

This handbook is meant to supplement information that is on the North Kitsap School District website or information from your child's teacher. For district policies, please see nkschools.org

Student Arrival and Dismissal

Students should not be dropped off at school before 9:05 am unless for breakfast or a specific class or activity that has been prior arranged. There is no supervision before 9:05 and the school is not responsible for any behaviors or incidents which may arise before that time. If you bring your student before 9:05 you are required to stay with them. M & M childcare (360-394-4089) or Boys and Girls Club in Kingston (360-297-3996) are available before and after school for parents who need to make such arrangements.

Breakfast begins serving at 8:50 am. Students are expected to be in their classroom and ready to start the day at 9:20. If a student arrives after 9:20, he/she must check in at the office so that they are not marked absent, but will be marked tardy.

Parent Drop-off and Pick-up

Parents should use the loop in front of the Preschool/Kindergarten play area for student drop-off and pick-up. This sidewalk ensures that students do not have to cross a fire lane or parking lot in order to get into the building or into your car. (for their safety, students are not allowed to cross the parking area unattended by a parent). For after school pick-up, make sure your child has a note stating you will be picking them up in the parent pick-up area. If your child is not out when you arrive in the pick-up area, please continue to drive around the loop until they arrive so that we can keep the traffic moving and get people on their way as quickly as possible.

Please do not leave your vehicle unattended in any location other than designated parking. If you must leave your vehicle, please park your car in the parking lot.

Bus Transportation

The office will have route lists and they will also be posted on the community bulletin board. If you have transportation questions or concerns, please call the transportation department at 360-396-3099.

Attendance

Please see the attendance form you read and signed at registration and/or online check-in.

Good school attendance is necessary for satisfactory school progress. We encourage you to help your child develop good habits at an early age by being in class and ready to begin promptly at 9:20 am. The North Kitsap School District accepts the following excuses for tardiness or absences:

- Absence caused by illness, health condition, health care appointments or family emergency.
- Prearranged absence when it is approved by the principal. Please request a form from the office.
- Participation in a school approved activity.
- Absence resulting from disciplinary actions or short term suspensions.

If your child is absent, please call 360-396-3700 (24/7) and leave the following message: Child's first and last name, teacher's name and the reason for absence. (We make phone calls regarding student absences as a courtesy to parents, as time allows. It is the parent's responsibility to call or send a note when their child is absent.

Attendance Guidelines

Please note the following guidelines:

1. Not in attendance during the school day (absent).
2. Arrive after 9:30 am or before 10:50 am (tardy am).
3. Arrive/leave from 10:50 am until lunch break (absent am).
4. Arrive after student lunch break and before 2:00pm (absent am – tardy pm).
5. Leave after lunch break (absent pm)
6. Leave after 2:00 pm and before dismissal at the end of the school day (tardy pm).

General Information

School information is emailed to families through Skyward Family Access or School Messenger. Our reader board (down by the highway) is updated regularly to notify parents and the community what is happening at Wolfle. Wolfle and Wolfle PTA both have facebook pages that we encourage parents to follow.

Volunteers

We welcome volunteers! Volunteers contribute to the success of our students. Would you like to volunteer in a classroom or read with students? Perhaps you want to help on field trips or special class activities? We would love to have you as part of the reading program with opportunities to read with our primary children. Maybe you love art and would like to teach it to our students. We have a place for you, whatever your interests are! If you are interested in volunteering, just call the office and we will find the spot for you!

A volunteer form, available at the office and at nkschools.org , needs to be filled out so that the required background check can be completed prior to volunteering. This can take up to two weeks to process. (The background check is good for 2 years). Whenever you come to volunteer, you will check in at the office, sign in at the Raptor kiosk and put on your printed name badge. Remember to sign out at the kiosk when you leave.

Visitors

School district policy requires that all visitors and volunteers sign in at the kiosk at the front desk of the office before going to any part of the building or grounds. Please remember you will need a valid driver's license to do this. Forgotten lunches and homework, etc, may be dropped off at the office to be delivered to your child at a time that does not impact learning. Please be aware that our doors are locked. You must press the call button and show yourself to the camera and the office staff will buzz you in.

Lost and Found

Please label all articles of clothing and personal property, especially jackets and sweatshirts. The lost and found is located just past the entry next to the library. There is a line of hooks in C hall. Unclaimed lost and found items are donated to charities after winter break, spring break and then after school is out for the summer.

Theft and Vandalism

The school is not responsible for loss, damage, theft or vandalism of personal property. We request that students not bring toys, games, cards, money, jewelry, radios, sport equipment, iPads and other electronics. Items that should not be brought to school will be taken away and **returned to the parent** or put in the "June Box" for return on the last day of school. **The school is not responsible in any way for any damage or loss of these items.**

Updated Student Records

Please keep the office informed of any changes in addresses, phone numbers, etc. Since we communicate so much through email, please make sure that we have a current email address for your family. Each spring you will be asked to log in to Skyward to check-in your student for the following year. At this time you will have the opportunity to update important information. You can also log into your Skyward account at any time to update this information. If you plan to move, please inform the office so that we can help your child have a smooth transition.

Field Trips

Field trips are an important educational part of Wolfle. Therefore, when you are asked to accompany your child's class we request siblings do not go along on the trip. Adults will be asked to supervise students and siblings could be a distraction. You will need to have a current volunteer form on file to go on a class field trip.

Meaningful Work

This program gives students the opportunity for positive experiences as a school leader. By contributing to their school environment in a "meaningful" way, students learn through work experience, the rudimentary skills necessary to obtain and keep employment. In addition, this experience allows students the opportunity to increase positive bonds with the school and staff

through positive service learning. Open jobs are posted on a small bulletin board to the right of the counselor's office in C-Hall.

Additional Programs at Wolfle

Title 1/LAP is tutorial assistance in reading, language arts and math through funds provided by state and federal block grants. Trained paraprofessionals work under the direction of a certified teacher who coordinates with the classroom teacher.

Native American Program is a state and federally funded program to provide academic assistance and cultural enrichment to students of Native American ancestry.

Special Education provides assistance to students in reading, writing, math and study skills in both pull out and in class environments.

Intensive Support Program (ISP) is for K-5 students with specific needs outlined in an IEP.

Preschool/Beginning Together is open to 3 and 4 year old children with IEPs and without IEPs. There is a fee for students without IEPs.

Options is a K-8 district signature program. Please see the nksd website for additional information.

OT (Occupational Therapy) helps students in special education maximize their participation in their educational environment.

Counseling Program helps student in times of need and supports our goals for behavior.

Speech helps students who need help with speech and language skills.

Head Start is a federally funded preschool program open to 3-4 year olds. Enrollment is based on income. They are not a nksd program but are through the Olympic ESD in Bremerton.

Wolfle Code of Conduct

1. Come to school ready to learn.
2. Behave in a way that builds a positive learning environment.
3. Use courteous manners. Accept directives and follow directions.
4. Show good sportsmanship.
5. Walk in the building with our hands to ourselves.
6. Respect property.
7. Pass on a kindness each day.

Wolfle Wolves are safe, respectful, responsible and kind!

General School Rules: Wolfle's school rules prohibit:

1. Fighting, play fighting or physical violence.
2. Harassment, intimidation and bullying.
3. Foul or offensive verbal and body language.
4. Disrespect or defiance towards any staff or other person.
5. Disruptive behavior, damage or destruction of property.
6. Unsafe or dangerous behaviors or actions.
7. Engaging in any gang related behavior including dress, gestures, graffiti, language, etc.
8. Possession of weapons.
9. Possession of tobacco products, vaping products, drug and drug paraphernalia and alcohol. This includes “look alike” items being passed off as the real thing or believed by others to be the real thing.
10. Leaving the classroom or school grounds without permission.
11. Chewing gum.

Recess Expectations and Rules

Our school has a variety of play equipment for our students to use at recess and P.E. Therefore, personal toys and sport equipment must be left at home.

Recess is an important social learning time for children, and all children are expected to go outside to recess. Please make sure your child comes to school dressed for our changing weather. We go outside in drizzles and children need to be dressed accordingly. When we must call a “rainy day recess” we have the covered play area for use. All recess areas are under the supervision of paraeducators.

The following are basic playground and recess rules:

1. Respect and listen to playground supervisors.
2. Stay within boundary lines.
3. Do not bring toys or balls from home.
4. Obtain a pass from the playground supervisor before entering the building during recess.
5. Do not climb or sit on fences, backstops and handrails.
6. Do not run or play tag on the equipment or in the chip areas.
7. Do not throw rocks, chips, sticks, pinecones, snowballs, etc.
8. No tackling, hitting, kicking or spitting of any kind. This includes no play fighting.
9. No food or drink.
10. Slides: down only, feet first, on your bottoms, one at a time.
11. Obey the rules of the bars and climbing toys.
12. When the bell rings at the end of recess, quickly put away toys and line up.

Cell Phones

Cell phones are not allowed at school. However, as some families see the need to have communication with their children before or after school, and cell phones are a necessary form of this communication, an exception to this rule may be made. Students may keep a cell phone in their backpack, as long as they do not take it out, turn it on, or use it at school. The school is not responsible in any way for any damage or loss or theft of the phone.

Student Dress Code

A direct relationship exists between dress and behavior. ***The school prohibits any clothing with inappropriate pictures or slogans, including apparel that is dangerous, disrupts learning, or depicts drugs, alcohol, tobacco, sex or violence.***

- Shirts and tops should cover the student's entire torso, including midribs, backs and undergarments and have sleeves/straps that are at least two finger widths wide. No sheer tops.
- Skirts and shorts should be at least mid-thigh. Standing with arms at your sides, the hem of shorts or skirts must be at or below your fingertips.
- Shoes must be worn at all times. Flip flops are discouraged as they are not safe at recess or PE. No cleats of any kind are allowed. Shoes with wheels are discouraged. If shoes have wheels, the wheels must be inside the shoe or removed from the shoes while in school.
- Pants must come to the waist or be covered by a shirt. Pants are not to sag, bag or drag and must cover undergarments.
- Clothing worn in a manner identified as gang related is not permitted.
- Hats or hoods are not permitted inside the building, including classrooms. These may be worn outside the building.
- Student attire or appearance that distracts from the learning process is not permitted at school.
- Perfume and cologne are not allowed at school. Students should not bring make-up to school.
- Clothing not normally worn to school, such as pajamas, will not be allowed unless the principal has approved a special dress or spirit day.

School Safety

We conduct regular drills for all sorts of possible emergencies: fire, earthquake, intruder lockdowns, etc. We conduct one or more drills each month of the school year.

Helpful Hints from the Nurse

If your child experiences diarrhea, vomiting, or a fever above 100 degrees, please keep your child home for at least 24 hours after symptoms are gone. An ill child needs to be home.

Our school has nursing services one day a week. If you need to contact the nurse, you can leave a message with the office, or at 360-396-3046, and the nurse will get back to you ASAP.

If your child is required to take medication (prescribed or over the counter) at school, obtain an *Authorization for Administration of Medication at School* form #3416-F1 (available at nkschools.org) to be signed by the parent and the doctor. The office also has these forms available. Bring the form and the medication in the original container to the office. Washington State regulations require this written document from a health provider and parent. Remember, an adult must bring the medication and the form to the office.

District Information

Test messaging service: To opt in follow the directions on the North Kitsap School District website (nkschools.org). Go to For Families, Text messaging service.

For all other North Kitsap School District policies including, but not limited to Harrassment, Intimidation and Bullying policy, Weapons policy, etc., please see the district website, nkschools.org

On the website choose, About, Policies, Board Policies

Nondiscrimination Statement

The North Kitsap School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on sex, race, creed, religion, color, national origin, immigration status, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Questions or complaints of alleged discrimination can be directed to the districts Title IX/RCW 28A.640 Compliance Officer and ADA Coordinator and or the 504 Coordinator: address – 18360 Caldart Ave. NE, Poulsbo, WA 98370 and phone - (360) 396-3001.

