

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



No Excuses at Naches Trail Home of the Trail Blazers We are College Bound!

**Naches Trail Family Handbook
2019-2020**

Mission Statement

Naches Trail is committed, and has the responsibility, to ensure that all students will meet and exceed standards and be prepared for post-secondary plans.

Expectations: We are obsessed with the academic achievement of every student.

Collaboration: We will work together respectfully and effectively to neutralize challenges.

Relationships: We will treat every person as a person of value.

Partnerships: We will develop positive partnerships throughout our community.

Hope: We believe in all of our students; no limits, no excuses.

15305 Waller Road
Tacoma, WA 98446

Kay Gallo, Principal
Holly Knowles, Assistant Principal

Reach out to us!

Call us at: 253-683-8700

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

Add us on Facebook at: <https://www.facebook.com/nachestrail/>

Naches Trail “No Excuses” Philosophy:

No Excuses! At Naches Trail Elementary we educate every child so that they are prepared to go to college, if they choose.

What does this mean for my child? Each child is held to an extremely high standard of academic and behavioral performance. Students and parents will have clear and direct communication about these expectations at the beginning of the school year and throughout the year. To show our college spirit, each class selects a college to represent. On Mondays, students can wear a shirt from that college or the colors of that college. Additionally, each classroom has a “college cheer” that students recite at the beginning of each day. Finally, students recite the Trailblazer Pledge at the beginning of the school day.

What does this mean for parents? Parents are the most critical indicator of success for students. We NEED your active participation and your support! Make sure your child is at school each day, ready to learn. You can expect to hear from your child’s teacher directly. Tell the teacher how best to contact you (phone note, text, email). Each day, ask your what they learned in school. Do NOT accept “I don’t know” or “Nothing!” Also, ask your child about which college they will attend. What will they study? What is the plan for their future? These small moments and conversations add up over time into a powerful message for your child’s path to college and beyond. Remember, you are your child’s first teacher and we are proud to work with you for your child’s success.

School Office Information

Naches Trail Elementary office hours are 8:00 a.m. to 4:00 p.m. If you would like to contact a member of our staff outside of these hours, please call the school at 253-683-8700 and leave a message for that person on the office answering machine.

Students will not be allowed to change their normal end-of-day routine without a note or phone call from the parent or guardian before 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 the 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. Each teacher will ask you how best to contact you. Please let him/her know.

Important Phone Numbers

Main Office	253-683-8700
Health Room	253-683-8793
Attendance	253-683-8793
Cafeteria	253-683-8794
Transportation	253-683-5900

Office Staff

Becki Throop - Secretary. Mrs. Throop 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 Ms. Knowles.

Teresa Rodrick - Registrar. Mrs. Rodrick is the first point of contact for the front office. She is in charge of student records. She enrolls/withdraws students.

Christine Kelly - Health/Attendance Clerk. Mrs. Kelley helps students when they are ill or have minor injuries. She is also the person you would contact with attendance questions.

Anita Thomas - Social Worker. Mrs. Thomas supports the social and emotional needs of the students at Naches Trail. She supports families by connecting them to resources in 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. She works with students in small groups or individually for a variety of reasons related to their social emotional growth.

Systems of Positive Supports

Introduction

Naches Trail subscribes to a 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. We will do this by using data to drive our decision making. 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

Naches Trail Trailblazers are Responsible, Respectful, and Ready to Learn!

- Responsible by taking ownership over all actions, both positive and negative
- Respectful to all by our words and actions
- Ready to learn by entering school with an open mind to understand new concepts

Common Area Expectations

The following expectations are to serve as a guide for all staff members and students.

Noise Levels

Level 0: Silence

Level 1: Whisper (Only one person can hear you)

Level 2: Normal conversation voice

Level 3: Presentation voice

Level 4: Playground voice

Assembly Expectations: Classrooms will enter assembly area at a level 1 and sit in their assigned areas. Students will sit on the floor. Students will track the speaker, take part when asked, and listen attentively, Students will use good manners at all times and will refrain yelling.

Bathrooms Expectations: Children will use the bathroom quietly, flush the toilet, wash their hands, and clean up their mess.

Bus Expectations: Teachers will walk with their students to the bus/car pick up areas. When exiting the building to line up for the bus, students must always walk. Students must line up respectfully when waiting to board the bus and use a quiet voice while riding the bus.

On the bus, students will:

1. Obey the driver and assistant.
2. Use a 1 voice level and appropriate conversation topics.
3. Keep your body and possessions to yourself.
4. Stay seated and keep hands and feet out of the aisle
5. Refrain from putting any body parts outside of the window (which should only be down 2 notches maximum).
6. Loading and unloading procedures:
 - a. Cross the road in front of the bus, never behind.
 - b. Keep hands and feet to self at all times. Pushing, shoving or crowding while loading is disrespectful.
 - c. Be on time, the bus cannot wait.
 - d. Leave the bus only at school or your regular stop. Follow authorized procedures for exceptions.
7. Prohibited items: sharp objects, weapons, skateboards, any breakable and/or aerosol containers, live animals (guide dogs ok). Laser pointers are considered weapons. Some musical instruments, which take up a full seat, will need to be picked up by the student's parent. No balloons.
8. No eating or drinking or chewing gum on the bus.
9. Athletic equipment must be contained in a closed bag.
10. Driver has the right to assign seats.

**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.*

Cafeteria Expectations: Children will enter the cafeteria quietly from the gym entrance. They will wait in line at a level 0. All students will memorize their lunch number within the first month of school in order to ensure that the line moves quickly. Students will pick up their tray, milk, utensils, and choose at least 2 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 not to exceed 2 (casual conversation) while eating. At a signal from the lunch supervisor, students will be excused to dump their trays. Each student is responsible for keeping their table and surrounding floor area clean. Students will use good manners and engage in respectful conversation. Students may not touch food other than their own. **No sharing is allowed. Due to severe allergies, the peanut table is reserved for students with peanut allergies.** Should there be an overcrowded situation in the cafeteria, students may be asked to sit in an alternative location. **Students may line up for recess or to return to class only when an adult dismisses them and must be supervised at all times.** The lunchroom supervisor or teacher may enforce a 0 level if the noise or behavior is unacceptable. If children are assigned to clean an area, they must be instructed in the proper use of materials and supervised carefully. If children ask to miss recess to help clean the cafeteria, this must be pre-arranged with the teacher.

Classroom Expectations: We all work to advance the social and academic learning of our students. We believe that students must contribute 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. The overarching expectations for classroom behavior are as follows:

1. Wait for permission to speak
2. Follow Directions the first time
3. Be on task and complete work with your best effort
4. Keep hands, feet, and objects to yourself
5. Take care of all materials
6. Treat others the way you want to be treated

Hallway Expectations: Children are to walk silently on the right side of the hallway in single file, on the second row of tiles, with space between them and the person in front of them. Children will always stop at intersections. Children should not touch anything on the walls. If another class needs to pass, they should pass to the left. When children are transitioning to the bathrooms or other classrooms alone or in small groups, the same expectation applies. The teacher should walk in the middle or at the back of the line in order to supervise all students.

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. They will not kick any balls except footballs and soccer balls, and only kicked on the field. Students will keep their hands and feet to themselves and use playground equipment appropriately. When the whistle is blown, or the bell rings, all play must stop and whoever is holding the equipment will immediately put it away. No food or drink is allowed on the playground except on popcorn days. Only authorized adults are allowed to be on the playground with students at any time.

Specific Behavior Expectations

- Use 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, that student is expected to walk away from the situation and get adult help. Hitting back is not acceptable and will result in consequences for that student.
- **Toys of any kind are not allowed at school.** This includes trading cards (i.e. Pokemon), electric devices, scooters, roller blades, skates, or skateboards.
- Electronic devices such as cell phones, cd/dvd players, hand-held video games, mp3 players, cameras, etc. are not allowed out of a backpack. No calls, text messages, or pictures are allowed to be made on a cell phone (or watch) while a student is at school. Bus drivers will occasionally allow students to use a device while riding on the bus. 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. If a parent needs to contact their student during the school day, they should contact the main office phone. Naches Trail is not responsible for the loss or damage of any of the above items if a student brings them to school.

Dress Code:

Clothing items **appropriate** for school include:

- Jeans
- Sweatshirts
- T-shirts
- Long pants
- Dresses
- Skirts and shorts that are finger-tip in length
- Blouses
- Sweaters
- Dress shirts
- Hats may be worn to school, but must be removed in the building.
- Shoes should be sturdy and enable students to participate in physical education. If your child wears heels or boots, please be sure to send another pair of shoes so that they can fully participate in Physical Education (PE) and recess.

Dress and appearance that cause disruption of the educational process or present health or safety concerns will not be permitted. Some examples that are **inappropriate** for school include:

- Tops or bottoms that inadequately cover students while participating in school activities
- Bandanas, chains hanging from pants, sagging pants, pajamas, unsafe jewelry
- Clothing with inappropriate language, offensive slogans or symbols, suggestive designs
- Clothing items showing alcohol, tobacco, or illegal drug messages
- Shoes that are “cleated” or that have “wheels”. (No flip flops).
- Other clothing items that may cause disruption to the educational environment

If a student wears an inappropriate clothing item parents will be contacted and he/she will be asked to turn it inside out or put on donated clean clothing from the health room. Hats that cause a problem at school will be confiscated and a parent may pick it up at a later time and keep it at home.

PROGRESSIVE DISCIPLINE MATRIX

We are excited to start a new school year with you and your student(s). 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 and consequences. Staff will invest time at the beginning of the school year teaching your child the expectations for conduct. Although we emphasize a proactive approach to discipline, we also believe that teachers need access to immediate and meaningful consequences. Students who fail to choose to conduct themselves appropriately may be assigned processing, lunch and/or recess detention, after-school detention, in-school detention, and out-of-school suspension. Discipline is as follows:

Proximity/Non-verbal -- Moving toward a student or standing close to them to silently communicate the message that he or she needs to get on task or stop the undesired behavior.

Verbal Warning -- Telling the student they need to get back on task or to stop the undesired behavior.

<p>TURN AROUND A 10-minute time out in classroom or buddy room to completed Turn-Around Form</p> <p>Examples: <ul style="list-style-type: none"> *Disrupting learning *Bothering neighbor *Out of seat behavior *Inappropriate talk outs *Failure to comply with a directive *Failure to comply with a signal *Inappropriate classroom entrance </p>	<p>LUNCH/RECESS DETENTION 20 minutes in detention room</p> <p>Examples: <ul style="list-style-type: none"> *Profanity *Specialist time infraction *Recess disturbance *Hallway disturbance *Unprepared for class (materials) *Lunch room disturbance *Failure to follow electronic expectations *Cumulative Turn Arouns - after two times in a week, the third Turn Around will include a lunch or recess detention. *Negative report from substitute </p> <p>Parents will be contacted by teacher issuing the detention.</p>
<p>AFTER SCHOOL DETENTION 45 minutes after school on Tuesday or Thursday</p> <p>Examples: <ul style="list-style-type: none"> *Cumulative classroom disruptions *Repeated non-compliance *Cumulative lunch detentions - after 2nd/3rd, include after-school detention *Cumulative minor rule violations - after 2nd/3rd, include after-school detention *Repeated failure to complete work </p> <p>Parent communication will be made by the teacher or school administrator prior to serving the detention. Parents are responsible for picking up their students by 4:30 p.m.</p>	<p>OFFICE REFERRAL Significant behavior that warrants admin support which may result in in-school suspension or out-of-school suspension (Administrator will contact parents) We will provide school work to be completed along with a plan for improvement</p> <p>Examples: <ul style="list-style-type: none"> *Profane language toward staff *Violence or threats of violence/fighting *Significant cumulative violations *Blatant non-compliance/insubordination *Sexual harassment *Racial harassment *Gang issues *Drug issues *Public display of affection *Weapons *Theft *Vandalism/property damage </p>

Attendance Policies and Procedures

Regular attendance is important for students' social emotional and academic success. Per Washington State, if your student misses 3.25 hours or more of the school day they are considered absent for the entire day. Every child will sign an attendance contract for the 2019-2020 school year.

School Hours: 8:55 a.m. arrival for breakfast/student supervision
9:10 a.m. first bell
9:15 a.m. school begins (tardy bell)
3:45 p.m. school ends

Late Starts: 11:10 a.m. First bell (No Breakfast Served)
11:15 a.m. school begins

Early Release Days 11:50 a.m. school ends

To report an absence you can do one of these:

***Call attendance office at 253-683-8793**

***Email Christine Kelley at ckelley@bethelsd.org**

***Send a note to school when your child returns**

***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:

The following 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.

*1 unexcused absence - phone call to parent to excuse absence. Parents have 3 days to respond with a note or phone call.

*3 unexcused absences - conference letter mailed home. If no one shows for conference, absences will remain unexcused.

*7th unexcused absence in 1 month - a Stay Truancy Petition may be filed with the Pierce County Prosecutor's office.

*10th unexcused absence - A truancy petition will be filed with the Pierce County Prosecutor's office. Family will be referred to school truancy board.

*5th excused absence in 1 month - conference scheduled with Principal or Social Worker. If no parent/guardian attends the conference, doctor's notes may be required for future absences.

*10th excused absence in a year - conference scheduled with Principal or Social Worker. If no parent/guardian attends the conference, doctor's notes may be required for future absences.

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 you to be on time to school each day. If you are late, go immediately to the health room to receive an admit slip. If a student is late to class, he/she is required to make up all work missed. The only excused reasons for tardies are doctor and dental appointments or family emergencies. Tardies due to oversleeping and/or missing the bus will not be excused.

Leaving During School Hours

Parents requesting to pick up their child prior to the end of each day will be required to sign their child out from the office and present picture identification. The child 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. *Please notify the office by 3:15 if you would like to any changes to how your child goes home.* **We will no longer take children off the bus once the buses have been loaded.**

Student Drop Off and Pick Up

WE HIGHLY ENCOURAGE STUDENTS TO RIDE THE BUS. OUR PARKING LOT AND STREET TRAFFIC BECOME OVERWHELMED WITH VEHICLES. **PLAN FOR LONG DELAYS ENTERING AND EXITING THE SCHOOL GROUNDS.**

Kindergarten drop off in the AM:

If you have a kindergartner, enter the school through the **ENTRANCE** gate. Park your car and walk your student to the kindergarten playground using crosswalks and sidewalks. You may stay with your student until the bell rings. Safely return to your vehicle, drive through the parking lot and leave through the gate clearly marked **EXIT**.

DO NOT drive or park in the Southeast parking lot near the Kindergarten playground. It is clearly marked "NO VEHICLE ACCESS".

DO NOT DRIVE OUT OF THE ENTRANCE GATE OR THE BUS LANE.

Kindergarten pick up in the PM:

If you have a kindergartner, enter the school through the **ENTRANCE** gate. Park your car outside the school fence or in the visitor parking lot and walk to the kindergarten playground using crosswalks and sidewalks. Bring the pick-up placard with your student's name each day. **If you do not have a pick- up placard, one will be assigned to you by office staff for the remainder of the year.** Safely return to your vehicle, drive through the parking lot and leave through the gate clearly marked **EXIT**.

DO NOT drive or park in the Southeast parking lot near the Kindergarten playground. It is clearly marked "NO VEHICLE ACCESS".

DO NOT DRIVE OUT OF THE ENTRANCE GATE OR THE BUS LANE.

1st to 5th grade drop off in the AM:

Choice 1: Enter the school through the gate marked **ENTRANCE**.

DO NOT drive or park in the Southeast parking lot near the Kindergarten playground. It is clearly marked "NO VEHICLE ACCESS".

Drive into the main parking lot and line up your vehicle in one of the 2 car lanes. The first vehicles should stop at the designated area. Wait until you are closest to the staff crossing guard before letting your student out of the vehicle. Leave through the gate clearly marked **EXIT**.

Choice 2: Park your vehicle outside the school fence or in the visitor parking lot.

DO NOT drive or park in the Southeast parking lot near the Kindergarten playground. It is clearly marked "NO VEHICLE ACCESS".

Walk with your student on sidewalks and crosswalks to the school building. Safely return to your vehicle and leave through the gate clearly marked **EXIT**.

1st to 5th grade pick up in the PM:

Choice 1: Enter the school through the gate marked **ENTRANCE**.

DO NOT drive or park in the Southeast parking lot near the Kindergarten playground. It is clearly marked "NO VEHICLE ACCESS".

Drive into the main parking lot and line up your vehicle in one of the 2 car lanes. The first vehicles should stop at the crosswalk. Make sure your pick- up placard with your student's name is clearly visible on the dashboard of your vehicle. **If you do not have a student pick-up card, one will be assigned to you by office staff for the remainder of the year.** Pull forward to the adult crossing guard. Your student will be sent to your vehicle. Leave through the gate clearly marked **EXIT**.

Choice 2: Park your vehicle outside the school fence or in the visitor parking lot. **DO NOT drive or park in the Southeast parking lot near the Kindergarten playground. It is clearly marked "NO VEHICLE ACCESS".**

Walk to the flagpole area at the front of the school with your pick- up placard. Wait to show your pick- up placard to the staff members before leaving with your student. **If you do not have a pick- up placard, one will be assigned to you by office staff for the remainder of the year.** Safely walk with your student to your vehicle and leave through the gate clearly marked **EXIT**.

If there are changes to the end-of-day arrangements for your student, please call the office no later than 3:15 p.m. This provides office staff the necessary time to convey the message to your student.

Students will not be pulled off the bus if the end-of-day arrangements were not made by either a phone call to the office by 3:15 p.m. or a note sent to school with your student. No exceptions.

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 child knows what to do and where to go in advance.

Please make sure your child's enrollment form stays current with emergency names and phone numbers.

Building Policies and Procedures

Reminder Regarding Enhanced Security Systems

During school hours, all school doors will remain locked and access will only be available through the main entrances. 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. Please have photo identification on you so that we can quickly process your access into the building.

Volunteers and Visitors

Parents are encouraged to become active participants at school. Please speak to the teacher before starting to volunteer. 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 preschool-aged siblings when you are volunteering. Your approved volunteer application is good for one year.

Family Access

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 Family Access. This information can also be found online at the school district website.

In Family Access you may view your child's grades, submit absence notifications, discipline and more.

Family Access also has links to:

- Athletic Handbook and necessary forms to play sports (Middle Schools and High Schools)
- Application for Meals
- Bethel Rec
- District Assessment
- Elementary Common Core Standards
- PayPams to pay for school meals
- Pay Student Fees
- Register to Vote

To obtain your Family Access login and password, stop by or 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.

School Breakfast and Lunch

Naches Trail Elementary operates a breakfast and lunch program as part of our educational program. You may purchase lunch and breakfast credits for whatever number of days you prefer. You may also pay online via the Department's link to the Child Nutrition webpage from the district webpage listed below. The price of breakfast and lunch includes milk. Students who bring their lunch may purchase milk. Breakfast is served from 8:55-9:05 a.m. daily. Menus are sent home monthly. You may view them on our website (click on the Child Nutrition link) at <http://www.bethelsd.org>.

Breakfast

Free - with approved meal application
Reduced price - no charge
Elementary student price - \$1.75
Secondary student price - \$1.90
Adult price - \$2.75

Breakfast and lunch charges are subject to change

Lunch

Free - with approved meal application
Reduced price (K-3) - no charge
Reduced price (4-12) - \$.40
Regular Price (Elementary Level) - \$2.75
Regular Price (Secondary Level) - \$3.25
Adult price (all schools) - \$4.00
Milk - \$.60

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.
- Potty 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.

- Medication – 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.

Walking to School

In the interest of student safety, we need a permission slip on file if your child (4th or 5th graders only) is allowed to walk to school. The office has a permission form that must be completed and signed by the parent every year.

Riding Bicycles to School

All students who ride bicycles to school must wear approved head protection bicycle helmets. Students in 4th and 5th grades are permitted to ride bicycles to school. The office has a permission form that must be completed and signed by the parent every year. Policy 3243.3

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 is located in the hallway near the cafeteria. We display all items left in lost and found. Unclaimed items are taken to charity on the last school day of each month.

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 or at recess. 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 classroom allergies. Cupcakes or other items of food 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.

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 reason for suspension. Students are expected to immediately report any weapon to any adult at school.

Harrassment/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 or 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 Social Worker, Mrs. Thomas. The Social Worker 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 child is being bullied and you would like to make a report please contact the school directly at 253- 683-8700 or go to the Bethel School District website at www.bethelsd.org. Under the resources tab you will click on the School Safety Center link and follow the instructions.

Firearms:

Bethel School District Policy Number 4210

It is against the law for students to carry any firearm onto school grounds, school transportation or any area with school facilities being used exclusively by public schools. Students that violate the policy will be expelled in accordance with RCW 28A.600.420.