

Bell Elementary School

Parent and Student Handbook 2024-2025



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Greetings Bulldog Families,

Welcome to the 2024-25 school year! It is with great excitement that we extend a warm welcome to both our returning families and those new to our school community. As we embark on another year of learning, growth, and exploration, we are thrilled to be part of this journey with you and your student(s). Our dedicated team of teachers and staff have been hard at work preparing for the year ahead, ensuring that each child has the opportunity to thrive academically, socially, and emotionally. We are committed to creating a safe, inclusive, and nurturing environment where every student feels valued and empowered to reach their full potential.

This year, we will continue to focus on our core values of **Respect, Responsibility, and Kindness**. These principles guide our actions and interactions daily, fostering a school culture where everyone is respected, held accountable, and treated with kindness. We believe that by working together, we can create a positive and supportive learning environment that benefits all.

We are also excited to introduce new programs and initiatives aimed at enhancing our students' learning experiences. Whether it's through our updated social studies curriculum, new technology in the classrooms, or expanded enrichment activities, we are committed to providing a well-rounded education that meets the diverse needs of all Bulldogs.

We encourage all families to get involved in our school community as well. Whether it's through volunteering, joining the PTSA, or attending school events, your involvement is key to our students' success. We look forward to building strong partnerships with each of you as we work together to support your child's educational journey.

Thank you for entrusting us with your child's education. Together, we can make this a memorable and successful school year.

Here's to a fantastic 2024-25 school year at Bell Elementary School!

Very respectfully,

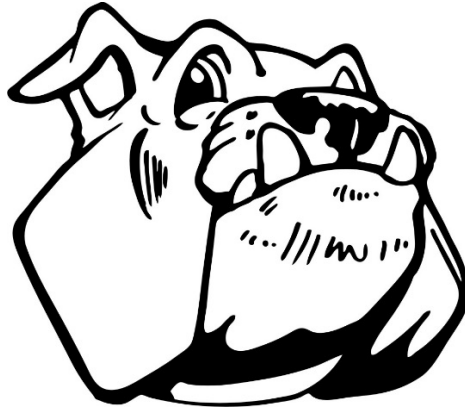
Your A.G. Administrative Team

Brian Story

Principal - Bell Elementary School

Rylee Brookhart

Associate Principal – Bell Elementary School



Mission:

Bell Elementary is committed to:

- Fostering a community of learners that invests in and relies on everyone.
- Nurturing relationships that are grounded in supporting each student's social/emotional needs.
- Providing equitable, inclusive, socially-just, and culturally competent learning opportunities where every student is valued.
- Cultivating grit and perseverance to assure every Bulldog is future ready.

Vision:

Bell Bulldogs are kind, curious, and motivated learners.

School Colors:

Green and Yellow

School Mascot:

Bulldog ("Alex")

Bell Elementary Staff

Brian Story Rylee Brookhart

Charlotte Huang
Erika Langley
Bernie Rogers
Beni Bravo
Jessica Mackley
Denise Short

Principal Associate Principal

Office Manager
Secretary/Registrar
Day Custodian
Night Custodian
Nurse
Health Room Office Professional

bstory@lwsd.org
rbrookhart@lwsd.org
chuang@lwsd.org
elangley@lwsd.org
brogers@lwsd.org
bbravo@lwsd.org
jmackley@lwsd.org
deshort@lwsd.org

Kindergarten

Amy Dennehy
Iris Grasst
Luisa Black
Chris McElrea

All Day Kindergarten
All Day Kindergarten
All Day Kindergarten
All Day Kindergarten

adennehy@lwsd.org
igrasst@lwsd.org
lblack@lwsd.org
cmcelrea@lwsd.org

1st Grade

Jennifer Olsen
Jillian Kessel
Katy Crites
Natalie Rons

1st grade
1st grade
1st grade
1st grade

jolsen@lwsd.org
jkessel@lwsd.org
kcrites@lwsd.org
nrons@lwsd.org

2nd Grade

Alexandra Magnani
Romi Messer
Sarah Whiteside

2nd grade
2nd grade
2nd grade

amagnani@lwsd.org
rmesser@lwsd.org
swhiteside@lwsd.org

3rd Grade

Juli Hynden
Robert Morris
Julie Barker

3rd grade
3rd grade
3rd grade

jhynden@lwsd.org
rmorris@lwsd.org
jbarker@lwsd.org

4th Grade

Yarika Bang
Beth Clark
Allison Holzer
Liz Davies

4th grade
4th grade
4th grade
5th grade

ybang@lwsd.org
ecross-clark@lwsd.org
aholzer@lwsd.org
EDavies@lwsd.org

5th Grade

Kay Flowers
John Turnbull

5th grade
5th grade

kflowers@lwsd.org
jturnbull@lwsd.org

Specialists

John Marino
Natalie Mayhew
Steve Duston

Library
Music
Physical Education

jmarino@lwsd.org
namayhew@lwsd.org
sduston@lwsd.org

Interventionists

Carrie Goodrich
Karen Tsutumi
Carolyn Christ
Gena Harasimowicz
Katherine BechtelHall

ML teacher
ML teacher
Safety Net
Safety Net
Safety Net

cagoodrich@lwsd.org
ktsutumi@lwsd.org
[ccchrist@lwsd.org](mailto:cchrist@lwsd.org)
gharasimowicz@lwsd.org
kbechtelhall@lwsd.org

Amanda Hall	Special Ed.	amhall@lwsd.org
Emily Ely	Special Ed.	eely@lwd.org
Andrew Bennett	Special Ed.	abennett@lwsd.org
Brenda Yin	Counselor	byin@lwsd.org
Tobi Nussbaum	Part Time Counselor	tnussbaum@lwsd.org
Jackie McMurray	Psychologist	jmcmurray@lwsd.org
Melissa Jensen	SLP	mjensen@lwsd.org
Heather Irwin	OT	hirwin@lwsd.org

Support Staff for K-5

Todd Bowser	Para Educator	tbowser@lwsd.org
Jenny Guempel	Para Educator	jguempel@lwsd.org
Halee Proctor	Para Educator	hproctor@lwsd.org
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Martin Jessett	Para Educator	mjessett@lwsd.org
Susan Viola	Para Educator	sviola@lwsd.org
Muge Eren	Instructional Assistant	meren@lwsd.org
Jennifer Tanner	Instructional Assistant	jetanner@lwsd.org
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Cathy Tsai	Instructional Assistant	htsai@lwsd.org
Srividya Vedula	Instructional Assistant	svedula@lwsd.org

Preschool Staff

Jessica Soltani	Special Education Teacher	jsoltani@lwsd.org
Claribel Heredia	Head Start Lead Teacher	cheredia@lwsd.org
Maryam Dehbeh	Head Start Lead Teacher	mdehbeh@lwsd.org
Maria Dempsey	Head Start Assist. Lead	mdempsey@lwsd.org
Lynn Ellingwood	Head Start Assist. Lead	lellingwood@lwsd.org
Janeth Orozco Valencia	Head Start FSS	jorozco-valencia@lwsd.org
Sudipta Young	Head Start FSS	
Pamela Starnes	Head Start Para Educator	pleestarnes@lwsd.org

Heather Bornemeier	Ready Start Special Ed Teacher	hebornemeier@lwsd.org
Sierra Burnham	Ready Start Special Ed Teacher	siburnham@lwsd.org
Jackie Volkle	Lead Teacher	jvolkle@lwsd.org
Laurie Farnum	Lead Teacher	lfarnum@lwsd.org
Kamaljeet Sran	Para Educator	ksran@lwsd.org
Mackensie Peters	Para Educator	
Hannah Bornemeier	Para Educator	hbornemeier@lwsd.org

Ashton Skaden	SNAPS Coordinator	askaden@lwsd.org
Suzanne McIntyre	SNAPS Para Educator	
Vicky Moore	SNAPS Para Educator	vmoore@lwsd.org
Julia Pribic	SNAPS Para Educator	jpribic@lwsd.org
Cathy Porter	SNAPS Para Educator	catporter@lwsd.org
Dawn Liu	SNAPS Para Educator	dliu@lwsd.org
Carol Wood	SNAPS Para Educator	carwood@lwsd.org
Paula Ostlund	SNAPS Para Educator	postlund@lwsd.org

Extended Day

Juliana Hernandez	Instructional Assistant	jhernandez@lwsd.org
Corey Ramquist	Instructional Assistant	cramquist@lwsd.org



Bell PTSA

Parent Teacher Student Association

Scan for translations
Buscar traducciones
Procurar traduções
искать переводы



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

What does the Bell PTSA do?

Advocacy

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

Educational Enrichment

We offer many educational enrichment programs: the school play, before and after school classes, school assemblies, field trip funding, science events, the book exchange, and more!

Community Connection

The Bell PTSA organizes many community events to build connection: Walk to School Week, Harvest Party, Spring Dance, Talent Show, Popcorn Fridays, and more! We also send out a newsletter, The Bulldog Blast, to keep families connected and informed.

Giving Back

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

WELCOME FROM THE BELL PTSA

Welcome to the 2024-25 school year and if you're new to our school, welcome to the Bell community!

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

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

STAY CONNECTED

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

HOW TO GET INVOLVED

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



BELL PTSA UPCOMING EVENTS

OUR GOAL IS TO MAKE PTSA EVENTS EQUITABLE AND FREE FOR ALL WHO WOULD LIKE TO ATTEND.
THESE EVENTS ARE MADE POSSIBLE BY YOUR GENEROUS DONATIONS AND OUR FANTASTIC VOLUNTEERS!

SEPTEMBER 20TH - FIRST POPCORN FRIDAY

STUDENTS CAN PURCHASE POPCORN DURING LUNCH RECESS ON SELECT FRIDAYS THROUGHOUT THE YEAR FOR A FUN TREAT THAT RAISES MONEY FOR BELL PTSA. LOOK OUT FOR A POPCORN PASS ORDER FORM COMING HOME SOON! **VOLUNTEERS NEEDED!**

SEPT. 30- OCT. 4 - WALK TO SCHOOL WEEK

START THE DAY WITH SOME FRESH AIR AND JOIN OTHER BELL BULLDOGS IN WALKING TO SCHOOL!
MORE INFO TO COME. **VOLUNTEERS NEEDED!**

OCTOBER 3RD - PTSA GENERAL MEMBERSHIP MEETING

STAY IN THE KNOW AND MAKE YOUR VOICE HEARD! JOIN US ON ZOOM FOR OUR FIRST PTSA GENERAL MEMBERSHIP MEETING OF THE YEAR.

OCTOBER 3RD - SCHOOL PICTURE DAY

PUT ON YOUR BRIGHTEST SMILE AND YOUR FAVORITE OUTFIT AND SAY CHEESE!
ORDER FORMS WILL GO HOME WITH STUDENTS AND CAN BE FILLED OUT AND SENT TO SCHOOL OR COMPLETED ONLINE.

OCTOBER 14-18 DIRECT DONATION WEEK

SUPPORT OUR PTSA DURING OUR FALL FUNDRAISING WEEK. WE RELY ON DONATIONS FROM FAMILIES TO SUPPORT ALL OF OUR PTSA PROGRAMS AND GIVE ACCESS TO EVERY STUDENT.

OCTOBER 22 - HEARING AND VISION SCREENING

VOLUNTEERS ARE NEEDED TO HELP WITH STUDENT HEARING AND VISION SCREENING DURING THE SCHOOL DAY AT BELL.

OCTOBER 25 - HARVEST PARTY

JOIN US FOR ONE OF OUR FAVORITE EVENTS OF THE YEAR - BELL'S HARVEST PARTY! STUDENTS AND FAMILIES CAN ENJOY TRUNK OR TREATING, GAMES, AND MORE! **VOLUNTEERS NEEDED!**

Want to get involved? Volunteer opportunities and event volunteer signups are posted at <https://www.agbellptsa.org/volunteer> and updated throughout the year.



BELL PTSA FUNDRAISING & MEMBERSHIP WE CAN DO MORE TOGETHER!

Bell PTSA Membership

Join or renew your membership for 2023-24!

Membership is open to anyone (parents, teachers, grandparents, relatives, friends) who wants to be involved and make a difference for the education, health, and welfare of our children.

Family Membership = \$22
Individual Membership = \$14
Teachers / Staff = \$12

If you'd like to join but cost is a barrier, membership scholarships are available. Email scholarships@agbellptsa.org for more information.

Join the PTSA today!

www.agbellptsa.org/membership



Your membership actively supports the work we do and gives you the ability to advocate for our students and vote on important decisions at PTSA membership meetings. *Membership does not obligate you to attend PTSA meetings or volunteer.*

Bell PTSA Fundraising

Make a direct donation:

www.agbellptsa.org/donate



100% of the work we do is funded by donations. Be on the lookout for more information on our annual direct donation fundraising campaign this October!

More ways to support Bell PTSA Fundraising

Click the fundraising tab on our website
agbellptsa.org
for more information on:

- Corporate matching
- Spirit wear purchases
- Dine-outs
- Fred Meyer Community Rewards

For more information and registration, go to www.agbellptsa.org
"Like" our Facebook page for up-to-date information on our events and benefits of membership.

Daily Schedule

8:35 a.m.

8:40 a.m.

First Bell - All students should be in their classroom lines

School Begins

3:10 p.m.

1:40 p.m.

School Ends (Mon, Tues, Thurs. Fri.)

School Ends (All Wednesdays)

Academic Expectations

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

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

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

To best support learning at home for our students is to focus on reading whether to read with your student or have them read independently. We will not be assigning formal homework this school year, but will ask students to complete at least 10 minutes of reading every night.

Behavior Expectations

This section is dedicated to expectations and policies regarding student behavior at Bell Elementary. For specific details of Bell's expectations and policies on student behavior, please carefully read through pages 8-10 of the Bell Student handbook. For more specific information on the Lake Washington School District Student Rights and Responsibilities please visit: [LWSD Student Rights and Responsibilities](#)

Bell Elementary works to support all students' needs using positive behavior support systems and relationship building with students. We will work together with the Administrative Team, classroom teachers, parents, and students to support student's behavior to ensure the behavior does not interfere with another student's right to learn, with the teacher's ability to teach, or with student safety. At Bell, we have the motto that students B.A.R.K. while at school. Our school expectations are wraparound the B.A.R.K. explaining that in each area of the school, students will "Be Safe, Accepting, Responsible, and Kind."

We use "I got caught" slips as part of our efforts to encourage good behavior and Golden Paws for whole class incentives. At the end of each week there will be a drawing from all those who were "caught" for their good behavior and students will get to pick a prize of the prize box, lunch with a teacher, or pick our Friday song.

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

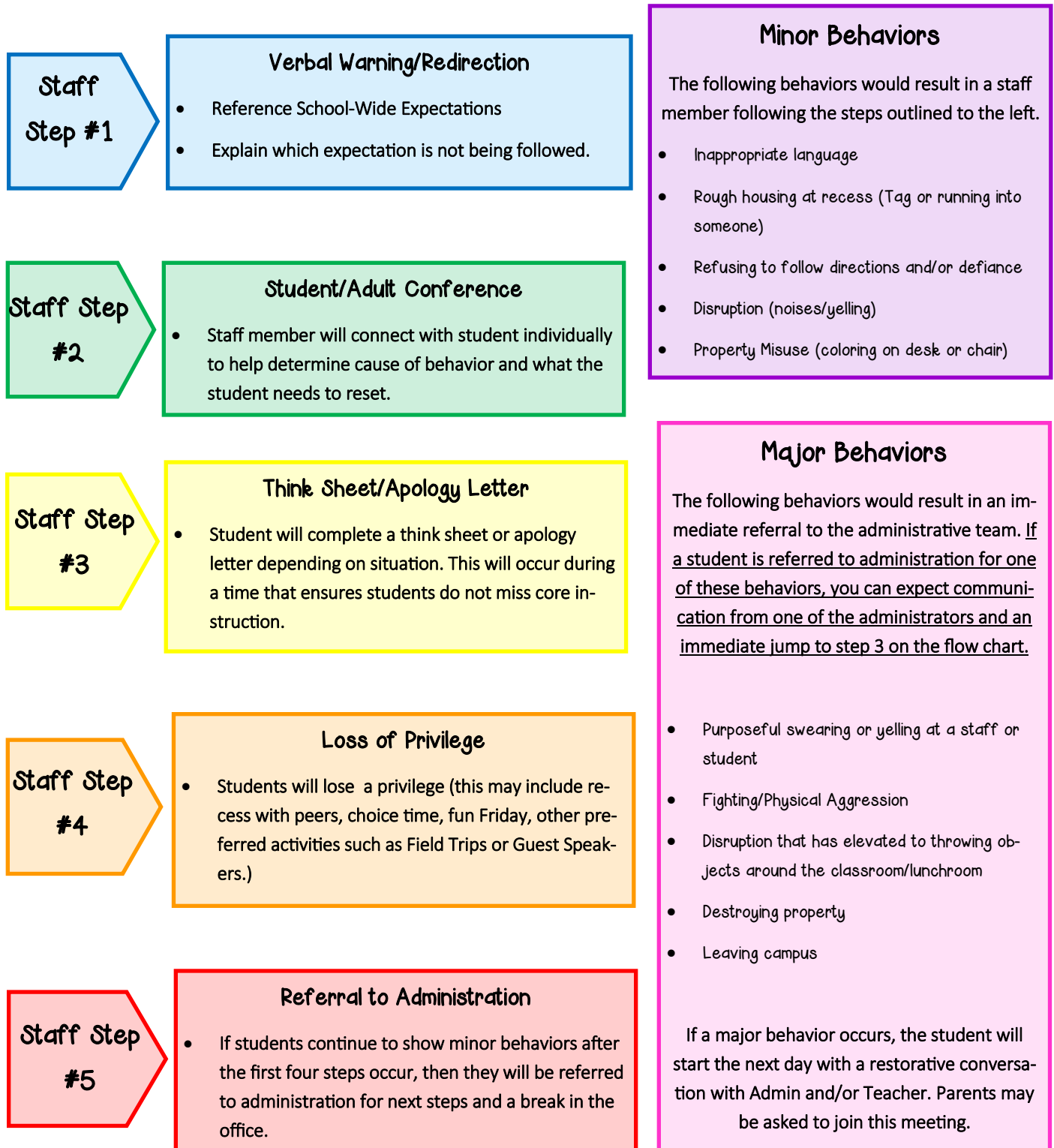
In the back of this packet, you will find a "parent review notice" that indicates that you have received copies of our school policies and have reviewed them with your student. **This is form is sent home with each student on the first day of school. Please review the handbook with your student, sign and return the form.**

Finally, please help keep all students safe by assuring that your child does not come on the school grounds prior to 8:25 am. If you have any questions, please call one of the administrators at 425-936-2510.



Bell Elementary Behavior Flow Chart

At Bell Elementary we believe in fostering situations to help students learn and grow from their behaviors in a positive and restorative manner. The following chart shows the behavior response plan for students at Bell. Repeated behaviors may result in a shift in the response plan depending on the situation. There are two categories: Minor and Major. The difference between the two types of behaviors are outlined below.



BULLDOGS B.A.R.K.

Here are our BARK expectations throughout the school building:

	Be Safe	Accepting	Responsible	Kind
What A Bell Student Looks like	<ul style="list-style-type: none">• Follows School Rules• Organizes their work space	<ul style="list-style-type: none">• Accept others for who they are• Looks for the good in everyone	<ul style="list-style-type: none">• A problem solver• Puts effort into work• Shows pride in taking care of the building• Follows directions	<ul style="list-style-type: none">• Is kind and thoughtful of others• Be a friend when someone needs it• Use proper manners by saying "Please" and "thank you"
Assembly	<ul style="list-style-type: none">• Pockets on the floor at all times• Hands are to yourself• Keep aisle clear	<ul style="list-style-type: none">• Clap for those who perform• Keep an open mind toward the content of the assembly	<ul style="list-style-type: none">• Bodies and eyes are facing forward• Participate appropriately by raising our hands• Be a leader, remind your friends kindly to listen• Sit next to a friend that will help you follow the expectations	<ul style="list-style-type: none">• Keeping pockets on the floor at all times• Remind your friends kindly to listen• Raise your hand
Bathroom	<ul style="list-style-type: none">• Water stays in the sink• Gently open/Close stall doors• Walk to the bathroom	<ul style="list-style-type: none">• Give others privacy• Wait patiently	<ul style="list-style-type: none">• 1 pump, 20 secs, 2 paper towels• Make sure to do your business in the appropriate toilet or urinal• Unlock stall doors when leaving• One person per stall	<ul style="list-style-type: none">• Paper towels in the garbage• Level 0 Voice• Pick up any trash you see in the ground

BULLDOGS BARK

Here are our BARK expectations throughout the school building:

	Be Safe	Accepting	Responsible	Kind
Bus	<ul style="list-style-type: none">• Sit in your assigned seat• Stay seated in your seat the whole bus ride• Keep hands and feet to self	Be flexible about who you are sitting next to	<ul style="list-style-type: none">• Sit in your assigned seat• Level 2 voice• Talk to the person sitting in the same seat as you• Keep food and toys in your backpack	<ul style="list-style-type: none">• Say hello, goodbye, and thank you to your bus driver• Use kind and respectful words with one another
Hallway	<ul style="list-style-type: none">• Hands to side• Walking feet on the floor• Stay with your class	Patiently wait for others	<ul style="list-style-type: none">• Level 0 voice• Stay on the right-hand side• When alone in the hallway walk	Give kind reminders to help others follow the Hallway expectations
Lunchroom	<ul style="list-style-type: none">• Stay in your seat• Eat your own food• Walk out to recess• Use your hands to open the doors out to recess	<ul style="list-style-type: none">• Include others in conversation• Respect others food choices	<ul style="list-style-type: none">• Level 2 voice• Throw your garbage/recycle in proper bins• Raise your hand to go to the bathroom• Food stays on tray or in lunch bag	<ul style="list-style-type: none">• Partner talk to those at your table• Invite someone to sit with you on Friendship Friday• Say please and thank you• Be patient

Bicycles, Scooters and Skateboards

Fourth and fifth grade students who ride their bicycles or skateboards to school are required to complete a permission slip. The forms are available in the office. All students riding bikes, scooters or skateboards must wear a helmet.

We reserve the right to withdraw the student's privilege of riding his/her bike or scooter to school if rules are not obeyed. Three violations will be allowed before this license is canceled. After that the student may not ride his/her bicycle, scooter or skateboard.

Bus Riders

Bus service is provided for students living 1 mile as the crow flies from school or for those students who do not have a safe walking route to school. For new students, neighbors are the best source of information about bus stop location and pick-up times, or parents can call the Transportation Department, 425 936-1120. Bus passes are necessary for special arrangements. Students must bring a parent note if they are to ride home with a friend, get off at a different bus stop, etc. Students should bring the note to the office before school or at morning recess to receive a bus pass.

Rules of Conduct at the Bus Stop

Students must not stand or play in the roadway while waiting for the bus. Students must respect private property while waiting for the bus. Students should arrive at the bus stop **no more than 10 minutes before** the scheduled arrival of the bus. Self-discipline must be exercised by students waiting in the bus loading areas. Students must wait to board the bus in an orderly manner; no games, no cuts, no throwing of objects, no running into the street.

Cell Phones, Cameras, iPods, Video Games and other Electronic Devices

For security and school climate purposes, all electronic devices must be turned off and in student backpacks while on school property. Students may not use a cell phone during school hours unless they receive their teacher permission. Cameras and other electronic devices may not be used at any time. Some electronic readers may be used in the classroom for reading purposes, this is dependent on the classroom teacher and an acceptable use form must be filled out. Failure to comply with these rules will result in the confiscation of the device(s) in question until an appointment with parents is scheduled.

Classroom Visits by Parents

We welcome parents to our school and encourage parent involvement in our classrooms. If you wish to volunteer or to visit your child's classroom:

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

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

Note: please see Volunteer Section (pg.18)

Communication

Communication between school and parents is vital. We use the following methods to give our parents updated information about classroom activities, curriculum and special events. This year, Parent Square will be a communication tool we will be using to communicate with families.

1. Conferences – Conferences take place in September and January. Conference times are provided so that teachers and parents can share information regarding student progress and so that students may communicate their school goals with their family.
2. Communication from the teacher - Each teacher will communicate with parents on a regular basis. (Examples: class newsletters, letters from the teacher, phone calls, etc.) If you ever have any questions, please call your child's teacher.
3. Parent School Newsletter --- Mr. Story sends out a newsletter bimonthly with upcoming school events and various activities happening around the school.

Dress Code

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

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

Early Dismissal

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

Entry Control Process (Front Door Entry)

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

Field Trips

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

We encourage parents to participate as chaperones on field trips. For liability reasons we cannot accommodate siblings on field trips. **Parents must have a valid volunteer application on file.**

Guidance Team

Any student concern may be brought to the Guidance Team. This is a forum to discuss a student's specific needs and problems, and to discuss interventions that might help the student to have more success. Bell's Guidance Team members include: Special Ed teachers, Safety Net teachers, ELL teachers, SLP teacher, psychologist, counselor, an administrator and nurse. Guidance Team meetings are held weekly.

Illness or Accidents at School

If a student becomes ill or is seriously injured at school, we will assess the situation and the parents or name listed on the emergency card will be called immediately. In the health room, we can give students band-aids, ice, and an opportunity to clean their wounds. For students will become ill, we will take their temperature, give time to rest, and follow the COVID guidelines laid out by LWSD. It is important that sick or injured students are picked up as soon as possible.

For head bumps/injuries the student is given a form letter to take home and will have a bright colored bracelet with their name and date of injury and the parent is called. **Please be sure the school has the telephone number of a nearby friend or relative who could come for your child if you cannot be reached.**

Library Information

All students at Bell Elementary visit the library with their classes to check out or renew books once a week. Students may also check out or renew books during other designated times during the week. Here are the grade-level guidelines:

Kindergarten: 1 book for 1 week

Grades 1-2: 2 books for 1 week

Grades 3-5: 3 books for 2 weeks

If students have books that are past due, they may not check out until materials are returned. Parents may also check out books from our library.

Late or Absent Students

Please call the office by 8:35 a.m. if your child will be absent or arriving late. Our safe arrival number is **425-936-2511**. By doing this, a written excuse is not necessary.

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

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

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

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

BECCA Bill

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruanceES.pdf> Requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parents enroll the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.*

What if my child is sick?

If your child shows minimal symptoms of a small cold, it is your discretion as a parent to send them to school. However, if your child presents the following symptoms, **they are required to stay home.**

- Had a fever within 24 hours
- Had vomiting or diarrhea within 24 hours

What if our family is going on vacation?

The state enforces attendance for students 180 days of the year. So, that families and students can take needed breaks, the school district schedules time throughout the year including larger breaks like Thanksgiving break, Winter Break, and Mid-Winter Break. Vacations outside of this time are discouraged. **If for rare reason your family needs to travel or take vacation outside of the district's break time, new state attendance law states that in order for the absence to be excused, there must be pre-approval by the principal.** When scheduling family travel plans or vacations, *when at all possible*, please do so during that natural boundaries of district scheduled breaks. If your plans are unavoidable and fall within the normal school year, please send an approval request (prior to the vacation) *by email or note* to both Erika Langley (secretary) and Sara Schmied (associate principal).

Lunch Information

School meals be of charge for the 2023-24 school year. Families can apply for free and reduced lunches by completing the Free & Reduced Meals Application.

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

Online Verification:

Online student verification is open **through September 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 Brenda Yin. The elementary school counseling program is a part of the total school program and complements students' learning in the classroom. It is child-centered, preventative and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development to maximize school success. The school counselor consults with parents, teachers, and other professionals; and coordinates services for children. Outside referrals or resources are provided by the counselor if requested by parents.

Elementary counselors provide a variety of interventions that might include:

1. conducting classroom guidance lessons.
2. consulting with parents on developmental issues.
3. facilitating parenting classes.
4. consulting with teachers, administrators.
5. conducting small groups dealing with a variety of topics such as: conflict resolution problem solving, friendship issues, anger management, decision making skills, coping skills, changing families, or other topics as needed.
6. serving as a member of the guidance team.
7. seeing students individually if a need arises either through a self-referral process, or by a parent or teacher request.
8. referring/connecting families to outside resources

School Telephone and Emergency Messages

Please contact the school office to relay any messages for your students at (425)936-2510. Urgent messages will be communicated to the student. It is best to call before 3:00 to ensure your student gets the message, especially if it's a change in how your student will be getting home for that day. In addition, please discuss after school arrangements in the morning before school starts. **In cases of emergency**, students may use the office phone.

Student Pick-up and Drop-off

It is encouraged for parents to park and walk students to their assigned lines in the morning. In the afternoons, parents are again encouraged to park and pick up students on the blacktop. If students are dropped off or picked up in the drive loop, please do not park or leave your car. When using the drive loop, pull forward as traffic moves forward. Students should wait in the assigned teacher location and may use an umbrella if the weather permits use.

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

Student Medication

All medications given by schools according to state law, whether prescription or over-the-counter, must be ordered by a physician, dentist or nurse practitioner. In order for any medication to be administered at school (prescription or over-the-counter), **a medication authorization form must be completed by the parent and physician.**

We coordinate with the King County Dept. of Public Health in protecting children from certain symptoms of communicable diseases. If your child has a temperature of 100 degrees Fahrenheit or higher or has been vomiting or had diarrhea please keep them home from school until they have been free of any of these symptoms for 24 hours.

If your student has lice, please keep them home until all live lice are gone. Also, please remember to notify the office even if you treated at home over the weekend. We will send letters home to all parents in your son/daughter's class so other parents can check their child. We keep the names of the students with lice confidential. If your student is found to have live lice here at school, we will call you to make you aware of it. We will not send students home if they are found with live lice. Please treat them at home and send them to the office the next day to get checked. Try to remove all nits to prevent reinfection. Our nurse can give you ideas on how to treat.

Student Supervision

Bell students are supervised during the school day in the classroom, on the playground, and in PE, music, library, and the lunchroom. However, we do not provide supervision before or after school. Therefore, to ensure the safety of your children, we ask that **students arrive at school no earlier than 9:05 a.m.** unless they are enrolled in special programs such as choir, band or enrichment class, **and that they leave the school grounds immediately after the 3:50pm dismissal.**

Vacation Homework Policy

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. *We cannot duplicate what happens in the classroom.*

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided *following the absence* for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

Volunteer Policy

If you plan on volunteering in your student's classroom or on a fieldtrip during the year, you must complete a Volunteer Application. You can complete an on-line application at www.lwsd.org 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.13)

Student Handbook and Behavior Expectations Review

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

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



Bell Elementary School

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

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____

Date _____

☐

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

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