

BETHEL PUBLIC SCHOOLS

NELSON ELEMENTARY
SCHOOL

Family Handbook

2023-2024



Home of the Navigators

22109 108th Avenue East

Graham, WA 98338

Office Hours: 8:45 a.m. to 4:15 p.m.

School Hours: 9:30 a.m. to 4:00 p.m.

Phone (253) 800-6400

Fax (253) 800-6498

Principal's Message

Dear Nelson Navigators!

It's with great pleasure that we welcome you to the 2023-2024 school year!

At Nelson Elementary, we are working together to support our students as they Navigate the Nelson Way by following the STARs. Nelson students Show Kindness, Take Responsibility, Act Safely, and Respect Everyone & Everything. Thank you for partnering with us!

Having clear, high expectations are not only held in academics, but also in behaviors. We model building wide expectations of expected behaviors for walking in hallways, eating in the lunchroom, playing at recess and attending assemblies, for example. Your understanding and support of these expectations is greatly appreciated.

We believe in having a team approach with families in order to meet the needs of all students. Please contact your child's teacher to explore the possibilities that are available at Nelson.

We are looking forward to a great year of learning, growing and working together. Communication is key to our successes. Teachers will provide updated progress of student growth, areas to work on and brainstorm ways to support your child. Feel free to contact us with any questions, comments or concerns at (253) 800-6400.

Sincerely,

Tami Nelson, Principal
tmnelson@bethelsd.org

Megan de Leon, Assistant Principal
mdeleon@bethelsd.org



Mission and Vision

Nelson Elementary exists to ensure that each child achieves Washington’s state standards for all academic areas. To accomplish this mission, Nelson’s teaching teams share responsibility for engaging all students in learning. They are all aware of the diverse needs of all students and use all possible resources to differentiate instruction to support learning. Nelson staff believes that every child has the capacity and right to learn. We foster passion and curiosity for staff and students alike. We continuously reflect on our instruction and its influence over achievement.

At Nelson, our staff ensures that all students learn the essential standards at their grade level or higher.

Expected Behavior

We passionately believe that children learn best in a structured environment with clearly communicated expectations and consequences. Therefore, the Nelson staff has developed a set of expected behaviors for each school area to ensure respectful and orderly behavior. Nelson teachers will spend the first days of the school year familiarizing students with these expectations. This process will include explicit instruction followed by assessment to ensure each student fully understands and can apply our behavioral expectations.

STAR Expectations

Here at Nelson Elementary our students are expected to follow the STARs. Nelson students Show Kindness, Take Responsibility, Act Safely, and Respect Everyone & Everything. Each week students who are caught following the STARs may receive a STAR ticket. These tickets are then entered in weekly drawings for student rewards. In addition to weekly drawings, students have the opportunity to be recognized by their teacher during our STAR assemblies.



Social-Emotional Learning

Second Step is a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments uniquely equipped to encourage children to thrive. More than just a classroom curriculum, Second Step’s holistic approach helps create a more empathetic society by providing education professionals, families, and the larger community with tools to enable them to take an active role in the social-emotional growth and safety of today’s children. Second Step makes a difference

you can feel the moment you step through the doors to a Second Step school: a sense of safety and respect grounded in the social-emotional health and well being of the entire school community. Students will receive instruction in SEL each week at Nelson.

School Instruction Hours

School Hours are 9:30 a.m. to 4:00 p.m. Playground supervision is not provided before or after school. Arrange for students to arrive on time (9:30 a.m.) and leave school immediately after dismissal (4:00 p.m.).

Late Arrival/Early Dismissal

Throughout the year there are 1-Hour *Late Arrival Days*. On these designated days, the school day will begin at 10:30 a.m. Buses operate 1 hour later than a regular school day.

On school days designated as *Early Release*, school will end at 12:00.

Office Hours

Office hours at Nelson Elementary are from 8:45 a.m. to 4:15 p.m. You may reach the office at (253) 800-6400. ***Please note that there is no voicemail on the main line. You must choose an extension to leave a message.***

Steps to Resolve Concerns

Concerns should be addressed with staff member involved and then followed in this order, if needed:

- Teacher
- School Counselor
- School principal or principal's designee
- Executive Director of Elementary Schools
- Assistant Superintendent for Elementary Schools
- Superintendent
- Bethel School Board



Communication/Friday Folders

There will be many forms of communication used to keep families informed. This will include: Nelson school website, auto calls, Peachjar, and the Nelson PTA Facebook page. In addition, please look for school communication in your student's blue Friday Folder for weekly information.

We welcome and encourage communication from parents. You may wish to communicate via email, phone, note, or conference. Staff members will respond to you within (1) school day.

Email

Email works well when asking questions or when making simple requests for information. All staff can be reached via email. Use this formula: the first letter of the name, followed immediately by the last name, followed by @bethelsd.org; for example Laurie Riley would be lriley@bethelsd.org.

Suggestions when emailing your student's teacher, principal or any school staff:

- Please remember that email is not confidential.

- Be concise.
- Make a simple request for information.
- If the concern is lengthy or involved, please request a conference instead of using email.
- The need to repeat emails over an extended period of time is a signal that a conference should be scheduled.

Controlled Access for Nelson Visitors

Safety of students and staff is our highest priority. Therefore, we implement regulations designed to control visitor access to Nelson. Photo identification is required for access to be granted to enter the office.

Volunteers

Parents and other members of the community must complete a Volunteer Background Check application and obtain permission to be in the school before volunteering in the classrooms or any other area of the building. Volunteers must sign-in on the computer each time they volunteer. Parents wishing to volunteer in classrooms must make prior arrangements with the child's teacher. Visitors who disrupt programming shall be removed from the building and may be denied further access. All visitors must wear a visitor badge provided by the office staff. Student visitors are not allowed without administrative approval.

Classroom Interruptions and Messages

The classroom is a learning environment. When interruptions occur, students are often distracted and taken off task. All communication with students must be filtered through the front office. This includes messages, forgotten lunches, homework, band instruments, etc. Please do not go to the classroom while class is in session.

General Homework Overview

The purpose of homework is to improve the learning processes, to aid in mastery of skills and to create and stimulate student interest. Homework is a meaningful learning activity that will increase in complexity with student maturity. Homework is never used as a form of punishment.

The information for any homework assignment will be clear and specific so students may complete homework assignments independently. Homework will not require the use of reference materials not readily available in most homes, the school library, or public library. Homework should require use of these materials only when the student has had instruction in such use.

Accelerated Reader

We are excited that we have Accelerated Reader here at Nelson! Accelerated Reader helps engage students, motivates reading practice, and impacts student growth. Students are encouraged to read at home for 20 minutes daily.

PTA

PTA is the Parent-Teacher Association. Parents are encouraged to join and participate actively in parent-teacher activities. The PTA is open to all parents, teachers and community members. Meetings are announced in newsletters and on Nelson's website. The function of the PTA is to provide a forum in which parents can meet to keep in touch regarding school and District happenings; financially support students and staff for items not covered by the general school budget; and sponsor activities that promote a sense of school community. PTA involvement can range from minutes a month to chairing large committees. Our PTA values and celebrates all levels of involvement. Please feel free to contact them at president@nelsonnavpta.org or vicepresident@nelsonnavpta.org.

Safety Drills

Nelson Elementary recognizes its responsibility to provide appropriate instruction and practice to help ensure the safety and welfare of all students and staff. Therefore, throughout the school year, we will practice various emergency drills. This includes: fire drills, modified lockdowns, lockdowns, shelter-in-place, and earthquake drills. These monthly drills will provide opportunities for our staff and students to practice and respond appropriately in emergency situations. During some drills, our Pierce County Resource Officers will participate with us.

In the event of a true emergency during arrival or dismissal, students that are not with a parent or guardian will be prompted by school staff to either quickly enter the building or move to a designated area with their classroom teacher. If a student is still with their parent or guardian, they should remain with the parent in a safe location. Students will remain with school staff until Pierce County officers direct administration to end the emergency drill. A robocall will notify parents on how to proceed with the reunification process.

Student Phone Policy

- Staff will determine when a nonsocial and critical situation may require building phone usage.
- Students may carry cell phones in backpacks for emergencies occurring outside the school day. Nelson Elementary has nearly 100 building telephones for communication during the school day.
- Staff may confiscate cell phones used, heard, or seen during the school day. Parents will need to pick up the cell phone in the main office.

Toys from Home

Toys, including electronic game devices, fidget spinners, trading cards etc. may not be brought to school. If a student fails to comply with this directive, the item will be subject to confiscation. Students are not permitted to trade or sell any items at school.

Expected Behavior - iPad Policy

- Staff will determine when iPad use will occur during the school day.
- Students will be responsible users of their iPad, using it for instructional purposes.
- Students will use their iPad in ways that are appropriate, educational, and that meet Bethel School District (BSD) expectations and comply with the BSD Internet Use Agreement, both during the school day and at home.
- Students will be respectful when using the iPad camera, obtain permission before taking or sharing photos and videos, and use it in accordance with BSD rules and expectations.
- Students will protect their iPad by keeping it in a protective case and away from food and liquids.
- Students will keep their iPad safe, and acknowledge that they are responsible for all damage or loss of the iPad caused by neglect, accident, or abuse.
- Student iPads are subject to inspection at any time, without notices, and remain the property of the Bethel School District.

Student Dress Code (Bethel SD Policy 3224)

Students' choices in matters of dress should be made in consultation with their parent(s)/guardian(s)/caregiver(s). It is the policy of the Bethel School Board that the student and their parent(s)/guardian(s)/caregiver(s) hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items. It is the responsibility of schools to ensure that student attire, hairstyle, jewelry, and personal belongings do not pose a health or safety risk to any student and do not create a hostile or intimidating environment that disrupts learning for any student.

In relation to student dress, the district's values include the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

UNIVERSAL DRESS CODE

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science, or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics.

Students may not wear clothing, jewelry, or personal items that:

- Displays obscene or sexual words, pictures, messages, innuendoes, etc.;
- Displays drug or alcohol-related words, pictures, messages, innuendoes., etc.;
- Displays threats, violent conduct, weapons, etc.;
- Demonstrates hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, other protected groups, or gang association/affiliation, etc.;
- Shows private parts (*clothing must cover private parts in opaque - not able to be seen-through material*);
- Covers the student's face to the extent that the student is not identifiable (*except clothing/headgear worn for a religious or medical purpose*);
- Attire worn in observance of a student's religion is not subject to this policy.

Nelson Building-Wide Expected Voice Levels

Level 0 No Talking

This is absolute silence.

Level 1 Conversation Voice

This is a soft voice or whisper. Only the people sitting next to the person speaking are able to hear the conversation. This voice allows others to continue their learning or work without being disturbed.

Level 2 Speech Voice

This is a normal speaking voice. While you're sitting near the back of the classroom, your teacher would be able to hear your response from the front of the classroom.

Level 3 Outside Voice

This is a voice level lower than a scream. This voice can be heard above outside noises.

Level 4 Emergency Voice

This is an extremely loud yell or scream, used to attract attention and call for help. This voice should only be used during emergencies.

Arrival/Dismissal Procedures and Expectations

Expected Behavior – Beginning of School Day Arrival

- *Students will be welcome to enter the building at 9:20 each morning. If students are arriving by bus, they will wait on their bus until 9:20. If they are dropped off, they will need to remain in their vehicles or with an adult until 9:20*
- *Students will be directed to enter the building through designated supervised entrances at the back of the building.*
- *Students are instructed to go directly to their classrooms unless they are purchasing school breakfast. If a student needs to go anywhere else in the building, they must first check in with their teacher or make prior arrangements with their teacher to take an alternative route to class (Ex. - to drop a younger sibling off in another classroom).*

Breakfast Entry

- Upon arriving at school, students who intend to purchase a school breakfast will go directly to the cafeteria and line up immediately for a breakfast purchase.
- Students will take their breakfast to their classrooms to eat.

Parent Drop-off Procedures

- Please do not arrive at the parent-drop off loop prior to 9:20 a.m. Students will not be allowed to enter the building until the arrival bell at 9:20 a.m.
- 9:20 a.m. - 9:30 a.m. All students are welcomed into the building through the back

doors of the playground and walk to their classrooms. Those wanting breakfast will enter the cafeteria.

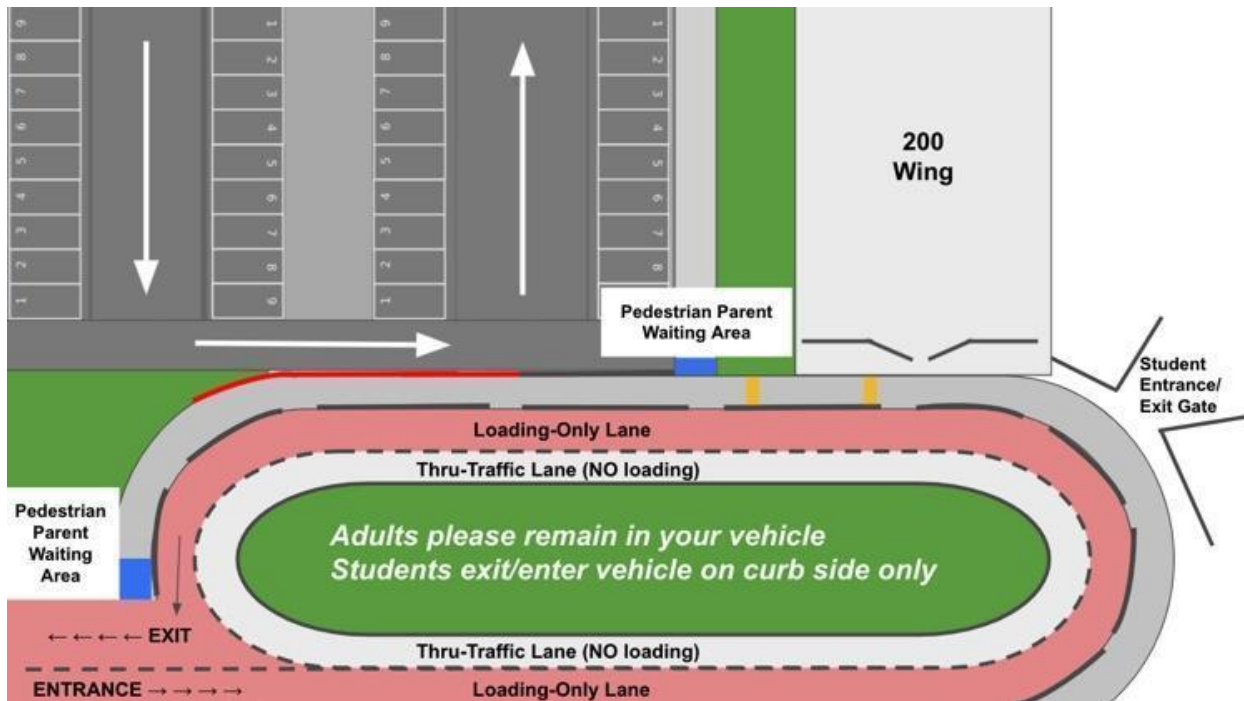
- Stay in the right lane until your child exits the vehicle, then merge left to exit the loop.
- When dropping off from the round-about, remain in your vehicle.
- Students should only exit the vehicle from the passenger side closest to the sidewalk.
- In either lane, move all the way forward as space allows.
- If walking your student to drop off, please park in designated areas and walk your student to one of the blue lines.
- Please utilize the designated crosswalk if parking on the street or in the Frontier lot.
- Please refrain from parking in a disabled parking spot without a state issued Disabled Parking Pass.

Late Arrivals

- If a student arrives after 9:30 a.m. please park your vehicle in a designated parking spot.
- A parent or guardian must walk their student to the front doors of the school building, and show picture identification.
- A parent or guardian and students will be greeted by the front office and the student will receive a Late Admittance slip prior to entering class.

Pick-up Procedures

- School ends at 4:00. Student dismissal is staggered by grade level. Kindergarten is dismissed first, then 1st Grade, 2nd, Grade, 3rd Grade, 4th Grade, and lastly 5th Grade. Please plan accordingly.
- Please remain in the right lane of the round-about when picking up your student. After they enter the vehicle, you may merge left and exit the loop.
- Students should only enter the vehicle from the passenger side closest to the sidewalk.
- When at all possible, please utilize the parent drive-thru loop for picking up your student.
- If parking and walking up to pick up your student, please wait at the blue line for your student. Do not have students cross the parking lot or road without an adult.



Expected Behavior – End of school day dismissal

- Students must not stop at the restrooms or any other area on their way to meet parents or to board their bus.
- Students may only use Level “1” speaking voices while exiting the building.
- Upon exiting the building, students will immediately board their bus or walk to parent pick-up. Students will not stop to socialize with friends.
- Students will walk only on designated walkways.
- Students must pre-arrange for permission to be in the building after dismissal.
- Students will stay to the right side of all walkways while traveling during dismissal.
- ***Bus passes*** are given to students who provide office staff with permission from a parent/guardian.
 - All transportation changes (written or phone call) must be received by the office prior to 3:00 p.m. This allows us the necessary time to communicate these changes to the teacher and student.

Nelson Elementary Behavior Guidelines and Expectations

The following outlines minor and major behavior infractions and possible discipline consequences:

<i>Minor Behaviors</i>	<i>Major Behaviors</i>
<ul style="list-style-type: none"> ● Language ● Physical Contact ● Dress Code ● Unprepared for class ● Property Misuse ● Non-compliance ● Defiance ● Cheating ● Dishonesty ● Inappropriate Display of Affection ● Technology Violation ● Food or Drink ● Cell Phone ● Health and Safety Violation ● Rough Housing ● Theft of Personal Property ● Vandalism of Personal Property 	<ul style="list-style-type: none"> ● Assault ● Destruction or Theft of District Property ● Disobedience - Insubordination - Failure to Cooperate ● Fighting ● Harassment - Intimidation - Bullying ● Inappropriate Behavior ● Sexually Inappropriate Conduct ● Substances ● Threats ● Weapons
<i>Consequences for Minor Behaviors</i>	<i>Consequences for Major Behaviors</i>
<p>Teachers will use progressive discipline and restorative practices in their classrooms.</p> <p>Teachers will notify parents of concerning behaviors.</p> <p>The counselor may be a resource to help improve student behavior.</p> <p>The use of Navigation Station, buddy rooms, or loss of privileges</p>	<p>Office referral</p> <p>Student conference with administration</p> <p>Parent conference with administration</p> <p>Conflict resolution</p> <p>Restorative Meeting</p> <p>Apology (verbal or written)</p> <p>Loss of recess/privilege</p> <p>Suspension</p> <p>Expulsion</p> <p>Referral to School Police</p>

Expected Behavior - iPad Policy

- Staff will determine when iPad use will occur during the school day.
- Students will be responsible users of their iPad, using it for instructional purposes.
- Students will use their iPad in ways that are appropriate, educational, and that meet Bethel School District (BSD) expectations and comply with the BSD Internet Use Agreement, both during the school day and at home.
- Students will be respectful when using the iPad camera, obtain permission before taking or sharing photos and videos, and use it in accordance with BSD rules and expectations.
- Students will protect their iPad by keeping it in a protective case and away from food and liquids.
- Students will keep their iPad safe, and acknowledge that they are responsible for all damage or loss of the iPad caused by neglect, accident, or abuse.
- Student iPads are subject to inspection at any time, without notices, and remain the property of the Bethel School District.

Expected Behavior - Using the Restroom

Show Kindness	<ul style="list-style-type: none"> ● Wait quietly and patiently for your turn
Take Responsibility	<ul style="list-style-type: none"> ● Have appropriate hall passes ● Report bathroom related issues to your teacher
Act Safely	<ul style="list-style-type: none"> ● Use the most direct route ● Promptly return to class
Respect Everyone & Everything	<ul style="list-style-type: none"> ● Wash your hands after you're finished ● Dispose of your trash ● Voice level zero

Expected Behavior - Playground

Show Kindness	<ul style="list-style-type: none"> ● Use only polite or neutral comments ● Take turns with equipment
Take Responsibility	<ul style="list-style-type: none"> ● Stay within boundaries ● Stop playing, clean up, and line up immediately when the whistle blows
Act Safely	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● No rough play or play fighting
Respect Everyone & Everything	<ul style="list-style-type: none"> ● Leave rocks, bark, and other dangerous objects alone ● Follow all adult directions the 1st time

Big Toy

- Students will go down the slide on their bottom, no climbing up the slide.
- Monkey bars and rock wall are very slippery when wet.

Backstop

- NO students will HANG OUT behind the backstop. When students walk the field they must KEEP MOVING if behind the backstop.

Teeter-Totter

- No standing/kneeling while on teeter-totter and NO crawling underneath.

Monkey Bars

- Students will use the monkey bars to go from left to right. This must be continually monitored for student safety. Hands must remain on bars at all times.

Blacktop

- There will be no football on the blacktop.
- No students will be allowed on the blacktop if there is ice.

Weather/Rainy Day Recess

- Dress for the weather. On rainy days students will have a normal recess. If students do not want to get wet they have the option of bringing an umbrella or playing under the covered areas.
- If the weather is severe, alternate Recess plans may be made for students.
- No football underneath the play shed.

Snow

- If there is snow on the field the students may play, but there will be no throwing/kicking of snow/ice at each other.

Expected Behavior – Hallways

Show Kindness	<ul style="list-style-type: none">● Greet others silently with a wave● A quiet "Hello" or "Good Morning" is polite in the mornings
Take Responsibility	<ul style="list-style-type: none">● Stop and wait for teacher at all intersections● Have a hall pass when you are without a teacher
Act Safely	<ul style="list-style-type: none">● Face forward, walk in a straight line, and stay to the right● Keep hands and feet to yourself
Respect Everyone & Everything	<ul style="list-style-type: none">● Voice level zero during school hours● Follow all adult directions the 1st time

Expected Behavior - Cafeteria

Show Kindness	<ul style="list-style-type: none">● Positive or neutral comments only
Take Responsibility	<ul style="list-style-type: none">● Focus on eating your lunch● Use a level 1 voice when socializing● Stay seated and raise your hand for assistance
Act Safely	<ul style="list-style-type: none">● Use walking feet throughout the cafeteria● Wash or sanitize hands● Keep your food to yourself
Respect Everyone & Everything	<ul style="list-style-type: none">● Clean your space● Follow adult directions the 1st time

Expected Behavior - Assemblies

On the way to assemblies

- Students will use a Level “0” voice.
- Classes will enter the gym through designated doors.
- Students will sit with legs folded and hands to self.
- After the entire class has entered the gym and is sitting with legs folded, students may use a Level “1” voice until the assembly begins.

Starting the Assembly

- An adult will give the building-wide attention signal, “May I have your attention please?”

All students will:

- Instantly shift to a Level “0” voice.
- Place eyes on the speaker.
- Maintain attention for the duration of the assembly.

Pledge of Allegiance Expectation Sequence

- When directed to do so, all students silently stand and wait with one hand over the heart for the pledge to begin.
- Students will keep pace with the pledge leader.
- Upon completing the pledge, students will stand silently and wait for the speaker at the microphone to say, “You may be seated.”
- Students will immediately and silently sit down and give full attention to the adult at the microphone (The speaker at the microphone will not need to give the building-wide attention signal).

When the Assembly is Over

- Like exiting an airplane, classes nearest the front of the assembly will exit first.
- Until directed by the teacher to stand and exit, students will stay seated and maintain a Level “1” voice.
- Upon being directed to stand, students will rise, shift to a Level “0” voice, keep hands and feet to self, and exit the gym in an appropriate line.

Nelson Elementary Attendance Procedures

If your student will be absent from school:

- Log onto ParentVUE and enter an absence request
- Email the Attendance Clerk at lriley@bethelsd.org
- Call the main office at (253) 800-6400

A note from your healthcare provider is recommended when appointments take place during school hours to excuse the partial or full day absence.

If no notification is received for the absence or no reason is given, an automated message system will call and notify the family the child is listed as unexcused.

You must notify the Attendance Office each day your student is absent.

Pre-Arranged Absences

If you know in advance that your student will be absent for **4 DAYS OR LONGER**, a **Pre-Arranged Absence Form** must be completed and returned to the office **prior to the absence**. Forms can be requested from the office or found by following [this link](#). The principal (or designee) will determine if the pre-arranged absences are excused or unexcused.

The school board sets the district yearly calendar by June of each year. Please plan your family trips and vacation to coincide with pre-planned breaks in order to avoid accumulating excessive absences. Absences that are unexcused, may require the school to file a BECCA petition in accordance with Washington State Law RCW 28A.225.

Excused Absences

The following are valid excuses for absences as outlined with OSPI and in Bethel School District Policy 3122:

- Illness, health condition, or medical appointment: A doctor's note is required for a health condition/illness for more than 3 consecutive days.
- Appointments: If possible, try to make medical, dental and eye appointments at the beginning or end of the day. A note from your healthcare provider is recommended when appointments take place during school hours to excuse the partial or full day absence. Students with weekly medical appointments need to provide a letter from their health care provider to cover absences.
- Family emergency, including but not limited to, a death or illness in the family. A note in writing must be received upon the student's return to school.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Absences related to deployment activities of a parent or legal guardian who is an active

duty member.

- Court or judicial proceeding: A note from the court verifying the date(s) and stating that the attendance of students directly involved is required must be returned to school to excuse the absence.
- Absence resulting from a disciplinary/corrective action (e.g., short term or long term suspension, emergency expulsion).
- Principal (or designee) and parent/guardian – a mutually agreed upon approved activity may be excused on a *limited basis, if the student does not have excessive absences and is making positive academic progress.*
- Participation in a district or school approved activity or instructional program.

Unexcused Absences

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria listed for an excused absence. Failure to submit any type of excused statement signed by the parent/guardian is unexcused.

Attendance Conferences/BECCA

Washington State law RCW 28A.225 says *“Parents / Guardians have the primary responsibility to ensure their child is **regular** and **punctual** in his/her school attendance.”*

Upon the 3rd unexcused absence, a scheduled conference with the parent/guardian shall take place to analyze the causes of the student’s attendance. For children with excessive absences (5 or more during the school year), a conference with the parent/guardian shall take place AND an attendance contract will be written. If the parent does not attend the conference, the parent shall be notified of the steps the school has decided to take to reduce the student’s absences.

No later than the 5th unexcused absence in a month, the school shall enter into an agreement with the student and the parent/guardian that establishes school attendance requirements.

No later than the 7th unexcused absence by a student within a month / 30 day period during the school year, if no action is successful, the school will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian and student.

No later than the 15th unexcused absence by a student during the current school year, if no action is successful, the school will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian and student.

The BECCA Truancy Law is enforced at Nelson Elementary. We are required to file a petition with the Juvenile Court if a child fails to attend school.

Tardy/Early Dismissal/Absent Definition

Our school day is divided into four periods. Students missing more than 50% of a period will be considered absent for that period. Students missing less than 50% of a period will be considered tardy or early dismissal. If no reason is given when signing students out, the tardy/early dismissal will be marked unexcused

Extra-curricular School Activities and Attendance

In order for students to participate in extra-curricular school activities (including but not limited to clubs, choir, band, orchestra, plays) students **must** attend at least half a day of school. If a student is not going to attend school, they are not allowed to attend/participate in extra-curricular school activities. Students will be expected to attend school that day; otherwise they will be marked unexcused.

Nurse/Health Room Information

Our goal is to come alongside the student and family to help foster health and academic success. At Nelson Elementary, we work hard to help our students to promote health and equity so that we become lifelong learners in a safe environment. If your student is dealing with a chronic or temporary health related concern, please contact us so we can work on a plan or accommodation(s) to help your student be a part of the school community. Our Health Services staff is here every day to help serve our students.

School Nurse phone: (253) 800-6493

Email: mmcoy@bethelsd.org

Health Clerk Phone: (253) 800-6492

Email: lriley@bethelsd.org

When To Keep Your Student Home

Pediatricians recommend keeping your child home if:

- They are not able to take part in normal school activities
- Their illness causes an unsafe or unhealthy place for others at school
- Or when their illness requires care that the school can't manage

Keep your child home if they have:

- Fever: Temperature over 100.4 F along with other signs of illness such as sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Vomiting: within 24 hrs.
- Diarrhea: three or more within 24 hrs.
- An open or oozing sore: unless it is properly covered with a bandage that will not leak.
- An undiagnosed rash

Even if your child does not have these symptoms, your child must stay home from school if

they have certain illnesses. A few examples are strep throat, pink eye, chickenpox, mumps or whooping cough (pertussis). These conditions are all infectious and could spread to other children. If your child has any of these conditions, check with the school **before** your child returns to classes.

Many of these diseases are preventable by vaccination including the flu.

Source: Tacoma-Pierce County Health Department, March 2018 & American Academy of Pediatrics, Managing Infectious Diseases in Child Care and Schools, 2005.

NOTE: Students must be fever free for 24 hours **without** the use of medication before they can return to school. If a child is ill enough to require any of the many cold medications or cannot participate in recess, they should remain at home.

Medication At School

All medication to be given at school needs a physician's order, signed/dated by the physician and signed/dated by parent/guardian, stating the name of the medication, dose, dosage interval (how often the medication can be given), and side effects of the medication.

This includes **all** medications, including over-the-counter cold remedies, cough drops, pain relievers, inhalers, lip balms, and lotions.

The orders are valid for the duration of the school year, meaning that each new school year, the medication orders need to be renewed.

NOTE: Medication is only accepted from a parent/guardian, as the medication needs to be signed in. Students are not allowed to bring in their medication.

School Nurse phone: (253) 800-6493

Email: mmcoy@bethelsd.org

Health Clerk Phone: (253) 800-6492

Email: liriley@bethelsd.org

Lice

Bethel School District has a "No Live Lice" policy. A student suspected of having lice will be examined by the health room. If live lice are confirmed, the student's parents will be notified of the infestation. The student will be able to finish the school day and ride the bus home. Upon readmission, the student will report to the health room for an examination prior to returning to class. Students can return if there are no live lice in the hair and a letter from the parent indicating the student has been treated for lice. The student can return to school if there are eggs (nits) in the hair. The student must go home if there are still live lice in the hair.

HARASSMENT, BULLYING, OR SEXUAL HARASSMENT (Policy 3206 and 3207)

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Sexual Harassment—Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as at school-sponsored field trips.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

Student to Staff Sexual Harassment—Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

Student to Student Sexual Harassment—Student to student sexual harassment is defined as any **unwanted** sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a

student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution. Violations will be subject to discipline. (Policy 3206)

Racial Harassment—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

How do I report harassment or sexual harassment? You can report harassment or sexual harassment to any school staff member or report on Bethel School District website: <https://www.bethelsd.org> under the Fast Links or Equity & Achievement Page. The form will be sent to the district Title IX Compliance Department.

SECTION 504 (Policy 2161 and 2162) Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Under Section 504, your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district’s educational programs without discrimination.
- Be provided an equal opportunity to participate in the district’s nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

Under Section 504, parent/guardian has the right to:

- Review your child’s educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child’s education records if you believe that they are wrong, misleading, or are otherwise in violation of your child’s privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child’s education records.

THE SECTION 504 PROCESS

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a “504 team”, including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child’s placement.

IF YOU DISAGREE WITH THE DISTRICT’S DECISION

If you disagree with the district’s decisions regarding your child’s identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district’s Section 504 Coordinator:

You have the right to file a complaint of discrimination with the U.S. Department of Education’s Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099.

Phone: (206) 607-1600/TDD: (206) 607-1647

Website: www.ed.gov/OCR.

Bethel School District is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service

animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX officer Bryan Streski, Director of Athletics and Security at (253) 800-6055, Section 504 coordinator Brian Lowney, Executive Director of Special Education at (253) 800-6000 or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at (253) 800-6035 with any questions or complaints.

Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian, Kathryn Kemp, at (253) 800-6000.

Daily Student Schedule

GRADE	SPECIALIST TIME (Planning)	RECESS #1	LUNCH	RECESS #2
Kinder	11:00-11:45	1:00-1:30	12:00-12:25	2:40-2:50
1 ST Grade	11:50-12:35	1:30-2:00	10:50-11:15	3:00-3:10
2nd Grade	9:45-10:30	12:30-1:00	1:00-1:25	2:50-3:00
3rd Grade	2:25-3:10	12:00-12:30	12:30-12:55	3:20-3:30
4th Grade	12:45-1:30	11:30-12:00	1:30-1:55	3:10-3:20
5th Grade	1:35-2:20	11:00-11:30	11:30-11:55	2:25-2:35

**Specialist times vary on late start days, but lunch and recess remain the same*



The Nelson staff looks forward to a successful 2023-2024 school year!