

Bell Elementary School

Parent and Student Handbook 2026-2027



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Greetings Bulldog Families,

Welcome to the 2026–27 school year!

We are excited to welcome both our returning families and those who are joining the Bell Elementary community for the first time. Thank you for choosing Bell Elementary and for partnering with us as we begin another year of learning, growth, and success.

Our teachers and staff have been working hard to prepare for an engaging and meaningful school year. We are committed to providing a safe, inclusive, and supportive learning environment where every student feels valued, challenged, and empowered to reach their full potential. At Bell, we believe that strong relationships between students, families, and staff are the foundation for a successful school experience.

At the heart of our school community are our Bulldog BARK expectations: **Be Safe, Accepting, Responsible, and Kind**. These values guide our daily interactions and help create a positive school culture where every student feels a sense of belonging. Together, we strive to foster academic excellence while helping students build confidence, resilience, and a lifelong love of learning.

Family partnerships are an essential part of student success. We encourage you to stay connected by attending school events, volunteering when possible, joining our PTSA, and communicating regularly with your child's teacher. Your involvement makes a meaningful difference, and we appreciate the many ways you support our school community.

Thank you for entrusting us with your child's education. We are honored to be part of your family's journey and look forward to a year filled with learning, growth, and memorable experiences. Together, we will make the 2026–27 school year an outstanding one for every Bulldog.

Very respectfully,

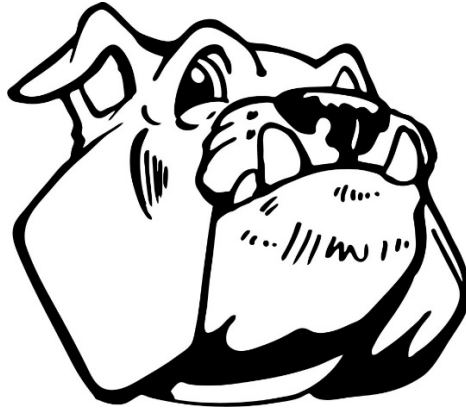
Your Bell Elementary Administrative Team

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

Erica Chang

Beni Bravo

Annette Fechenbach

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

echang@lwsd.org

bbravo@lwsd.org

afechenbach@lwsd.org

deshort@lwsd.org

Kindergarten

Luisa Black

Amy Dennehy

Iris Grasst

Chris McElrea

All Day Kindergarten

All Day Kindergarten

All Day Kindergarten

All Day Kindergarten

lblack@lwsd.org

adennehy@lwsd.org

igrasst@lwsd.org

cmcelrea@lwsd.org

1st Grade

Katy Allen

Jillian Kessell

Jennifer Olsen

Natalie Rons

1st grade

1st grade

1st grade

1st grade

kallen@lwsd.org

jkessell@lwsd.org

jolsen@lwsd.org

nrons@lwsd.org

2nd Grade

Alexandra Magnani

Romi Kumar

Brittany Vandermoon

Sarah Whiteside

2nd grade

2nd grade

2nd grade

2nd grade

amagnani@lwsd.org

rkumar@lwsd.org

bvandermoon@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

Andi Strawn

4th grade

4th grade

4th grade

4th grade

ybang@lwsd.org

ecross-clark@lwsd.org

aholzer@lwsd.org

astrawn@lwsd.org

5th Grade

Jack Malte

Evelyn Matlock

John Turnbull

5th grade

5th grade

5th grade

jmalte@lwsd.org

ematlock@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

Extended Day

Juliana Hernandez

Instructional Assistant

jhernandez@lwsd.org

Interventionists

Carrie Goodrich	ML teacher	cagoodrich@lwsd.org
Noushin Razaghi	ML teacher	nrazaghi@lwsd.org
Carolyn Christ	Safety Net	ccchrist@lwsd.org
Dauri Kreidel-Reimer	Safety Net	dkreidel-reimer@lwsd.org
Kat Bechtel Hall	Safety Net	kbechtelhall@lwsd.org
Amanda Hall	Special Ed.	amhall@lwsd.org
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Andrew Bennett	Special Ed.	abennett@lwsd.org
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Brenda Yin	Counselor	byin@lwsd.org
Peder Brakke	Part Time Counselor	pbrakke@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
Emilee Ronbeck	Para Educator	eronbeck@lwsd.org
Olga Druta	Para Educator	odruta@lwsd.org
Martin Jessett	Para Educator	mjessett@lwsd.org
Susan Viola	Para Educator	sviola@lwsd.org
Mary Ahrensfield	Para Educator	mahrensfield@lwsd.org
Muge Eren	Instructional Assistant	meren@lwsd.org
Jennifer Tanner	Instructional Assistant	jetanner@lwsd.org
Meighan Toungeate	Instructional Assistant/Cashier	mtoungeate@lwsd.org
Cathy Tsai	Instructional Assistant	htsai@lwsd.org
Srividya Vedula	Instructional Assistant	svedula@lwsd.org

Preschool Staff

Jessica Soltani	Special Education Teacher	jsoltani@lwsd.org
Leslie Andrews	AM Head Start Lead Teacher	landrews@lwsd.org
Maryam Dehbeh	Head Start Lead Teacher	mdehbeh@lwsd.org
Maria Dempsey	Head Start Assist. Lead	mdempsey@lwsd.org
Parul Purohit	Head Start Assist. Lead	ppurohit@lwsd.org
Laura Farnum	Head Start FSS	lfarnum@lwsd.org
TBD	Coordinator	
Francesca Strickland-Anderson	Head Start Para Educator	fstricklandanderson@lwsd.org
Heather Bornemeier	Ready Start Special Ed Teacher	hebornemeier@lwsd.org
Sierra Burnham	Ready Start Special Ed Teacher	siburnham@lwsd.org
Gabrielle Wheeler	Lead Teacher	gwheeler@lwsd.org
Noriko Tabion	Lead Teacher	ntabion@lwsd.org
Kamaljeet Sran	Para Educator	ksran@lwsd.org
Hannah Bornemeier	Para Educator	hbornemeier@lwsd.org
Gilda Gonzales	Para Educator	ggonzales@lwsd.org



BELL PTSA

Parent Teacher Student Association

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

WHAT DOES THE BELL PTSA DO?

Educational Enrichment

We enrich the student experience through:

- after school enrichment classes
- school musical
- school assemblies
- field trips
- science events

Community Connection

We build community with events:

- Kindergarten Playdates
- Back to School Night
- Harvest Party / Trunk or Treat
- Movie Nights, STEAM Night, Multicultural Night
- Spring Celebration Party

Giving Back

We give back and support our school through:

- teacher and staff grants
- student scholarships
- pantry packs
- holiday gift drive
- staff appreciation events
- advocacy at the local, regional and state level

WELCOME BACK TO SCHOOL!

Welcome back, bulldogs!

We are so excited to start another year together.

There are lots of ways to support the Bell PTSA, choose what works for you!

STAY CONNECTED



Website



Instagram



Facebook



WhatsApp

HOW TO GET INVOLVED



JOIN

Your membership supports our students and gives YOU a voice in PTSA decisions.

No volunteer commitment required!

JOIN TODAY!



VOLUNTEER

Our PTSA is 100% volunteer-run. Share your time, talents, or ideas with our community.

GET INVOLVED!



DONATE

Your gift helps fund programs, events, and resources for Bell students and families.

GIVE TODAY!



JOIN, VOLUNTEER & DONATE AT www.agbellptsa.org





Help Us Connect Our School Community



Our PTSA is looking for cultural liaisons who can help translate communications into languages such as **Russian, Spanish, Chinese, Portuguese**, and more, and help us understand any specific needs within their community.



If you're interested in helping in this capacity, please contact the DEI@AGBELLPTSA.ORG

MARK YOUR CALENDAR



2026-27 PTSA & SCHOOL EVENTS

**HERE ARE SOME EXCITING THINGS
WE HAVE PLANNED THIS YEAR!**

Stay in the loop!
**Follow AG Bell PTSA on social media and
become a member for our newsletter
with the latest events, dates, and times.**

September

17 - Back to School Ice Cream Social & PTSA Community Meeting
21 - Picture Day

October

5-9 - Walk & Roll to School Week
9 - Glow Run
20 - Vision / Hearing Screen
27 - Picture Retakes
30 - Harvest Party

November

12 - PTSA Community Meeting
19 - S.T.E.A.M. Night
Holiday Gift Drive

December

Holiday Gift Drive

January

21 - PTSA Community Meeting
22 - Movie Night
25-29 - Book Fair

February

4 - Multicultural Night

March

5 - Movie Night
18 - PTSA Community Meeting
26 & 27 - *Peter Pan* School Musical

April

2 - Spring Picture Day

May

3-7 - Staff Appreciation Week
21 - Spring Celebration

June

3 - PTSA Community Meeting
4 - Egg Drop
16 - Last day of School



INTERESTED IN VOLUNTEERING FOR AN EVENT?
www.agbellptsa.org/volunteer





BELL PTSA

FUNDRAISING & MEMBERSHIP

WE CAN DO MORE TOGETHER!

BELL PTSA MEMBERSHIP

Join or renew your membership for 2026-27!

Family Membership: \$23
Individual Membership: \$15
Teachers / Staff: \$13

Membership is open to anyone in the Bell community (parents, teachers, grandparents, relatives, friends).

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

www.agbellptsa.org/membership

**JOIN THE PTSA
TODAY!**



Scan to join!

Your membership supports our work, gives you a voice for students, and lets you vote at PTSA meetings.

No meeting or volunteer commitment required.

BENEFITS OF MEMBERSHIP

EARLY REGISTRATION FOR ENRICHMENT CLASSES

PTSA Members can register Enrichment Classes one day early.

ONLINE DIRECTORY

Bell PTSA members gain access to our online student directory, making it easy to connect with other families.

BULLDOG BLAST NEWSLETTER

Bell PTSA members receive our monthly newsletter with updates from the school.

DISCOUNTS FOR MEMBERS

When you become a member of Bell PTSA, you also become a Washington State PTA and National PTA member.

- National PTA offers exclusive discounts including UberTeen, The Childrens Place, and more!
- Washington State PTA offers exclusive discounts as well, including Great Wolf Lodge, FedEx, Avis car rentals, and others!

LEARN MORE: www.agbellptsa.org

INSTAGRAM OR FACEBOOK





BELL PTSA

FUNDRAISING & MEMBERSHIP

WE CAN DO MORE TOGETHER!

BELL PTSA FUNDRAISING

MAKE A DIRECT DONATION:

www.agbellptsa.org/donate



Ask your company about Matching Gifts!

Bell PTSA Donations Provide

Field trips
Assemblies
Parent Education
S.T.E.A.M. Events

Educational Enrichment

Teacher & Staff Grants

Classroom
Supplies
Teaching Tools
Playground
Equipment
Books

Pantry Packs
Scholarship
Emergency Supplies

Community Support

Community Connection

Kindergarten Playdate
Harvest Party
Back to School Night
Spring Celebration
Egg Drop
Walk to School Week
Multicultural Night

THANK YOU FOR YOUR SUPPORT!

100% OF THE WORK WE
DO IS FUNDED BY
DONATIONS.

Be on the lookout for more
information on our fundraiser
and Glow Run coming in
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

LEARN MORE: www.agbellptsa.org

INSTAGRAM OR FACEBOOK



Daily Schedule

8:35 a.m. First Bell - All students should be in their classroom lines

8:40 a.m. School Begins

10:00-10:15 a.m. Recess for K, 1, and 3

10:55-11:45 a.m. Recess/Lunch for 2/5

11:30-12:20 p.m. Recess/Lunch for K/4

12:05-12:55 p.m. Recess/Lunch for 1/3

1:50-2:05 p.m. Recess for 2, 4, and 5

3:15 p.m. School Ends (Mon, Tues, Thurs. Fri.)

1:45 p.m. School Ends (All Wednesdays)

Academic Expectations

At Bell, we believe every student has a right to be challenged at his/her academic level. 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.

Bell's Birthday Guidance and Procedures

Students who celebrate their birthday **will be honored** at school with a special classroom recognition determined by the classroom teacher. This might include a special read aloud, birthday chant/song, or community circle recognition.

We will no longer be celebrating student birthdays with outside food or treats.

Here is our WHY:

- Not all students are able to bring treats or goody bags to share with their class. This is not equitable.
- Not all students are able to participate in eating treats due to allergies. This is not equitable or safe.
- Not all students are able to participate in the celebration for religious and cultural reasons. This is not equitable.

This also applies to other celebrations. No outside treats can be brought in by families unless requested by the teacher for a special class event.

Additionally, birthday invitations should not be passed out during school unless students are planning to invite the entire class.

We understand that this may come as a disappointment to some. We, as adults, have our own memories and expectations of certain traditions at school. We have the opportunity to change our practice to be more inclusive and to center the child, making the day about them, without making it about food or trinkets for others. We will continue to evaluate our practices and look forward to growing in our inclusive practices with our Bell families.

Thank you for learning and growing with us. For more information on the why behind this decision please read below.

At AG Bell Elementary we are guided by our Mission and Vision:

Mission: AG 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, confident, and motivated learners.

As we continue to strive for this goal, we are also looking inward at our own definitions of equity and forming our collective identity as a school that truly embraces diversity and celebrates each student for who they are and who they wish to become. We are focusing our efforts on increasing *student sense of belonging* here at Bell Elementary. We want each and every student to feel respected, celebrated and valued.

This has led to a thoughtful discussion as a staff around how we honor students on their birthdays. We want students to feel celebrated on their special day. We want to join in the joy that they feel on their birthday. We also recognize that every family has their own traditions and customs for celebrating this day as well.

Behavior Expectations

This section is dedicated to expectations and policies regarding student behavior at Bell Elementary. 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 all wrap around the B.A.R.K. acronym, 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 for individual students 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 following the expectations and students will get to pick a prize from the prize box, have lunch with a teacher of their choice, do the morning announcements, or pick our Friday song.

Lastly, 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 each month, we will have a whole school celebration where students will earn certificates for excelling at the attribute.

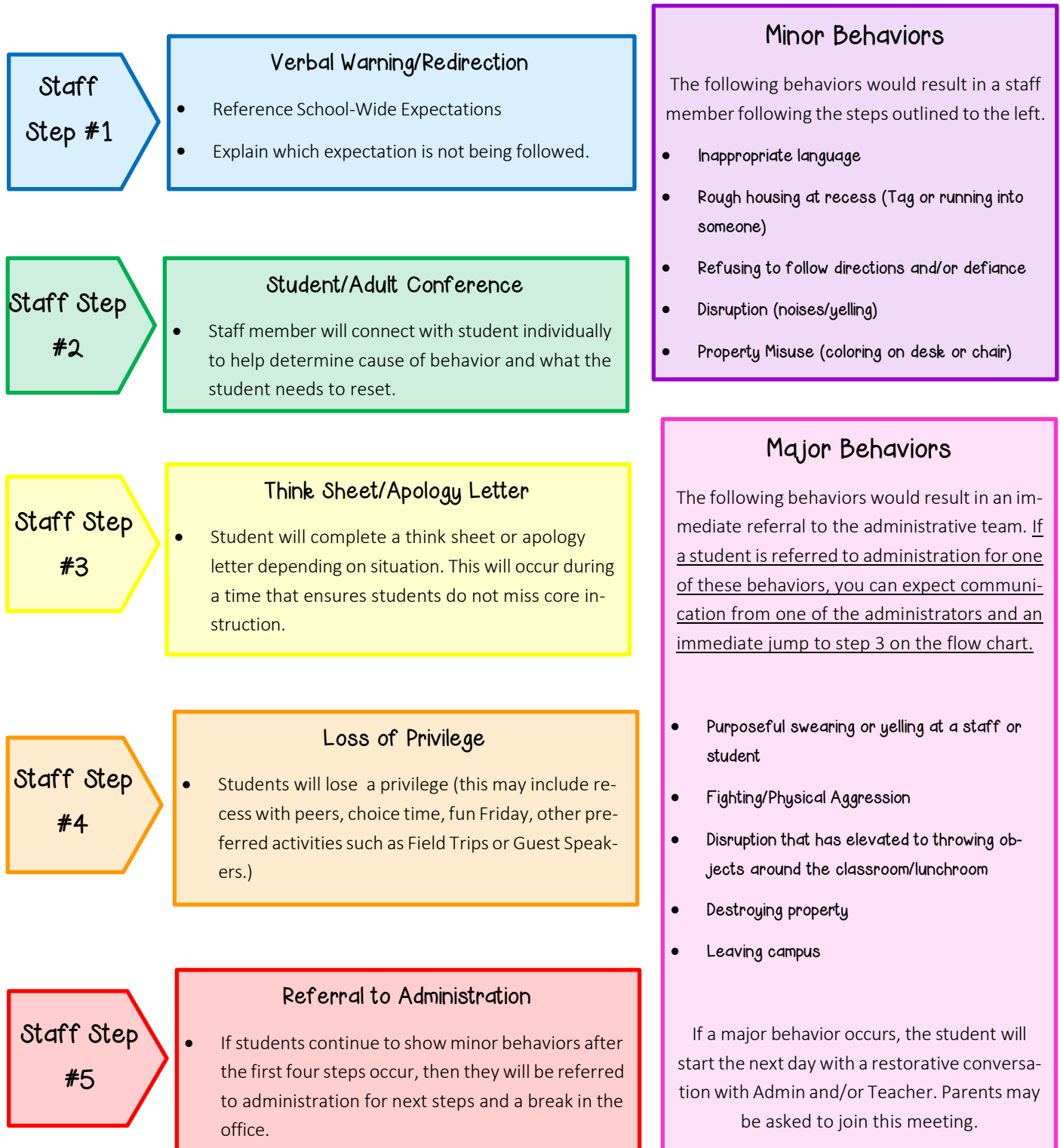
In the back of this packet, you will find a "parent review notice" that indicates that you have received copies of our school policies and have reviewed them with your student. **This is form is sent home with each student on the first day of school. Please review the handbook with your student, sign 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
How Bulldogs BARK at Bell	• Follows School Rules • Organizes their workspace	• Accept others for who they are • Looks for the good in everyone	• A problem solver • Puts effort into work • Shows pride in taking care of the building • Follows directions	• Is kind and thoughtful of others • Be a friend when someone needs it • Use proper manners by saying "Please" and "thank you"
Assembly	• Pockets on the floor always • Hands are to yourself • Keep aisle clear	• Clap for those who perform • Keep an open mind toward the content of the assembly	• 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	• Always keeping pockets on the floor • Remind your friends kindly to listen • Raise your hand
Bathroom	• Water stays in the sink • Gently open/Close stall doors • Walk to the bathroom	• Give others privacy • Wait patiently	• 1 pump, 20 secs, 2 paper towels • Make sure to do your business in the appropriate toilet or urinal • Unlocking stall doors when leaving • One person per stall	• Level 0 Voice • Paper towels in the garbage • 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	• 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	• 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	• Say hello, goodbye, and thank you to your bus driver • Use kind and respectful words with one another
Hallway	• Hands to side • Walking feet on the floor • Stay with your class	• Patiently wait for others	• 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	• Stay in your seat • Eat your own food • Walk out to recess • Use your hands to open the doors out to recess	• Include others in conversation • Respect others food choices	• 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	• 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 or on the school [website](#). 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.

During arrival and dismissal, students **MUST** walk their bicycles, skateboards, etc. until they are off campus or until they have reached the appropriate bike rack to ensure the safety of all of our students. Our sidewalks and blacktop areas become very crowded during these times, and walking helps keep everyone safe.



Bus Riders

A bus service is provided for students living 1 mile 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.

Personal Electronic Devices (including Cell Phones and Smart Watches)

Students may bring personal electronic devices such as cell phones and smart watches to school; however, these devices must remain **off and put away in students' backpacks** during the instructional day, including in hallways, restrooms, and at recess. Smart watches may only be used to check the time during the school day and not for calls, messaging, internet access, or other technological functions. If a student uses a personal device during the school day without permission, the following steps will be taken:

- **First Offense:** The device will be collected and returned to the student at the end of the school day with a reminder of the policy.
- **Second Offense:** The device will be collected and must be picked up by a parent or guardian.
- **Repeated Offenses:** The student may lose the privilege of bringing personal electronic devices to school, and further disciplinary actions may be taken in accordance with the Student Code of Conduct.

The school is not responsible for lost, stolen, or damaged personal devices.

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.

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 below for more information.

Communication

Communication between school and parents is vital. We use Parent Square to send out newsletters, important updates, forms, notes, and more. Create your account at www.parentsquare.com to stay up to date with what's happening at Bell.

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: parent square messages, class newsletters, phone calls, etc.) If you ever have any questions, please reach out to your child's teacher.
3. Parent School Newsletter - Bell Administration sends out a bimonthly newsletter 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 in advance so they can make sure your child is ready to leave at the appropriate time. Upon arrival, ring the doorbell at the front entrance of the school and come in the front office 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 want 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 the location you are going to.

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

If you have concerns about your student's academic, social, emotional, or behavioral development, please start by reaching out to their classroom teacher. These concerns, along with any outside diagnoses, can also be brought to our school's Guidance Team.

The Guidance Team is a collaborative group that meets weekly to review individual student needs and to recommend interventions and supports that can help students thrive. Team members include Special Education teachers, Safety Net teachers, ELL teachers, our Speech-Language Pathologist (SLP), school psychologist, counselor, nurse, and an administrator.

In addition to the Guidance Team, Bell Elementary has a Multi-Tiered System of Supports (MTSS) Team. This team can meet to discuss targeted interventions and support plans. If you are seeking additional support for your student, connecting with our Instructional Coach (Angie Sego – asego@lwsd.org) who oversees this team is a great first step.

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 who will become ill, we will take their temperature, give time to rest, and follow the 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 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 medical reasons or if they 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 Rylee Brookhart (associate principal).

Lunch Information

During the 2026-27 school year, Bell Elementary will provide all students with one free breakfast and lunch each school day, through Meals for Washington Students. In order to assure we can keep this program next school year; we still need to collect applications for meal benefits from families who believe they qualify for benefits. You may review the income guidelines using the following link: [Income Guidelines 2026-27](#). Eligibility for free or reduce price meals is based on your family's income level and number of family members in your home.

If you believe, your family is eligible and have not yet filled out an application for the current school year, please take the time to complete an application at [Breakfast & Lunch Menus - Lake Washington School District](#).

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. We also have an additional counselor onsite once a week named Peder Brakke. 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 and 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

During arrival and dismissal, if students arrive by car, please follow the drive loop and only drop off and pick up in the designated loading zone near the front of the school. Please do not park or leave your car in the car loop as this can cause congestion and confusion in the loop. In the afternoon, numbered cones will be out to assist with loading of students. We ask that students load and unload on the passenger side of the vehicle, so they do not have to cross in front of cars. In the mornings, students will wait in the assigned teacher line until they arrive to pick them up after the first bell rings at 8:35 AM.

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. 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.

The district's policy on head lice has changed. Please view the website here for more information on this: <https://www.lwsd.org/services/health-services/lice>.

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 8:25 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 3:15pm 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 an occasional vacation and/or circumstance that takes 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 because of vacation scheduled during school time.

Volunteer Policy

If you plan on volunteering in your student's classroom or on a field trip 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.

Student Handbook and Behavior Expectations Review

After reviewing the Bell and LWSD policies with your child(ren) please fill out the Parent/Student Review page below.

If you would like a paper copy of the handbook, please contact your child's teacher or our school registrar, Erika Langley at elangley@lwsd.org.



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