David Wolfle overcame adversity to achieve remarkable success in his life. He had to learn English as a second language, he started school late and his learning was impacted by having to help on his family farm. He also had a handicap. Despite these obstacles he became a teacher, a principal and then a superintendent in the Bremerton/North Kitsap area.

David Wolfle thought he could, worked hard and achieved his goals.

We are proud to carry on his legacy.

“Helping each other to be the best for the world, rather than the best in the world.”

“Home of the Wolves”

School Colors are: Red, White and Blue

Students and staff are encouraged to wear the school colors or t-shirts/sweatshirts on Fridays.

27089 Highland Rd. NE
Kingston, WA 98346
Phone: 360-396-3700
FAX: 360-396-3917
Wolfle Website: davidwolfle.nkschools.org
Office Hours: 8:00 AM – 4:15 PM
School Hours: M, T, TH, F: 9:20 PM - 3:50 PM
Wednesday: 9:20 AM – 3:00 PM
Preschool Hours: M, T, TH, F: 9:20 AM – 12:00 Noon
Wednesday: 9:20 AM – 11:35 AM

All transportation concerns or questions, please call the North Kitsap Transportation Department at 360-396-3099.

North Kitsap School Board

The North Kitsap School Board holds its regular monthly meetings on the second and fourth Thursday of the month. The meetings are held at 6:00 p.m. at the Administration Complex (Caldart St.) near Raab Park in Poulsbo. Board Members are: Jim Arnold, Glen Robbins, Cindy Webster-Martinson, Bill Webb, and Beth Worthington. Superintendent is Patty Page.
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Welcome to Wolfle Elementary School!
We hope you find this year exciting, challenging and memorable. This handbook has been prepared to answer many of your questions, let you know what you can expect and what is expected of you. By working together, we will have a great year.

Wolfle Mission
To be not the best in the world, but the best for the world.

Wolfle Vision
By supporting high achievement and deep knowledge through inventive, student centered teaching, we are educating citizens who are capable of communicating, cooperating and creating a better world.

Wolfle’s 4 Positive Behavioral Expectations
As a Wolfle Wolf, I am …
• Responsible
• Respectful
• Safe
• Kind

WOLFLE TEACHING STAFF
Principal – Ben Degnin
Counselor – Patrick Byrne
Office Staff – DiAnn Taylor & Stephanie Bento
All Day Kindergarten – Averil Story, Susan Huntington & Linda Bergeron
Preschool – Patricia Muniz
1st Grade – JoAnn Demmert, Maria Steinbeisser, Heather Lee & Jaimee Walmsley (1/2 Combination)
2nd Grade – Kelly Johnson, Tamara Stone, Katherine Wood & Jaimee Walmsley (1/2 Combination)
3rd Grade – Julie Bowman, Kami McCollum & Marsha Rova
4th Grade – Kelley Daniels, Lisa Poole & Trang McGillivray (4/5 Combination)
5th Grade – Catherine Lewis, Stephanie Zanati & Trang McGillivray (4/5 Combination)
OT (Occupational Therapist) – Lisa Kympton
SPED – Cherie Ejde, Tim Walmsley, Brynn Lewis
TOSA – Stephanie Pugh (LAP - Reading) & Tim Knapp (Title 1 - Math)
Behavior Interventionist – Sanna Salo
Librarian – Kathee McNeely-Mobley
Music – Michael McCurdy
P.E. – Tim Reister
Native American Liaison – Toni Sullivan
SLP (Speech) – Stuart Wakefield & Molly Kraft
Psychologists – Ron Hunter (Preschool) & Stephen Kunkel
School Nurse – (Thursdays) Jennifer Watkins
Buses, Automobiles, Parking, Arrival and Pickup

**Bus and Auto Transportation**
Wolfle relies heavily on School Bus transportation. 99% of our students either ride the bus or get rides in private automobiles.

**Finding Your Bus, Route and Schedule**
There are several ways to find your child’s assigned bus route. 1) Ask at the front office when you register. 2) Check online at the Transportation Department’s new and easy to use website. Simply log onto the North Kitsap School District Homepage, go to Quick Links, Transportation, and select "InfoFinder – Find your bus stop" from the many options available there. 3) You can always call the Transportation Department at 396-3099 or your child’s school office and ask.

**School Bus Guidelines**
Students should arrive at the bus stop no earlier than five to seven minutes before pick-up. They must wait a safe distance from the road, respect others’ property, and behave appropriately.

Should you need your child to ride a different bus, get off at a different stop, or if he/she is being picked up at school instead of taking the bus home, we must have a written note from a parent that morning. **The office will NOT take phone calls or bus notes for parent pickup less than 45 minutes before the end of school,** as we cannot guarantee the message will get to the classroom teacher in time. The note or message should include the following:

- Your child’s name.
- Their teacher’s name.
- The bus number requested or if/who will be picking the child up after school.
- Address where being dropped off.

**Bus Expectations and Consequences**
School bus related issues are handled by the Transportation Office at 396-3099.

The driver is in charge of the bus and passengers. Safety is crucial on the bus. Please review with your child the following rules.

- Students are to use appropriate language.
- All talking should be at a conversational level. No shouting please.
- Students should not get out of their seats when the bus is moving. Wait until the bus comes to a complete stop.
- Students should not extend any body parts out the bus windows.
- Objects should not be thrown out windows.
- No fighting, pushing, shoving or harassing.
- No teasing or name calling.
- Eating on the bus is not allowed. Save food for lunch or for home.

Bus misconduct consequences can include verbal warnings, private talks, assigned seat, parent contact, written misconduct form to school and parents; conference with parents & driver & student, or suspension from the bus.

If you have transportation questions or concerns, please call the Transportation Department at **396-3099.** Bus schedules may be viewed on the North Kitsap School District website.

**Parent Drop-off and Pick-up**
For those new to Wolfle and who drop their children off at school and pick them up, there is a very specific procedure that keeps the line moving smoothly and efficiently. Parents should use the loop in front of the Preschool/Kindergarten play area for student drop-off and pick-up. This sidewalk insures 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 her/him up in the student/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 he/she arrives so 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 designated visitor parking or in the front parking lot.

**Student Arrival & Dismissal**

Students should not be dropped off at school before 9:05 AM unless for a specific class or reason arranged prior with the classroom teacher or office. There is no supervision before 9:00 and the school is not responsible for any behaviors or incidents which may arise before that time. M & M childcare (394-4089) is available before and after school for parents who need to make such arrangements.

Students begin arriving at 9:05 and are expected to be in their classroom ready to start the day at 9:20 AM. If a student arrives after 9:20 he/she must check in at the office so he/she is not marked absent but will be marked tardy.

Students will be walked to their bus or parent pick-up between 3:45-3:50 PM (2:55-3:00 on Wednesdays). Buses usually depart at 3:55. (3:05 on Wednesdays).

**Parking & Visitor Parking**

Visitor parking is located in the small parking lot in front of the Kindergarten play area or empty spaces in the large lot. Unfortunately parking is limited so we are requesting that you park in the lower parking lot (below the soccer field along Highway 305) when accompanying your child on a field trip. Do NOT park on Highland Road. It is posted with No Parking signs and police have been known to ticket cars parking there! **New starting this year: No parking in the bus lane.**

**Bikes and Other Wheeled Transportation**

Due to lack of wide streets and bike lanes, students are discouraged from riding bikes to school. Should you allow your child to ride his/her bike to school, please reinforce with your child the following safety rules:

1. Bikes should be walked on and off school grounds.
2. Bikes should be locked in the bike rack in front of the school.
3. Students are expected to wear bike helmets.
4. Skateboards, scooters and roller blades are not allowed at school.
5. Roller shoes may not be ridden at school.

**Breakfast and Lunch Programs**

Wolfle provides a federally subsidized breakfast and lunch program. Breakfast is available for students before school from 9:05 to 9:15 AM in the gym. When severe weather (or other emergency) requires a two-hour late start, breakfast **WILL NOT** be served.

Elementary schools will still offer breakfast the last day of school.

Free and reduced price meals will be available for those families who qualify. Free and reduced price meal forms go home with each student. There is no limit to the amount of money that can be deposited into your child’s account. Deposits can be used for milk, breakfast, or lunch. **Students are allowed to charge up to $10.00 for meals.**

**Automatic phone calls go to parents every Tuesday and Thursday if students owe any balance on food service.**

**Meal Prices are as follows**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast: Regular breakfast = $1.75. Reduced breakfast = FREE. Adult breakfast = $2.50. Ala-carte milk or juice = $.75.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch:</td>
<td>Regular lunch = $2.75. Reduced lunch = FREE. Adult lunch = $3.75. Ala-carte milk or juice = $.75.</td>
</tr>
</tbody>
</table>

Problems occasionally arise when a child has money in their account for lunch or breakfast and children like to buy both meals. **If you only wish your child to purchase one or the other but not both, please send a signed note to school stating such.** Thank you.

You are welcome to join your child for lunch! Monthly lunch menus can be found on the North Kitsap website at [www.nkschools.org](http://www.nkschools.org). When arriving at school for lunch, please remember to check in at the office before going to the lunchroom or classroom.
Lunchroom Guidelines
Students eat in the gym. The following rules create a pleasant eating environment:
- Students are encouraged to be polite, such as saying “thank you” and “please” as they go through the lunch line
- Once served, students are expected to stay seated. Students must raise a hand and get a pass from the lunchroom supervisor to be excused to use the restroom.
- Students should talk in a normal voice. No yelling or swearing allowed.
- Before going outside to recess, students must raise their hand to be excused.
- Upon being excused, students should clear all food and trash from their area and deposit it in the proper containers on their way out to recess. If something spills, they should raise their hand to get help from an adult.
- All students should exit the lunch room out the back doors to go to recess.

Attendance

New Attendance Laws
New Washington State Laws have gone into effect starting fall of 2016 regarding attendance for BOTH excused and unexcused absences. Now excessive excused absences require school and parent attention and action rather than just unexcused absences.

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 school promptly at 9:20 A.M. The NKSD accepts the following excuses for tardiness or absences:

~ Absence resulting from disciplinary actions or short term suspensions.

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

Attendance Guidelines
This comes from the North Kitsap district attendance policy. Please note the following guidelines:
1. Not in attendance during the school day (absent)
2. Arrive after 9:20 AM bell 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 1:50 PM (absent AM – tardy PM)
5. Leave after lunch break (absent PM)
6. Leave after 2:20 PM and before dismissal at the end of the school day (tardy in PM)

Excessive Absences
Excessive absences, even when excused, are a concern due to the impact on learning. The BECCA Law requires that excessive absences (even excused as of the 2016-17 school year) be reported for follow-up with the court system.

Tardies
Students who are tardy disrupt learning for themselves and others. Students who are tardy will be expected to make up missed time during recesses. The BECCA Law requires that excessive tardies be reported for follow-up with the court system.

Early Dismissals
We discourage children leaving school for appointments, but recognize it sometimes can’t be avoided. When picking your child up early from school, you need to come to the office and the office staff will call your child out of class to join you in the office. Parents need to sign students out in the office. No student will be released from a classroom without a written note or intercom/phone contact from the office.
**Make-Up Work**  
Parents can call and request make-up work to be sent home when students are absent. Such requests should be made before 9:00 a.m. so teachers have sufficient time to gather materials and write out instructions. Work can be picked up after 3:50 PM.

**Missed Work**  
It is the student’s responsibility to contact the teacher about assignments missed due to an absence. Please encourage your child to contact the teacher upon returning to school.

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**General Information**

**Newsletter, Website and Reader Board**  
All school newsletters (and this handbook) are online at our website and we send a copy with all students. We have found the Reader Board near the highway a wonderful way to keep the community informed with what is happening at Wolfle.

**Volunteers**  
Our doors are open to you! Volunteers contribute to the success of our students. Would you like to volunteer in a classroom, be a “lunch buddy”, do volunteer calling, or reading with students? Perhaps you want to help on field trips or class parties? 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. And don’t get me started on the need for Math tutoring! We have a place for you! If you are interested in volunteering, just call the office and we’ll find the “just right spot” for you.

A volunteer form, available at the office, needs to be filled out so the required background check can be completed prior to volunteering. (The background check is good for 2 years.) Once you have been cleared to volunteer, you will be given a name badge. Whenever you come to volunteer, check into the office, sign in, put on your name badge, have fun and make a difference in the lives of our children! Remember to sign out and leave your name badge when you leave.

**All Visitors Please Sign In**  
School District policy requires that all visitors, including parents and volunteers, sign-in at the front office and receive a visitor badge before going to any part of the building or grounds. Forgotten lunches and homework, etc. should be dropped off at the office to be delivered to your child at a time that does not impact learning.

**School Visits**  
Parents/guardians are welcome and encouraged to visit our school. Please contact the teacher 24 hours in advance to schedule a visit. We invite you to attend school programs and assemblies.

**Homework**  
Homework provides practice and enrichment, in addition to keeping parents informed about what their children are learning. Students who do not complete classroom assignments may be required to complete assignments as homework.

**Work Completion**  
Students who do not complete assignments may be required to do so during recess.

**Lost and Found**  
*Please label* all articles of clothing and personal property, especially jackets and sweatshirts. The lost and found is located in the entryway next to the library (the long row of clothing hanging on the hooks in the hallway). Unclaimed lost and found items are donated to charities three times throughout the year (usually after conferences in the fall and spring, and in June).

**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, electronic notebooks, cell phones or other electronic gadgets. 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.

Updated Records
Please keep the office informed of changes in addresses, phone numbers, parent’s work numbers, guardianship, necessary court papers and emergency contact numbers. If you plan to move, please inform the office so 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.

Also, if you don’t have your volunteer paperwork filled out, make sure you give plenty of time (2 weeks) in advance for it to be completed, checked and returned to the school so that you can assure your spot on your child’s field trip. Thank you.

Library/Media Center
The Library/Media Center is an integral part of the Wolfle learning community. It provides students with a wide selection of materials and access to technology designed to meet educational needs. The Library also has a comprehensive parenting library for your use.

Books are checked out for a one-week period, but students are encouraged to renew a book for as many weeks as necessary. Lost and damaged materials must be paid before other items may be checked out. If the book is returned, the money will be refunded. Any unpaid library fines will remain with your child throughout their school career and his/her high school diploma will not be issued until the fine is paid, so it is always best to try to find a missing book now or pay the fine when the book is less expensive.

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 environment and staff through positive service learning. For more information, contact our counselor, Pat Byrne at 396-3716.

Student Mediators
All fifth grade students are trained each fall to be Student Mediators at recess. Not all will serve in this capacity, but all will learn the important skills to help mediate conflicts with others and solve problems which will serve them for years to come. Students selected to serve as actual Student Mediators will work in pairs during recesses (under the guidance of Mr. Byrne and the playground supervisors) to help others who may be having low level problems or conflicts. For more information, contact our counselor, Pat Byrne 396-3716.

Additional Services at Wolfle
The following services are found 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 certified teachers who coordinate program and instruction with classroom teachers.
- Native American Program is a state and federally funded program to provide academic assistance and cultural enrichment to students of Indian ancestry.
- Special Education (Resource) provides assistance to student in reading, writing, math and study skills in both pull out and in-class environments.
- Special Intensive Support Program (ISP) for K-5 students with specific needs.
- Preschool/Beginning Together is open to children 3-4 years old with IEP’s and without IEP’s.
- Head Start is a federally funded preschool program open to 3-4 year olds. Enrollment is based on income. Phone: 396-3724
- OT (Occupational Therapy) helps students who need physical training.
- Counseling Program helps students in times of need and supports our goals for behavior and well being.
• SLP (Speech) services help with students who need help with speech and language skills.
• Behavior Interventionist TOSA services support students who struggle short or long term with low to moderate behavior issues and helps to set up school wide systems of support.

Before and After School Day Care
Martha and Mary Kids (M&M Kids) will again be offering before and after school day care at Wolfle. The hours of operation will be from 6:00 AM to 9:20 AM and again at the end of day from 3:50 until 6:00 PM. M&M Kids’ Club is staffed by well qualified staff members. The staff plan fun art projects, organize group games, help with homework, and build your child’s confidence in a fun rewarding setting. Phone: 394-4089

Daily Rates are:
• Before Care ONLY - $14.50
• After School Care ONLY - $16.50
• Before and After School Care - $22.00

Discipline and Expectations
The Greek definition of discipline is to teach, train, educate, instruct. Assuming children come to school to learn more than just academics, and that they need to learn behaviors as well as academics, we find the educational approach with most students is most effective (not to say that consequences are not appropriate at times, too). This is reflected in the 9 Characteristics of High Performing Schools.

9 Characteristics of High Performing Schools
Research has shown that there is no silver bullet – no single thing that schools can do to ensure high performance. High performing schools tend to show evidence of the following characteristics.
1. Clear and Shared Focus
2. High Standards and Expectations
3. Effective School Leadership
4. High Levels of Collaboration and Communication
5. Curriculum, Instruction and Assessment Aligned with Standards
6. Frequent Monitoring of Teaching and Learning
7. Focused Professional Development
8. Supportive Learning Environment
9. High Level of Community and Parent Involvement

Positive Discipline
One of the important aspects of education is teaching discipline. While discipline is not an academic subject, it underlies student success in the academics. Discipline develops self-control, character, organizational skills, efficiency and teamwork. Discipline is the key to self-respect and appreciation and respect for others. This teaching is done at all levels (classroom teacher, para educator, counselor, principal) and continuously throughout the school year.

Wolfle Code of Conduct
1. Come to school ready to learn.
2. Behave in a way that builds a positive learning environment.
4. Show good sportsmanship.
5. Walk in the building with our hands to ourselves.
6. Respect property.
7. Pass on a kindness each day.
8. Use appropriate voice levels

General School Rules
Wolfle’s school rules prohibit:
1. Fighting, play fighting or physical aggression.
2. Harassment, intimidation and bullying (HIB).
3. Foul or offensive verbal and body language (for example, profanity, obscene words and gestures).
4. Disrespect or defiance towards any staff or other person.
5. Disruptive behavior, damage or destruction of property (writing on walls).
6. Unsafe or dangerous behaviors or actions.
7. Engaging in any gang-related behavior, including dress, gestures, graffiti, or language.
8. Possession of weapons.
9. Possession of tobacco products, drug and drug paraphernalia, and alcohol, including “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 & 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. Baseball gloves may be brought from home – please clearly label the students name in the glove.

Recess is an important social learning time for children, and all children are expected to go outside to recess, weather permitting. 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 a portable and the covered play area for use. The portable has games, books, etc. for the students to use. All recess areas are under the direction of supervision para-educators.

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 playground supervisor before entering the building during recess (such as to use the bathroom).
5. Do not climb or sit on fences, backstops, and handrails.
6. Do not run or play tag on the Big Toy 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 outside.**
10. Slides: Down only, feet first, on your bottoms, one at a time.
11. Obey rules of the bars and climbing toys.
12. **When the bell rings at the end of recess, freeze, then 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 cell phone must be turned off during school hours. **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. Students should come to school dressed for work rather than for play.

*The district 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 midriffs, 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 skirt 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.
• **Classroom Interventions**
Consequences determined by the teacher are based on the severity of the behavior. Each teacher conveys the classroom discipline policy to students and parents. Please contact your child’s teacher before contacting the principal. Parents/guardians who contact the principal or district office prior to talking with the teacher will be referred back to the teacher.

**Think Time**

Think Time is a program used by many teachers to help students be responsible for their behavior. When they are disruptive, students are to go to another classroom. This intervention is quick and keeps confrontation between students and/or teachers at a low level, allowing instruction and learning in the classroom to continue. When the receiving teacher is able (most times within 5 minutes) s/he will talk with the student about the problem. When the student is able to tell why s/he was sent out, s/he will be given a form to fill out and the student is sent back to her/his classroom. Most time out of class is less than 10 minutes. The teacher welcomes the student back, and they will talk together at a non-instructional time.

**Referrals to the Counselor/Principal**

A problem-solving approach, which involves the student, is used to avoid future referrals. Student misbehavior may result in administrative action including a conference, Solution Center (meet with counselor to talk about what they did, options could have chosen, and how to make better decisions next time), and detention, while more severe or repetitive misbehavior may result in in-school suspension, short term suspension, police involvement and expulsion. Parents will be notified of severe or repetitive actions and some minor offenses if it looks like a problem or pattern is developing.

**Harassment, Intimidation & Bullying (HIB) Policy**

HIB is a pattern of abuse over time and involves a student being “picked on”. Malicious harassment or threats of physical harm to another person related to a person’s race, creed, color, gender, sexual orientation, ancestry, national origin, religion, culture, ethnicity, or mental, physical or sensor handicap will not be permitted in any North Kitsap School, at after school events, or on school district transportation – all persons are expected to model appropriate behavior that maintains a safe, healthy and civil learning environment. Cases of HIB should be reported to appropriate staff members.

**Weapons Policy**

The School Board of NKSD has passed a policy (Number 3334) which has declared its intent not to tolerate the possession of any weapons by students on any district property (including buses). Student who possess, carry, exhibit, or display any weapon capable of producing bodily harm or intimidation of others are subject to discipline, up to and including expulsion.

Weapons are defined as firearms, air guns (including BB and pellet guns), slingshots, clubs, chains, metal knuckles, throwing stars, knives (including a pocket knife) nun-chu-ka sticks, or any of several other “look-a-like” devices of a similar nature. Any firearm possession requires, by state law (WAC-180-40) an automatic emergency expulsion by school district administrators. A student expelled for a firearm is also expelled from all schools in the State of Washington. Students may be subject to disciplinary action, up to and including expulsion, for carrying pocket knives as well.

**School Safety: Intruders/Evacuations/Fire/Earthquakes**

Schools are and continue to be one of the safest places to be. When events in the news and social media hit, everyone hears about it because it is big news. Nonetheless, schools are still some of the safest places around.

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. When many drills are conducted (such as lockdowns), we display a sign stating a drill is in process so that visitors will know it is not an actual emergency. For example, if you happen to arrive during a Lockdown Drill, you will find all doors locked and there will be posted on the front door that a Lockdown Drill is in progress. More than likely you will have to wait outside until it is completed.

In addition, each school meets periodically with fire and law enforcement to review a coordinated response to possible shooter incidents. An important piece of information for you to know is what will happen if an armed intruder does come to Wolfe (or any NK school):
~ The school will go into lockdown and no one will be allowed in or out.

~ As law enforcement arrives, they will take charge and block road access to the school.

~ When and as deemed safe, police will escort students and staff to school buses.

~ All buses will be driven to a location (to be determined) where everyone will be asked by law enforcement for possible information about the incident.

- Parents and guardians are not to meet their child at this location. If you come, your child will not be released to you here.

~ Buses will then take students to a second location where they will be reunited with families.

- Please make sure your emergency contact information is up to date so that you can receive notification from the district office about the incident and where you can meet your child.

- Please also make sure your emergency contact list is updated for who can check your child out of school in case you are not able to come yourself.

~ When students arrive at the second location for parent/guardian reunification, please do not just walk up and take them home with you. You will certainly be worried and want to reconnect with your child as quickly as possible, but we need to release each child and check them off so we know where they are.

It is important to note that no student will be released prior to being taken to the meeting location, even if you are present at school. Law enforcement needs time to debrief with students and sometimes even the smallest, seemingly unimportant details make a difference. Please do not come to the school if you hear of such an incident. It will only hinder the police response and you will not be allowed to take your child until they arrive at the identified meeting place.

If you hear of an incident occurring at school, please do not call the school. Information will not be shared at that time and phones need to be kept open for emergency traffic and communication.

- The district office will be sharing information about the incident with you.

Social Media has played a big role in preventing such incidents from occurring, but is also a source of information (and mis-information) following such an incident. Please use Social Media wisely and cautiously.

One final note is about prevention. Having positive and healthy relationships with kids is an important factor in preventing such incidents. We strive for such relationships at Wolfe. An indicator that kids here respect school and each other is the amount of vandalism we don't see at school. Positive relationships between kids and adults, and between adults and adults, is one of our major focuses. You are an important part of that picture and for that we at Wolfe thank you. Thank you for your support of our school and of all our kids.

Family Involvement: Conferences, Information, Report Cards, etc.

Parents and the Educational Process
Parents are encouraged to participate in the educational process. We need the support and cooperation of parents to effectively help each student reach her/his fullest potential. A major role of parents in assisting us in discipline and responsibility is to consistently demonstrate interest and support in how their child is doing in school. When students see that parents support their best efforts, they are given an incentive to strive to excellence. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, and notes. Parents may be asked to help teach specific skills such as remembering homework, learning to be more independent, or managing anger in a mature way. Specific information on how to assist will be provided on ways to help students.
We can provide the best learning environment when there is open communication between families and school. Concerns should be addressed first to your child’s teacher. The following path of communication will save you time resolving issues effectively: classroom teacher, the school office (could be the nurse, counselor, academic interventionist or principal) and finally the district office. Bus concerns would start with the transportation department, then the teacher or school office, then district office. If at any time you should have questions, concerns, or compliments, please feel free to contact the appropriate party mentioned above.

Report Cards & Parent/Teacher Conferences
Report cards are issued three times per year at the end of each trimester. The grading system for each grade is explained on the report card.

Since parent involvement is a key factor to student success, parent/teacher conferences are held in the fall and in the spring. Additional conferences may be requested by parents or teachers. **There is no school for students on conference days.**

Bad Weather and Emergency Information
Changes in the bus schedules, school closures or late starts due to weather or other emergencies will be aired over radio and television stations. School closure and delay information may be found on [www.nkschools.org](http://www.nkschools.org) and [www.flashalert.net](http://www.flashalert.net).

KOMO (1000 AM) KIRO (710 AM)
KITZ (1400 AM) KLAY (1180 AM)
KOMO TV 4 KING TV 5
KIRO TV 7 KCPQ TV 13

In addition, emergency information will come to you via the telephone through the district’s emergency phone system. Please make sure your phone contact information is always current.

Get Current Information by Email
The North Kitsap School District has an email communication capability that is available to all staff, parents and community members. Anyone can register to receive emergency and general information email messages from the district, as well as any individual school.

Subscribing to the EMERGENCY list provides prompt, accurate information via e-mail of events such as severe weather, power outages, school closures, school incidents, etc.

The GENERAL information list provides up-to-date information about current events such as construction, community meetings, curriculum, scheduling changes and special programs.

Registering is a very simple process. Go to this website: [www.nkschools.org](http://www.nkschools.org) to register. If your child is attending a new school this year, you may revise your previous selections to receive email from the new school and stop receiving notices from the former school at the same website.

Health Hints and Information

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.

**NOTE:** Wolfle has nursing services one day a week. If a parent needs to contact the nurse, they can leave a message (with the office or at 396-3046) and she 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 to be signed by the parent and doctor. You may obtain a form from the Office. 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.
Physicians Requests for Medication at School and Parents Request of Medication at School Form 3416-F1 (available online at the district website) or facsimile shall be completed before medication is administered by designated school staff or, in pre-arranged situations, self-administered by the students. The form can be obtained from your school secretary or the district's School Health Consultant office at 396-3046.

Remember, an adult must bring the medication to the office in the original container with the pharmacist label stating the child’s name, doctor’s name, medication, time to administer medication, and dosage. A note to the teacher is also helpful.

Immunizations required before entering school are as follows:

- 5DTP (the last one on or after the 4th birthday)
- 4 Polio
- 2 MMR
- 3 Hepatitis B
- 2 Varicella (Chicken pox) or date of having the disease

Illness at School
When students are sent to the office because they are not feeling well, their temperature will usually be taken and a general assessment will be made. When a child appears to be ill or has a temperature a staff member will call the parent. **Please do not send your child to school if she/he is ill.** You know your child best. An ill child needs to be home.

Head Lice
We take several precautions at Wolfle to prevent the spread of head lice. Head lice is very difficult to “catch” at school as head lice do not fly or hop, but must crawl or be moved from head to head via a brush, comb or headwear. Head to head contact rarely happens in the school setting so the chances of transferring lice at school are minimal. Still, head lice does happen and we need parents’ cooperation to prevent the spread of lice. If your child is found to have live lice while at school, a notification will be sent home with your child and a phone call made.

Once your child has been treated, he/she may return to school. This is usually within one or two days. Your child may stay in school with nits (eggs) unless live lice are found during a recheck. Nits can be missed, especially on light colored hair. Please periodically check your child’s hair as a precaution and to prevent the spread of head lice. **We no longer notify the families of students in the classroom where someone has been found to have lice.**

We understand how frustrating lice can be when they infect a child or family. Please help our school community by reinforcing with your children that coats, hats, backpacks, combs, brushes, etc. should not be shared. Our district nurse is always willing to answer your questions regarding lice. You may contact her at Wolfle at 396-3046.

Health Issues
School health consultants (school nurses) provide the health services for North Kitsap School District. The nurses work with students, parents and school staff to help resolve student health problems and to plan care in case of emergencies.

Physicians Requests for Medication at School and Parents Request of Medication at School Form 3416-F1 (available online at the district website) or facsimile shall be completed before medication is administered by designated school staff or, in pre-arranged situations, self-administered by the students. The form can be obtained from your school secretary or the district's School Health Consultant office at 396-3048.

Medications must be furnished in the original container, which shall contain only the required number of doses or no more than one-month supply. A student’s medication must be brought to school by the parent or other responsible adult.

Children with life-threatening conditions
Washington State law requires that a nursing plan be in place before students with life-threatening conditions attend school. Examples of life-threatening conditions include severe bee sting or food allergies, severe asthma, diabetes, severe seizures, severe heart conditions, etc.

If the child requires medication and/or treatments at school, an order must be received from the child’s licensed health care provider.

If a medication and/or treatment order is not provided, the school is required by law to exclude the child from attending until such an order has been provided.

If your child has a life-threatening health condition, please contact your child’s school office or school nurse. Necessary forms will be provided and a time will be arranged for you to meet with the nurse.
Contact the district’s Health Services department at 396-3048 if you have any questions or need clarification.

**Wolfle Elementary PTA**
The PTA has some exciting plans for the upcoming year and your help will be greatly appreciated. They can be reached at 396-3749 or email at wolflepta@nkschools.org. The Board is: President, Chanel Fake; VP, Lisa Poole; Sec, Shayna Brenton; and Treasurer, Ann Hopkins.

**Box Tops for Education and Campbell Labels**
There is a collection site located by the front office. These activities generate money for playground equipment and classroom activities and materials.

**We love our PTA...❤️**

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**Important District Information**

**IMPORTANT STUDENT MEDICAL COVERAGE INFORMATION**
As a reminder to parents, the North Kitsap School District, like all other school districts in the state, does not provide medical insurance coverage for students who may be injured while playing on school grounds or who may be injured as a result of participation on athletic teams.

This means that parents are responsible for any medical expenses if their child gets hurt during the school day or while participating in school activities.

Recognizing that not all families have health insurance available to them, the district’s property insurance provider, The Washington Schools Risk Management Pool, has recommended an insurance provider who offers insurance coverage for students -- Myers-Stevens & Toohey.

Many coverage options are available. The student Health Care and High Option Full time (24-hour) Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. We strongly recommend the high option plans for students participating in interscholastic sports.

Brochures and enrollment forms are available at your school main office. This is a voluntary student insurance program. If you wish to sign up for this coverage, please do so directly with the company using the forms provided. This is not a district program, but is made available only as a service to parents.

If you have any questions, please call the plan administrator, Myers-Stevens & Toohey & Co., Inc., at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish.

**Parents/Guardians must provide emergency contact information**
Parents are responsible for the care of their children if the children become ill or injured at school. School personnel need to have immediate access to a parent or other adult who will assume responsibility in case of an emergency.

At the beginning of the school year, parents/guardians will be asked to complete emergency information forms giving telephone numbers and addresses where they can be reached. Parents/guardians also need to provide alternative contact names and phone numbers in case the parents/guardians cannot be reached.

SchoolMessenger is a communications service that North Kitsap School District uses to keep in touch with families. This service helps us send announcements, school newsletters and district news via email and phone. Click on the link below.

[http://www.nkschools.org/for_community/emails](http://www.nkschools.org/for_community/emails)
**Annual Nondiscrimination Notification**

The North Kitsap School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The North Kitsap School District offers classes in many career and technical education program areas (American Sign Language, Athletic Medicine, Computer Science, Culinary Arts, Digital Graphics/Photography, Environmental Science, FASCE, Health, Production Arts, Recording Arts) under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact Kim Eimers (18360 Caldart Avenue NE; Poulsbo, WA 98370; 360-396-3040.) Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Chris Willits, Assistant Superintendent
18360 Caldart Avenue NE; Poulsbo, WA 98370
(360) 396-3003
cwillits@nkschools.org

Lori Kingery, Assistant Director of Special Education
18360 Caldart Ave NE, Poulsbo WA 98370.
(360) 396-3072
lkingery@nkschools.org

**FERPA**

In compliance with the Family Education Rights and Privacy Act, parents who wish to review their child's records may do so by making a request to the principal of their child's school. Adult students may also ask to review their records. If a parent objects to something in the record, a correction or addition of comments may be requested.

If an agreement cannot be reached between the parent and principal, a hearing may be requested. Please contact the Superintendent's Office at 396-3001 to arrange a hearing.

**Pesticide Notification, Posting and Record Keeping Requirements**

The North Kitsap School District applies pesticides (herbicides, fungicides, insecticides) as needed throughout the year by district employees and licensed contractors. District employees responsible for applying pesticides are required to attend an annual pesticide application training.

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.
Family Education Rights of Privacy Act Opt-Out Letter

If you as a parent decide to fill out the “opt-out” FERPA letter, we want you to understand what you are signing.

This means, for example, that your student will NOT be included in school yearbooks, athletic teams or club rosters, school directories, photos or videos on District and School websites, event and athletic programs, award listings in local media or school newsletters/newspapers.

PLEASE NOTE: Even for students with no FERPA opt-out letter on record, District employees will exercise their best judgement when releasing directory information and seek parent guardian permission for situations that would generally considered outside the realm or typical school related activities or news. Also, the District cannot control the release of certain directory information – such as photographs/images or names – when students participate in school events open to the general public.

More information about your rights under FERPA us available online at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Parents must submit a separate letter for each student each year.

The previous year’s letter will NOT carry over.

Date: ________________________________

RE: FERPA Directory Information

Dear Principal,

As allowed by Family Education Rights and Privacy Act, I request that neither my child’s school, David Wolfle Elementary, nor the North Kitsap School District release any personally identifiable information from my child’s education records without my written consent.

Child’s Name: ________________________________

Sincerely,

________________________________________

Parent’s Signature

________________________________________

Parent’s Printed Name