

Bell Elementary School

Parent and Student Handbook 2020-2021



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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 2020-21 school year! Each school year brings a fresh start and a fun introduction to learning and growing together. This year, while starting remote, is no different in that regard! 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 student. 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, be it virtual or in person, 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 expectations.

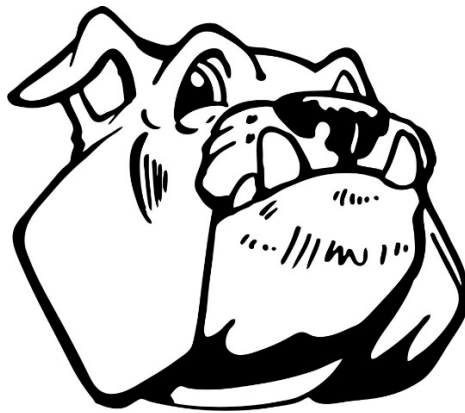
Your partnership is essential for each child to reach their fullest potential. Partnership opportunities look a little different this year, but joining our robust PTSA, setting time aside at home for homework, checking in with your student and supporting the behavior and academic standards set by our 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, and concerns.

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

Brian Story

Principal - Bell Elementary School



Vision: Every Student's Academic Success Matters
School Colors: Green and Yellow
School Mascot: Bulldog ("Alex")

Bell Elementary Staff

Brian Story	Principal	bstory@lwsd.org
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Interventionists

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Preschool Staff

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Extended Day

TBD	Instructional Assistant
TBD	Instructional Assistant

PTSA

Bell PTSA (Parent Teacher Student Association) is part of a local, state, and national PTA organization which is supported by parent, teacher, and community volunteers. At Bell, when parents, teachers, and community members get together, amazing things can happen. We, through our membership and fundraising, strive to serve every Bell child with one voice through advocacy work, school activities and events, academic support, and communication.

How do we do that? By prioritizing advocacy efforts and working with our local community and legislators to impart meaningful change. By providing teacher and classroom grants, funding field trips, stocking emergency preparation supplies, participating in the National PTA Reflections Art Program, funding the Artist-in-Residence program, providing Enrichment scholarships, organizing assemblies and family events such as the Back-To-School Picnic, Harvest party, School Play, Science Day, School Dance, and Talent Show. PTSA volunteers also organize afterschool enrichment classes, Pantry Packs, and much more! There is a weekly e-newsletter (the Bull Dog Blast), which is emailed every Friday. More information can be found at www.AGBellptsa.org and on our Facebook page (AG Bell Elementary PTSA).

PTSA General membership meetings are open to all (note: only PTSA members can vote in the meetings). General Membership meetings for the 2020-2021 school year will be held at 7:00pm via zoom (during remote learning) on the following dates:

- September 24th
- November 12th
- February 25th
- April 22nd

All are welcome. The link to the Zoom meeting will be in the Bulldog Blast the week prior to the meeting.

Our students benefit from all talents, opinions, and involvement. If you are looking for a way to connect, Bell PTSA is the place! If you're interested in getting involved, please email president@agbellPTSA.org.

President	Brena Gattuccio	president@agbellptsa.org
Secretary	Jennifer Venters	secretary@agbellptsa.org
Treasurer	Leslie Victor Lakshmi Kuduganti	Treasurer@agbellptsa.org
VP of Community Events	Christi Zemke	communityevents@agbellptsa.org
VP of Student Enrichment	OPEN	studentenrichment@agbellptsa.org
Co-VPs of Fundraising	OPEN	fundraising@agbellptsa.org

Daily REMOTE SCHEDULE (Monday, Tuesday, Thursday, Friday)

9:20 School Begins
12:00-12:30 Specialist Class
12:30-1:30 Lunch
3:50 End of School Day

*** ALL WEDNESDAYS ARE ASYNCHRONOUS LEARNING ***

Daily Schedule * THIS IS THE SCHEDULE FOR WHEN WE ARE In-PERSON**

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 1st and 4th grade
12:10-12:40 p.m. Recess 1st and 4th grade

12:25-12:45 p.m. Lunch Kindergarten and 3rd grade
12:45-1:15 p.m. Recess Kindergarten and 3rd grade

1:00-1:20 p.m. Lunch 2nd and 5th grade
1:20-1:50 p.m. Recess 2nd and 5th grade

3:00-3:15 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	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 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 is 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 (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 made poor attitude.</small>
	 <small>I was out of my assigned space.</small>
	 <small>I was not listening to the speaker.</small>
	 <small>I did not keep my hands/feet to 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:

- You must be an APPROVED volunteer with LWSD. <https://www.lwsd.org/get-involved/volunteering-in-lwsd/volunteer-application-process>
- 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.**

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.

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:

- Clothing should be safe and appropriate to promotes successful learning.
- **Shirts and tops** should be worn at all times and appropriate length for school.
- **Skirts and/or shorts** should be appropriate length for school, ensuring the clothing is covering all private body parts.
- **Clothes with inappropriate language, gang related or with drug, alcohol or tobacco logos** are not to be worn.
- **Shoes** should be safe and appropriate to the activity level at school, especially on P.E. days.
- **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 3:50 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 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 safety 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 you have provided a doctor's note for your student's illness 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

Individual lunches cost \$3.25 and milk is 50 cents. Parents are encouraged to deposit money into their student's account by going through MySchoolBucks.com site and see the online payments page to use a charge card to deposit money. You can also bring a cash or check to the school to pay an account. Checks are made out to LWSD or Bell Elementary, please include your child's name and teacher's name on money or checks. Money (any amount you choose) may be deposited into accounts at any time.

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, or online (link provided below).

More information, including menus, can be found on the LWSD website – Find it Fast – click on the “Menu” icon below the search box. Or use this link: <https://www.lwsd.org/students-families/breakfast-and-lunch-menus>

Online Verification:

Online student verification is open **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. 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 .

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 Brittni Zackery. 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

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

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,
Brian Story- Principal

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**".