special Ed. (Room 227)	kirmarshall@lwsd.org
Christina Walter	Counselor (Room 122)	chwalter@lwsd.org
Jackie McMurray	Psychologist (Room 203)	jmcmurray@lwsd.org
Seth Hayden	SLP (Room 203)	shayden@lwsd.org
Julie Kim	OT (Room 205)	mnowak@lwsd.org
Kathie Skog	OT (Room 205)	kskog@lwsd.org

Support Staff for K-5

Tiana Ariel	Para Educator	tiariel@lwsd.org
Raluca Dumitru	Instructional Assistant	rdumitru@lwsd.org
Jenny Guempel	Para Educator	jguempel@lwsd.org
Denise Short	Health Room Secretary	deshort@lwsd.org
Hilary Sibley	Para Educator	hsibley@lwsd.org
Marilyn Stodghill	Instructional Assistant/Cashier	mstodghill@lwsd.org
Jennifer Tanner	Instructional Assistant	jetanner@lwsd.org
Meighan Toungate	Instructional Assistant	mtoungate@lwsd.org

Preschool Staff

Alexandra Oleynikova	Head Start Special Ed Teacher	aoleynikova@lwsd.org
Claribel Heredia	Head Start Lead Teacher	cheredia@lwsd.org
Jackie Volkle	Head Start Teacher	jvolkle@lwsd.org
Maryam Dehbeh	Head Start Instructional Assistant	mdehbeh@lwsd.org
Maria Dempsey	Head Start Instructional Assistant	mdempsey@lwsd.org
Lynn Ellingwood	Head Start Instructional Assistant	lellingwood@lwsd.org
Sudipta Young	Head Start FSS	suyoung@lwsd.org
Katie Jaques	Head Start FSS	kjaques@lwsd.org
Vivian Dunbar	Head Start FSS	vdunbar@lwsd.org

Emily Brain	Ready Start Special Ed Teacher	ebrain@lwsd.org
Anna Pushkina	Ready Start Special Ed Teacher	anpushkina@lwsd.org
Zsuzsanna Kalman	Ready Start Para Educator	zkalman@lwsd.org
Kamaljeet Sran	Ready Start Para Educator	ksran@lwsd.org
Yuliana Torres	Ready Start Para Educator	ytorres@lwsd.org

Staci Allen	SNAPS Coordinator	sallen@lwsd.org
Tracey Gerhardt	SNAPS teacher	tgerhardt@lwsd.org
Vickie Harvey	SNAPS Para Educator	vharvey@lwsd.org
Allison Miller	SNAPS Para Educator	almiller@lwsd.org
Vicky Moore	SNAPS Para Educator	vmoore@lwsd.org
Vy Oje	SNAPS Para Educator	voje@lwsd.org
Julia Pribic	SNAPS Para Educator	jpribic@lwsd.org
Sharon Sear	SNAPS Para Educator	ssears@lwsd.org
Monica Wilson	Psychologist	mowilson@lwsd.org

Extended Day

Kaila Eason	Instructional Assistant	keason@lwsd.org
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 the work of the Bell PTSA. Bell PTSA advocates for the best education for each and every student at Bell. Every classroom and student receives: Field trip funding, teacher and classroom grants, Emergency Preparation supplies, access for the National PTA Reflections Program, Hearing and Vision screening, four artist in residence art lessons, Enrichment scholarships, Counseling services and Assemblies, to name a few. PTSA also sponsors and hosts family events such as the Back to school picnic, Wednesday walks, Harvest party, Science Day, School Dance, Family Reading night, Talent Show and School Play. PTSA volunteers organize afterschool enrichment classes, school play, various student clubs and Panty Packs. 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 2018-2019 school year will be held at 7:00 pm in the school library on the following dates: September 6, November 8, January 10 and April 18. 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 to be involved. 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 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	Brandy Andersson	president@agbellptsa.org
Secretary	Cindy Manheim	secretary@agbellptsa.org
Treasurer	Jennifer Harrington	Treasurer@agbellptsa.org
VP of Membership	Lori Rizzo	membership@agbellptsa.org
VP of School Services	Jenna Swift & Erin Barr	schoolservices@agbellptsa.org
VP of Fundraising	Open	fundraising@agbellptsa.org

Daily Schedule

9:15 a.m.	First Bell - All students should be in their classroom lines
9:20 a.m.	School Begins
11:00-11:10 a.m.	AM Recess (All school)
11:50-12:10 p.m.	Lunch 1 st and 4 th grade
12:10-12:40 p.m.	Recess 1 st and 4 th grade
12:25-12:45 p.m.	Lunch Kindergarten and 3 rd grade
12:45-1:15 p.m.	Recess Kindergarten and 3 rd grade
1:00-1:20 p.m.	Lunch 2 nd and 5 th grade
1:20-1:50 p.m.	Recess 2 nd and 5 th grade
3:15-3:30 pm	PM Recess (K-4)
3:50 p.m.	School Ends (Mon, Tues, Thurs. Fri.)
2:20 p.m.	School Ends (All Wednesdays)

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
2nd: 20 minutes daily
3rd: 30 minutes daily

4th: 40 minutes daily
5th: 50 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 specific information on the Lake Washington School District Student Rights and Responsibilities please visit <https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities>.

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 ability to teach, or with student safety 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 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

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. 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. An Administrator (Mrs. Paul, Mr. Story, or Ms. Schmied) will then meet with the students to review the reflection form details. A consequence will be given appropriate to the behavior 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.



Bell Elementary Reflection Form









Name: _____ Date: _____ Teacher: _____

Location: Playground Classroom Lunchroom Bus Before/After School Other: _____

1. Draw or write what you did or what happened.

2. What problem were you trying to solve?

	 <small>I was talking out loud.</small>
	 <small>I had a poor attitude.</small>
	 <small>I was out of my assigned seat.</small>
	 <small>I wasn't listening to the speaker.</small>
	 <small>I did not keep a good family secret for myself.</small>
	 <small>I was off task.</small>

3. Next time how will you make a better choice? What Kelso's Choice will you use?

Consequence: Missed Recess Wrote an Apology Letter Other: _____

(Student Signature)

(Principal/Staff Signature)

(Parent Signature)

White: Office Yellow: Teacher Pink: Home

Email is coming from school once investigation is complete.

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. Students should not bring balls or other playground equipment from home.

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. 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, 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, provide identification 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. 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. 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.
4. Facebook - this will alert you to website news and changes.

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. 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.
- **Skirts and/or shorts** should be appropriate for school. A typical measure for appropriateness is that the shorts or skirt be as long as the end of the student's fingers when their arm is at their side.
- **Pants** need to be waist high and cinched so that they **do not 'sag.'**
- **Clothes with inappropriate language or with drug, 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 be asked to sit out of class for that day. **"Heelies"** or wheel type shoes are not allowed at any time.
- **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 an administrator 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.

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.

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

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. 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 9:20 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 LWSB 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 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** 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.

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 .

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 Christina Walter. 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 9:05 a.m. each morning and must be picked up by 4:00 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 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 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 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

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

Entry Control System

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

_____ (child’s name) _____ (parent’s name)

_____ (signature) _____ (date)

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