

Your student will be bringing home a page for you to sign and return, indicating that you have read and reviewed this handbook.



Naches Trail Elementary

Family Handbook 2023-2024

Mission Statement

“All trailblazers will learn and grow at high levels.”

15305 Waller Road Tacoma, WA 98446

Kay Gallo, Principal -- kgallo@bethelsd.org

Bucky Brenner, Assistant Principal -- abrenner@bethelsd.org

Reach out to us! Call us at: 253-800-8700

Visit us at: <https://www.bethelsd.org/ntes>

Dear Naches Trail Families,

It is my privilege to be your principal and you will find our school to be warm and welcoming. We provide a special place for students to learn and grow, with a staff that is dedicated to do their best work for your children in partnership with you.

I want your children to enjoy school, make lasting friendships and to learn that they are capable, wonderful human beings from wonderful role models such as their teachers. I also want them to learn and master strong foundational skills in reading, writing, math and science, so that they can move into middle school and high school with confidence. Most importantly, I want them to treat every person they meet with respect and value. By taking advantage of every learning opportunity at Naches Trail and by making good choices daily, your children can have amazing days at school with a bright future ahead.

WE BELIEVE IN ALL OF OUR STUDENTS, & LEARNING IS REQUIRED!!!

My Assistant Principal, Bucky Brenner, and I take pride in our work each and every day to serve your family. If there is anything you need, or a way we can make your child's educational experience more powerful, please do reach out to us. Thank you for sharing your beautiful children with us. It is our joy to be able to work with them.

Sincerely,

Kay Gallo

Principal at Naches Trail Elementary, Blazing a Trail to Success

School office information- Naches Trail Elementary office hours are 8:30 a.m. to 4:30 p.m. If you would like to contact a member of our staff outside of these hours, please call the school at 253-800-8700 and leave a message for that person on the office voice mail.

Students will not be allowed to change their normal end-of-day routine without a note or phone call from the parent or guardian after 3:15 p.m. The office staff are busy with end-of-day routines and cannot always reach the teacher/student in time to relay dismissal changes after that time. **We will not pull students off buses at dismissal time.**

If you need to contact a teacher during the school day, the best way is by sending an email. If you call the school, you will be transferred to the teacher's voicemail. This helps avoid disruptions to the learning environment.

Important Phone Numbers

Main Office 253-800-8700
Health Room/ Attendance 253-800-8793
Cafeteria 253-800-8794
Transportation 253-800-5900

Office staff-

- Tanya Hogan - Secretary -- tahogan@bethelsd.org -- Ms. Tanya can help with most questions regarding office and school procedures and Bethel School District information. She can also help arrange appointments with Mrs. Gallo and Mr. Brenner.
- Teresa Rodrick - Registrar -- trodrick@bethelsd.org -- Mrs. Rodrick is the first point of contact for the front office. She is in charge of student records, enrollment, and withdrawal.
- Diane Olson- Howard - Health/Attendance Clerk -- dolsonhowa@bethelsd.org -- Mrs. Olson- Howard helps students when they are ill or have minor injuries. She is also the person you would contact with attendance questions.
- Sarah Avila - Counselor -- savila@bethelsd.org -- Ms. Avila supports the social and emotional needs of the students at Naches Trail. She supports families by connecting them to resources within the community. In the event of family emergencies, she will reach out to families to offer support. She is also the 504 and McKinney-Vento coordinator.

Communicating with staff- We welcome and encourage communication from parents. You may wish to communicate via email, phone, note, or conference. Staff members will make every effort to respond to you within one (1) school day.

Email- Email works well when asking questions or when making simple requests for information. All staff can be reached via email. You can find the staff directory on the Naches Trail website at www.bethelsd.org/ntes Suggestions when emailing school staff:

- Please remember that email is not confidential.
- Be concise.
- Make a simple request for information.

Steps to resolve concerns- Concerns should be addressed with the staff member involved and then followed in this order, if needed:

1. Teacher
2. Counselor
3. Assistant Principal
4. Principal
5. Director for Elementary Education
6. Assistant Superintendent for Elementary Schools
7. Superintendent
8. School Board

Expectations and Student Management

Systems of positive supports- Naches Trail subscribes to Positive Behavior Interventions and Supports (PBIS) framework. PBIS is a multi-tiered behavioral framework with a continuum of support for improving academic and behavioral outcomes.

Our purpose is to enhance academic and social emotional learning by creating a positive learning environment. Naches Trail staff will teach, model, reinforce, and recognize the positive behaviors of all students by being consistent with our expectations, language, and follow-through.

School-wide expectations

- Be Safe: Safety, both emotionally and physically, is the utmost responsibility of our school community.
- Be On-Task: There are specific ways to show that you are following the directions of the school, and we will show you how.
- Be a Leader: There are many ways to lead, often by example.
- Be Successful: We expect students to succeed while at school both in their learning and following expectations.

Common area expectations- The following expectations are to serve as a guide for all staff members and students:

Noise Levels-

- Level 0: Silent
- Level 1: Whisper (Only one person can hear you)
- Level 2: Normal conversation voice
- Level 3: Presentation voice

Assembly expectations- Classrooms will enter the gym at a level 0-1 and sit with their classmates in a designated grade-level location. Students will sit on the floor, facing the presenter. Students will track the speaker, take part when asked, and listen attentively. Students will use a voice level 0 during the duration of the assembly unless otherwise specified.

Bathroom expectations- Students will use the bathroom at a voice level 0-2, flush the toilet when

done using it, wash their hands with soap, and throw away their paper towel in the trash can in a quick and timely manner.

Cafeteria expectations- Students will enter the cafeteria at a voice level of 0-1 from the gym entrance. They will wait in line at a level 0-1. All students will be required to type in their 6 digit student ID to receive a hot lunch from the school. Students will pick up their tray, milk, utensils, and choose at least two items from the salad bar. Students then progress to the main dish serving area. They will walk to the condiment table and on to their assigned tables. Students will stay seated and converse at a level of 0-2 while eating.

At a signal from the lunch supervisor, students will be excused to clean their trays. Each student is responsible for keeping his/her table and surrounding floor area clean. Students will only touch their own food and use school appropriate language while eating. *Due to severe allergies, the peanut table is reserved for students with peanut allergies.* Students may line up for recess or to return to class only when an adult dismisses them and must be supervised at all times.

Hallway expectations- Students are to walk silently on the right side of the hallway in single file. Students should keep their bodies to themselves while transitioning. If another class needs to pass, they should pass to the left. When students are transitioning to the bathrooms or other classrooms alone or in small groups, the same expectations apply.

Bus expectations- Teachers will walk with their students to the bus/car pick up areas at dismissal. When exiting the building to line up for the bus, students will walk in order to make the dismissal process safe for all. Students must line up in a straight line until the bus driver indicates it is time to board the bus. When entering the bus, students will use a voice level 0-2 and will sit in their assigned seat (subject to bus route). Students will refrain from eating and drinking on the bus and will have electronic devices safely stowed in their backpack. Cell phones are not to be in use during this time unless an emergency situation and an adult should be notified before use on school grounds.

**Failure to obey these rules may result in the loss of bus riding privileges. Rules are in accordance with Washington State Law: WAC 392-145-035.*

Classroom expectations- We work with our students to advance the social and academic learning of our students. We believe that students do contribute greatly to a positive learning environment. In accordance with board policy, we expect our students to be active participants in their learning. Students will show respect for their peers, themselves, and all adults. Students will strive to do their best at all times and challenge themselves to persevere, even when the work is difficult.

Recess expectations- Students will follow rules for games as stated by recess supervisors. They will listen to all adults and speak kindly and respectfully to each other. Students will keep their bodies to themselves and use playground equipment appropriately. When students hear a long whistle, students on the black top must freeze. If they are on the grass, they run to the edge of the blacktop and freeze. When students hear 2 whistles, they must **walk safely** to their line up spot. Students holding the equipment will walk and put it away after "freezing". No food or drink is allowed on the playground. Only authorized adults are allowed to be on the playground with students at any time.

Specific behavior expectations-

- Use school-appropriate language.
- Students will keep all body parts and objects to themselves. Fighting is not allowed. If a student is hit or treated in a disrespectful manner, the student is expected to tell the student “stop”, then walk away from the situation and get help from an adult immediately. Hitting back is not acceptable and will result in consequences for both students.
- Toys of any kind are not allowed at school. This includes trading cards (i.e. Pokemon), electric devices, scooters, roller blades, skates, or skateboards. Items may be taken to the office for pick up by a parent or guardian.
- Electronic devices such as cell phones, cd/dvd players, hand-held video games, mp3 players, etc. are discouraged at school and not allowed out of a backpack. These devices must be stored in a backpack and turned off upon arriving at school. If a staff member hears or sees a device, it will be confiscated. Naches Trail is not responsible for the loss or damage of any of the above items if a student brings them to school. If a student needs to contact home, he/she will notify a teacher so he/she may call home from a school phone. If you need to contact your child please call the office and we will get the student to a phone for use. Please avoid regular cell phone communication during the day, it distracts students from learning tasks and often complicates situations at school unnecessarily.



Naches Trail Behavior Matrix



Trail Blazers will ...	Classroom	Hallway	Playground	Cafeteria	Bathroom	Library	Office/ Health room	Technology	Bus Loop/ Parent loop
Be Safe	Teachers will be working on Classroom expectations/and students will be working on a school wide agreement to be posted soon!	* be aware of others *Face forward in line *Walk at all times	*Keep body safe *Listen for whistles to stop *Use Stop Walk Talk	*Walk at all times *Stay seated with feet on the floor *Wait in line	*Walk at all times *Keep body parts to yourself *Use Quiet voice (0-1)	*Use space safely *Keep Shelves neat *Use quiet Voice (0-1)	*Walk quietly (0-1) *Sit silently and appropriately on office furniture *Be polite to office staff	*Use device with clean hands *Handle device with care *Only use technology as directed by teacher	* be aware of others *Face forward in line *Walk at all times
Be On-Task		*Listen to adult directions *Be in the right place at the right time	*Follow the rules of the game *Line up when called *Stay in line when walking in and out of building	*Eat food *Throw Trash away *Clean up area	*Use the Toilet,sink and other items appropriately *Return to previous area as quickly as possible	*Look at speaker *Complete tasks	*Listen to office staff *Complete tasks quickly	*Follow directions *Return devices to appropriate locations	*Listen to adult directions *Be in the right place at the right time *Go directly to the bus
Be Successful		*Go directly to your destination *Walk with purpose	*Line up quickly *Make Friends *Include everyone that wants to play	*Raise hand for help *Leave area cleaner than you arrived	*In and out of bathroom Quickly	*Leave tables and shelves neat and tidy	*Work quietly on assignments or tasks	*Use device for academic tasks only	*Go directly to the bus and sit down *Walk with purpose
Be a Leader		*Use a quiet voice (0-1) *Keep body to yourself	*Use equipment properly and put away when finished *Take Turns	*Use kind words *Keep Body to yourself *Use inside voice (0-2)	*Keep it clean *Wait your turn *Flush, wash hands	*Use quiet voice (0-1)	*enter quietly *wait patiently *Use Positive language, and say thank you after being helped	*Use devices appropriately *Recharge and plug in devices when you put it away	*Use a quiet voice (0-1) *Keep body to yourself

DRESS CODE

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors.

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.

Student management- At Naches Trail Elementary, we are committed to student learning and achievement. We passionately believe that children learn best in a structured environment with clearly communicated expectations, Restorative practices, and consequences. Staff will invest time at the beginning of the school year teaching your student the expectations for conduct. Although we emphasize a proactive approach to Behavior, there are times that immediate and severe interventions are required. Students who fail to choose to conduct themselves appropriately will be retaught, redirected, and may have a consequence such as lunch and/or recess detention, in-school suspension, or out-of-school suspension. Consequences will be communicated to families and based on the severity of the infraction.

Harassment/Bullying- Bethel School District Policy Number 3207- Students are expected and taught to refrain from intimidating or bullying another student verbally, physically or through written or technological means. This includes on school grounds, school transportation, and school functions/activities. *"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.

We teach students that bullying is when someone says or does something intentionally hurtful; they keep doing it even when asked to stop and it is one sided. Students often confuse mean or rude behavior with bullying.

Cases of bullying are to be reported immediately to the school Counselor, Sarah Avila. The Counselor will investigate the incident to determine the nature of the behavior and report details to administration and parents. Administration will then determine consequences or supports needed and report these to the parents involved. If you feel your student is being bullied and you would like to make a report please contact the school directly at 253-800-8700 or go to the Bethel School District website at www.bethelsd.org.

Attendance

Naches Trail daily schedule-

Activity	Time
Teacher Arrival	9:00 AM
Parent Drop-off Begins	9:20 AM
Student Breakfast Begins	9:20 AM
Students in Class/Tardy Bell	9:30 AM
2nd & 3rd grade Lunch/Recess	11:40-12:40
4th & 5th Grade Lunch/Recess	12:20-1:20
Kinder & 1st Grade Lunch/Recess	1:00-2:00
Student Dismissal	4:00 PM
Staff Dismissal	4:30 PM
LATE START	All times are 1 hour later except Lunches and Recess-- 10:30 AM start
EARLY RELEASE	Start time the same -- out at 12:00 AM No lunch served

Attendance policies and procedures- Regular attendance is important for students' social, emotional, and academic successes. Per Washington State law, if your student misses 3.25 hours or more of the school day, they are considered absent for the entire day. Please take a moment to visit the following OSPI website for attendance laws www.k12.wa.us/attendance/

Please report an absence as soon as possible. To report an absence you can do any of the following:

- Call the attendance office at 253-800-8793
- Email Diane Olson-Howard (attendance/ health clerk) at nateattendance@bethelsd.org
- Log into Family Access and submit an absence request

Bethel School Board Policy 3122- Excused and Unexcused Absences Excused Absences- Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district and are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition, or medical appointment (including but not limited to medical, counseling, dental, or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused daily absences- Any absence from school is unexcused unless it meets one of the criteria above for an excused absence.

Becca Bill- The "Becca Bill" (SB 5439) is our state's truancy law. Unexcused absences/tardies are subject to a BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. When a pattern of attendance concerns become evident, the family will be contacted to determine an attendance plan moving forward. The school can file a petition with the court if a student misses 7 or more days of school in a 30 day period or 10 days in a school year.

Make-up work- The student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the teacher.

Tardiness- Late arrivals interrupt everyone's education. Therefore we expect your student to be on time to school each day. If a student is late, they need to go immediately to the health room to receive an admit slip. Students are required to make-up all work missed when tardy. We understand that occasional situations will force tardies to happen, but when patterns are identified we will reach out to schedule a meeting to remedy the situation. Every minute of instruction is valuable at the Trail.

Students on transfers- It is the responsibility of the parent to provide adequate and timely transportation to ensure that the student attends school regularly and on time. Excessive tardiness, early dismissals, and/or absences may result in re-evaluation of the transfer as outlined in Bethel School District Policy 3131.

What you can do to improve your child's attendance-

- Set a regular bedtime and morning routine.
- Prepare for school the night before, and getting a good night's sleep.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session. You can access the district calendar at <https://www.bethelsd.org/Page/2#calendar1/20230803/month> to plan accordingly.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Talk to your student about the importance of attending school.

Getting To and From School

Notes from Transportation- *Our mission is to provide safe and efficient transportation, which enables student's access to the educational environment and affords them the opportunity to reach maximum potential.*

Please arrive at your bus stop at least 5 minutes ahead of the scheduled time. DO NOT wait on the porch, in the house, or in the car--drivers cannot see you, which is especially difficult for substitute drivers.

Helpful hints for bus riders:

- Please label your student's backpack.
- Teach your student their bus route's color designation and route Number.

- If your student needs assistance, please encourage them to speak to the driver.
- Basic rules for the bus:
 - Kindergarteners sit in the front
 - Use quiet voices.
 - Toys should stay at home.
 - No eating or drinking on the bus.
 - Know your bus driver's name.
 - Sit quietly, no standing or moving between seats.
 - Be respectful.

For any and all bus/transportation issues, please call the Transportation office at 253-800-5900 or at 253-800-5901.

Bus information for kindergarteners- *A designated adult with identification must meet your kindergartener at the bus stop at the scheduled drop-off time.* If there is no adult waiting, your child will stay on the bus and be driven to a Bethel School District elementary school. A parent or emergency contact will be called by Transportation. A release form must be completed for Transportation indicating all who are approved to meet your student at the bus stop. Kindergarteners who have the proper forms completed will be allowed to exit the bus with siblings. BE PREPARED, the bus driver will ask for identification.

Arrival/Dismissal procedures- Due to a small parking lot and heavy traffic, we highly recommend utilization of the school bus for your child's transportation. If you will be driving your child on a regular basis, the following are some important points for our parent drop-off and pick-up loop to run smoothly:

- *Please notify the office by 3:15 if you would like to make any changes to how your child goes home. We will not take children off the bus once the buses have been loaded. The buses are on the other side of the building and staff in front for pick-up cannot easily get to them, as well as the buses have very tight schedules.*
- The main entrance on the West end of the building is used when entering the Naches Trail parking lot. The entry to the parent drop-off/pick-up loop is located to the right upon entry to the parking lot.
- We will be using the entire loop for parent drop-off and pick-up. Please pull as far forward as you can to keep the line moving smoothly and as quickly as possible. If your car is in the loop on the gym side of the loop, your child can unload or load using the passenger side of the car only. Once they have cleared, or are secured in the car, you may pull out to the main entrance/exit.
- For everyone's safety if using the Parent Loop please stay in your vehicle. If you have a student that has extra needs we ask that you park and drop-off/pick-up from the designated area.
- Do not release your student till you have gotten to the designated unloading area of the loop. If released any earlier it causes an extreme safety risk.

Walking or riding bicycles to school- Is not permitted at Naches Trail due to the heavy traffic and lack of sidewalks in our neighborhood.

Leaving during school hours- Parents requesting to pick up their student prior to the end of each day will be required to sign their student out from the office and present picture identification. The student will then be called from his/her classroom to meet with the parent/guardian in the office area only. You must complete a Student Pick Up Authorization *every school year* if someone other than the parent will be picking up your child and make sure that person has picture identification with him/her. The office will not release any student to an unauthorized person.

Emergency dismissal- In the event of a sustained power failure or other unusual circumstances, it may be necessary to dismiss school early. Parents and students should formulate emergency plans in the event school closes early and there is no adult at home. Parents will want to make sure their student knows what to do and where to go in advance. *Please make sure your student's enrollment form remains current with emergency names and phone numbers.*

Building Policies and Procedures

Enhanced security- During school hours, all school doors will remain locked and access will only be available through the main entrance at the front of the school. To gain access, parents and visitors will have to press a buzzer outside the school. School staff will then use a camera and intercom system to help identify visitors and grant access to the facility. The system is designed to better protect students and staff from potential threats and intruders. For a student to be released the person picking up will have to have identification proving their identity when picking up.

Volunteers and visitors- Parents are encouraged to become active participants at school. To volunteer in a classroom, Parents must communicate and coordinate with the teacher. According to Washington State law, all parents MUST complete an online volunteer application to visit or assist in the classroom. The volunteer application is located on line in the Resources section of the Bethel School District website. Filling out an online application grants permission for a Washington State Patrol Criminal History check. For safety reasons, authorized volunteers, as well as visitors and parents, are not allowed on the playground. All volunteers must report to the office to sign in and pick up a badge to wear. The badge indicates to staff members that it is okay for you to be here, and assists staff in maintaining a safe learning environment. Please do not bring siblings when you are volunteering. Your approval is good for one year. School based volunteering may also be available by working with our Naches Trail PTA.

ParentVue- We hope you will find this electronic application helpful in working with the district to provide the best education possible for your child. Please take a moment to read about what you can accomplish by using ParentVue. To obtain your ParentVue password, call the

office at your child's school. As a reminder, each parent/guardian and student has their own unique login and password. For security reasons, these should not be shared.

The following information can be found at the school district website: www.bethelsd.org

- Application for Free/Reduced Meals
- Monthly breakfast/ lunch menus
- Bethel Rec Dept information and applications
- District Assessment information
- Elementary Common Core Standards
- PayPams to pay for school meals
- Register to Vote

School breakfast and lunch- Naches Trail Elementary operates a breakfast and lunch program as part of our educational program. For the 23-24 school year breakfast and lunch will return to payment or a free and reduced lunch form completion. Students who bring their lunch can get milk also. Breakfast is served from 9:20-9:45 a.m. daily. You may view them on our website (click on the Child Nutrition link) at <http://www.bethelsd.org>.

Health and safety- Our school has a registered nurse who visits on a regular schedule. A health clerk is present on a daily basis. Screening tests are given to students for hearing and vision throughout the school year as needed.

Students come to the health room for a variety of minor injuries or ailments. In the health room, students will be given ice packs, a bandage, or have their temperature taken when feeling ill. Office personnel staff the health room, with a school nurse on call if needed. Parents will be notified with a note/phone call as needed for injuries or concerns if the health clerk deems it necessary. Please keep your telephone numbers and emergency contacts current in our files. Office staff members are not allowed to "treat" a student illness or diagnose illness in any manner.

Typical health room concerns:

- Fever – if a child has a temperature of 100.4 or higher they MUST be sent home. Temperature should be normal for 24 hours before returning to school.
- Vomiting – Parents will be contacted and the child will be sent home if they vomit at school.
- Head Lice/Nits – Bethel School District has a "no nit policy". This means that students with head lice (live or nits) will be sent home and will be checked upon return to ensure there are no nits before returning to class.
- Head injuries – if your student has a head injury, you will receive a phone call from the Health Clerk. This is a precautionary step to inform you of the injury.
- Bathroom accidents – the health room has a limited supply of clothing. If you think your child may have an accident at school please keep extra clothing in their backpack. Students that get wet from playing at recess will need to call home for a change of clothing.

All medication is kept locked in the health room including over the counter medication such as cough drops or Chapstick. In order for a student to use medication at school, the nurse must have

an Authorization for Medication at School form filled out by the doctor and parent. The medication must have the prescription label on it. ****If your child has a life-threatening illness or allergy, medication and an emergency care plan from the school nurse must be on file BEFORE he or she can start school.****

Immunizations- Children under 18 years of age are required to be immunized against certain vaccine-preventable diseases as a condition for attending public and non-public schools and licensed day care centers in Washington. State law requires parents to submit proof of immunization status to the school by the first day of attendance. Those children who are not in compliance with the law will not be allowed to enroll or participate in school until evidence of compliance is presented. Once proof of full immunization has been presented, no further proof shall be required.

Lost and found- Please make sure all items of clothing, bags/backpacks and lunch boxes are marked with your child's name. Properly identified items are much easier to return to students when found. The lost and found location for 23-24 is still being decided.

Student parties and balloons- The school should not be used as a means of distributing private party invitations. If your child would like to bring invitations to school they may hand them out before and after school. Balloons and flowers will not be delivered to the classroom for two reasons: they are a disruption and they are not allowed on school buses. If you want to celebrate with your child, please contact the teacher to verify the arrangements and to assess any allergies in the classroom. Cupcakes or other food items must be store-bought.

District and State Policies and Procedures

Electronic Equipment and Textbooks Students must agree to the following rules / requirements of using the technology device in this class:

1. The devices are **DISTRICT PROPERTY** - they are not yours to personalize.
 - No personal settings
 - No photos
 - No changes in operational settings
 - Login into the device using your own login and password.
2. These devices may be shared with other students in other class periods. Make sure to completely log out of MyBethel before putting it away or moving onto the next activity.
3. Only use your device for the specific task(s) your teacher has assigned. Do not:
 - Play games
 - Visit websites that differ from what the teacher has instructed
 - Engage in any activity that is outside of the District Acceptable Use Policy
4. Report any misuse or damage of your device - since the devices are shared, **you** are responsible for anything inappropriate on them. Tell your teacher immediately if your device is damaged or has been misused by a student in another class.

5. The devices assigned to your student are district property and because of such we are allowed to access these devices at any time.

I understand the use of this device is a privilege that will be revoked at any time should I violate the above requirements, and that I may be unable to complete assigned work if I lose the use of this device. I will immediately report any misuse/damage of my device by other students. I will also be responsible for any physical damage to the device while it is in my use during class.

Weapons Policy: Possession of Weapons by Students Bethel School District Policy Number: 3249 Weapons or anything that can be used as a weapon are not allowed at school, including toy knives and guns. Weapons at school will be the reason for suspension. Students are expected to immediately report any weapon to any adult at school.

Parent Resource Page

Naches Trail Elementary

15305 Waller Road East, Tacoma, WA 98446-1533

253-800-8700 -- Office

253-800-8798 -- Fax

Principal: Mrs. Kay Gallo

kgallo@bethelsd.org

Asst. Principal: Mr. Alexander Brenner

abrenner@bethelsd.org

Secretary: Ms. Tanya Hogan

tahogan@bethelsd.org

Registrar: Mrs. Teresa Rodrick

trodrick@bethelsd.org

Naches Trail Hours

Regular student hours: 9:30 am - 4:00 pm

Breakfast served: 9:20-9:30 am

Tardy bell: 9:30 am

Dismissal bell: 4:00 pm

Early dismissal hours: 9:30 am - 11:50 am

Late start hours: 10:30 am - 4:00 pm

Attendance

Attendance office phone number: 253-800-8793

Mrs. Olson-Howard – aolsonhowa@bethelsd.org

You can also report absences through ParentVue. Please call if you need assistance.

District Event Calendar

www.bethelsd.org/event

Child Nutrition

District Menu: www.bethelsd.org/Page/1674

Online payment of student meals: www.paypams.com

For the 2021-2022 all student breakfasts and lunches are free.