

Poulsbo Elementary School

Family Handbook

2019-2020

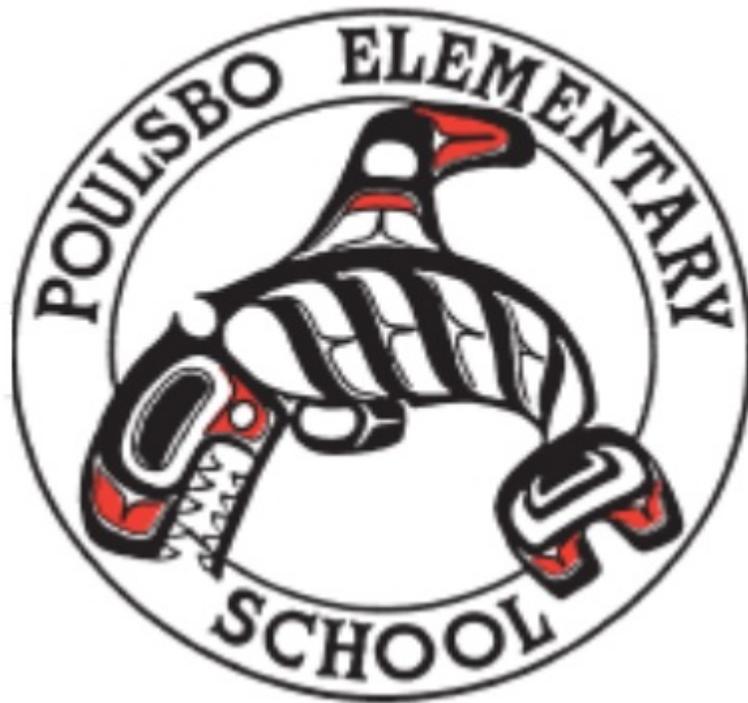


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August 15, 2019

Dear Poulsbo Elementary Families,

I would like to welcome each and every family to Poulsbo Elementary! My name is Drew Crandall and I am lucky to be the principal at Poulsbo Elementary. I have been in education for 16 years, and am excited to continue serving our students and school community!

Our goal is to provide a safe and welcoming learning environment for your student. We take the responsibility of educating your student seriously and with great intention. Education is a partnership and I greatly look forward to working with you to ensure a high level of learning for your student this year. Your support is crucial to your student's success.

I encourage you to become involved as a volunteer at school. This can be through our amazing PTSA or as a classroom volunteer. Both ways have many different opportunities that would be helpful to the school. Volunteering can take on many different faces, going on field trips, becoming an art docent, working on a Saturday when we have a clean-up day etc. After the first of the year, we hope to be having after school clubs again this year. We will be looking for club leaders and this just might be your calling. In addition, fathers and grandfathers can volunteer through our Watch D.O.G.S program.

Please take a moment to read this handbook and review our procedures. There are some sections that apply to parents and guardians only and there are some parts that should be read and discussed with your students.

Please know that my door is always open. I encourage you to stop by with questions, concerns, or simply to introduce yourself.

Drew Crandall

Principal



Poulsbo Pride

North Kitsap School District Mission Statement

The North Kitsap School District, in partnership with the community, will provide an academically challenging education program to meet the diverse needs of all students in a safe, nurturing environment and to empower them to be competent, creative, compassionate and contributing citizens.

Poulsbo Elementary Mission Statement

We believe as a staff that we make a positive difference in students' lives through exceptional teaching. We value every student who comes through our doors and believe all children can learn.

Poulsbo Elementary Expectations

- Be Safe
- Be Kind
- Be Respectful
- Be Responsible

School Colors and Mascot

The Poulsbo Elementary school mascot is the Orca and school colors are red, white, and black. We encourage students to take pride in their school. As a way of promoting school pride, every Friday is school colors day.

Follow Us on Social



@PoulsboElem
@PoulsboElementaryPTSA



@PoulsboElem



poulsboelementary

IMPORTANT PHONE NUMBERS

Poulsbo Elementary Office	396-3500
Attendance Line	396-3503 (24-Hour Recording)
NKSD Transportation	396-3099
NKSD Offices	396-3000
NKSD Emergency Info	396-3993 (Recorded Message)

Parent Information

Hours

Office Hours: 8:00 a.m. - 4:00 p.m.
Teacher Work Day 8:45 a.m. - 4:15 p.m.
School Hours: 9:20 a.m. - 3:50 p.m.
Early Release Wed. 9:20 a.m. - 3:00 p.m.

Attendance

Good school attendance is necessary for satisfactory school progress. Prompt arrival at school is important. There are some legitimate reasons for tardiness and absenteeism, but in many cases we are encouraging our children to develop bad habits when we allow them to be frequently tardy or absent without good cause. If it becomes necessary for your child to be absent, please call the attendance hotline at 396-3503 the day your child is absent to excuse your student.

The Washington State Attendance Law (WAC 392-400-325), provides the following list as the definition of an excused absence:

- Participation in a district or school approved activity or instructional program
- Illness, health condition or medical appointment
- Family emergency
- Religious or cultural purpose
- Court, judicial proceeding or serving on a jury
- Post-secondary, technical school or apprenticeship visitation, scholarship interview
- State-recognized search and rescue activity
- Absence resulting from disciplinary action (suspension or expulsion)
- Principal and parent prior-approved activity (must be discussed at least a week in advance and a learning path prepared)

An absence for any reason that does not meet one of the above criteria is unexcused. If your child has five excused absences in a month or 10 excused absences in a year, the school is required to contact you and schedule a conference.

Tardiness

The school day for students is 9:20 a.m. to 3:50 p.m. on Monday, Tuesday, Thursday and Friday. The school day on Wednesday is 9:20 a.m. to 3:00 p.m. Our building opens at 9:00 a.m. for breakfast and 9:10 to rooms. Students should be in their classroom at 9:20 a.m. Students who arrive after 9:20 must report to the office to sign in.

Arrival after 9:20 but before 10:50 is "tardy AM". Leaving after 2:20 but before end of day is considered "tardy PM".

We understand that there may be a reason to pick up your child during the school day. However, learning happens until end of day. Do not sign out your child prior to end of school day unless it's absolutely necessary. Students will not be signed out after 3:30.

Prior Approved Absence

If your child will be absent three or more days you will need to request a Prior Approved Excused Absence Request Form from the office. One week prior to your child's absence please stop by the school office to complete this form. Your child's teacher will prepare a learning plan that meets state requirements.

Failure to complete and return the learning plan will result in the absences being recorded and reported to the state as unexcused absences.

Student Drop-Off and Pick-Up Procedures

It is important for students to be here on time and not leave early. Arriving late or leaving early impacts your student’s learning and disrupts all students in the class. Parents picking up students should follow parking/pick-up procedures to ensure the safety of your student and all our students. Please see map at the end of the handbook in appendix A.

Student drop off is between 9:00 and 9:20 - Students may enter school at 9:00 a.m. for breakfast or 9:10 to rooms unless riding the school bus, or prior arrangements have been made with your child’s teacher for participation in school related activities. There is no before or after school playground supervision. Students should be seated in their classroom and ready for instruction at 9:20 a.m. For your child’s safety, students should be dropped off only in the drop off loop, not by the portables or in the parking lot. If late, your child must be signed in at the front office.

Student pick-up during the school day - If you need to pick up a student during the school day (prior to 3:30), you will need to stop in the office to sign them out. For student safety please be prepared to show a picture ID. To maximize learning time, your child will not be called out of class before you arrive at school to sign her/him out. The office will call the classroom and ask that your child be sent to meet you in the office.

Change of end of the day plans - If you need to make changes to plan for your student’s end of day, please send a note or call the office before 3:30 to ensure your student receives the information. Please provide the following information:

- Child’s full name
- Teacher’s name
- Name of person who will be picking up your child
- Bus number, person, phone #, and address where your child will be getting off the bus

Student pick-up after 3:30 - *Please do not wait in the building to pick up your child.* Teachers will escort their students to the buses and pick-up area. Students should be picked up at the flagpole to meet their parents. You may wait in your car in the drive-through lane that winds through our parking lot. This is a designated student safety zone with adult supervision and student safety patrol to assure a safe transition for your child.

Bus Transportation

Poulsbo Elementary children are encouraged to ride school buses. This is the safest way for student transport to and from school and alleviates traffic congestion at our school site. For safety, students will be expected to follow school expectations and the instructions of their bus driver.

Free and Reduced Meal and Food Service Information

Free and reduced price meals are available from our Federal government for those who meet certain criteria. Students who qualify will receive breakfast and lunch at no or reduced cost. Forms are sent home to all families once a year in the fall, and also available in our main office. For more information, go to our district web page at nkschools.org. From there select Departments and Food and Nutrition services. Breakfast is served from 9:00 - 9:15 A.M.

Birthday Celebrations

Please contact your student’s teacher ahead of time to make arrangements to bring in birthday treats.

Conferences

Parent-Teacher conferences are held twice a year and are extremely valuable for the overall educational program for your child. This year conferences will be held:

- October 23-25
- April 1-3

There is no school for students during conference days.

Class Assignments

Poulsbo students are carefully assigned to classes to create the best learning situation. Teachers at each grade level meet and place students in balanced groups based on the child's individual strengths and needs, achievement, social and mental maturity and input from parents. A teacher's knowledge of each student and their professional commitment goes into this placement process. We are confident that through this thoughtful process we can build balanced learning groups for all of our students. Parents with concerns regarding class placement should direct them to the principal. Family input letters will go home in June. Classroom assignments are tentative until the Oct. 1 enrollment count.

M & M Kids' Club

During the school year, the M & M Kids Club provides before and after school care at Poulsbo. The program runs 6:00-9:10 a.m. and 3:50-6:00 p.m. Their main office number is 360-394-4089.

P.U.N.K.S

Poulsbo's Unicycling North Kitsap Students is a club that meets before school and is open to 4th and 5th grade students. The P.E program at Poulsbo Elementary includes skills the P.U.N.K.S will be practicing. However, the students will take the skills to a higher level. This club promotes physical health as well as a sense of pride and accomplishment. Please contact Mr. Webb for more information.

Poulsbo PTSA

We are extremely lucky to have such an active and engaged PTSA who support the programs, needs, and activities of Poulsbo Elementary School! They supervise several fundraisers during each year and provide the hard work and volunteers that contribute to many extras in the school program. The PTSA Board invites your participation in their activities. Meetings are held the 2nd Thursday of each month in our Poulsbo Elementary library from 4:00-5:30 p.m.

Parent Volunteers

Parents are encouraged to participate and get involved in their child's class in any way that fits. Options include volunteering in the classroom, on field trips, afterschool clubs or preparing materials outside of the school day. Please call the office or contact your child's teacher if you have time or skills you can share to make our school a better place for students to learn and grow.

If you wish to volunteer in the class or on a field trip, you will be asked to complete three forms. The Volunteer Information Form and the Request for Background Information Form will be kept at the building and are valid for two years. The third form is the Washington State Patrol Background Information Sheet. All information submitted by volunteers and received from the Washington State Patrol is kept confidential. Please allow 2-3 weeks to process volunteer background checks.

Rainy Day Recess

Part of living in Western Washington is learning to adapt to rain. We ask that you please check to make sure your child leaves home ready for the weather so they can enjoy their free time and have dry clothes when coming to class. We recommend a raincoat, boots, and a rain hat. Due to safety reasons, please do not send an umbrella with your child.

Poulsbo Elementary's Visitation Procedures

(In Accordance with District Policy 4200P)

The staff of Poulsbo Elementary enthusiastically welcomes our community and families to our building. We enjoy the opportunity to share with you the wonderful learning that is taking place at Poulsbo. **The staff also takes very seriously the responsibility of providing a safe and positive classroom learning climate for students.** The Poulsbo staff works hard to maintain a class climate that has a minimum of disruptions to the teaching and learning process. In order to ensure maximum learning opportunities for our students, we follow School Board policies and procedures for visitors to the classroom. This includes, "If the visitor wishes to observe a classroom, the time will be arranged after the principal has conferred with the teacher."

All visitors are required to report to the school office and sign in upon entering the building. All visitors will be required sign in using our Raptor system and to wear a Visitor's Badge. This helps students and staff identify those individuals who have legitimate business at school.

All exterior doors are locked at Poulsbo Elementary. Our front door will be open from 8:00-9:30 for student entry. After 9:30 visitors will have to be buzzed in using our video surveillance camera.

Immunizations

Washington State Law (RCW 28A.210.160) requires that all children have a completed Certificate of Immunization Status on file at school. Please inform the office of any immunization updates throughout the school year.

Medication at School

When a student needs medication of any kind (including non-prescription medicine, vitamins, or herbal remedies) while at school, Washington State Regulations requires a written permission form from the doctor and parent. **No medication will be given at school until this Authorization for Administration of Medicine at School is signed by the physician and parent.** This form is available at any school office in the North Kitsap School District and on our website.

Parents need to bring the medication to the school office in a container with the pharmacy label stating the child's name, doctor's name, medication and dosage. Children needing medication at school should be reminded to come to the office/health room (at a specific time). If you do not have the doctor's signature, you may come to the office to administer the medication to your child yourself.

Parent / Student Information

Dress Code

A student's appearance should be neat and clean. Dress and appearance that may cause a disruption of the education process or present health or safety problems will not be permitted.

In elementary school the following specific rules pertain to all students on school property, attending school sponsored events, or utilizing school district transportation:

1. Due to health concerns, the wearing or trading of hats or other headgear (such as bandanas) is not permitted in the school building. Exceptions to this rule include organized performances, special school events, athletic activities, medical needs or permission of the classroom teacher within the classroom.
2. Safe footwear is required on school grounds and in school buildings. Flip-flops or other loosely fitting footwear and wheelie shoes may not be worn in school.

3. Halter-tops, half shirts, bathing suits, see-through garments, or other revealing attire are considered disruptive to the education process and will not be permitted. No inappropriate graphics or wording is permitted on clothing.
4. Pants must be secured at the waist.
5. Chains and spikes, (on wallets, belts etc.) may not be brought to or worn in school.

Gum

Gum chewing is not allowed at Poulsbo.

Homework

Each child's recommended homework is to read, or to be read to, no less than 30 minutes each night. Homework is for the purpose of enrichment and increasing academic success. Parents are asked to be sure homework is completed by their child.

Students may not have homework assigned to them each evening, but it is suggested that they spend this time reading, or with parents reading to them.

Lost and Found

The best way to prevent items from being lost is to have them **permanently labeled**. Lost coats, sweaters, and other clothing items are brought in from the playground. The majority of these items are not labeled and are not claimed. Please ask your child to check "lost and found" bins at the classroom hall entrance to the cafeteria. During the year, items in the lost and found are periodically donated to charity. This is done during conferences, winter break, spring break and again at the end of the year.

Money and Personal Items

Students are requested not to bring more money to school than is needed during the school day. Valuable wristwatches, electronic devices, jewelry, expensive fountain pens, cameras, and toys should not be brought to school. Such items are sometimes lost and often disrupt or interfere with the educational process.

Phone Usage

The school phone is a business phone. Students will be allowed to use it as appropriate when supervised by an adult. Students will not be allowed to make calls for alternate after school arrangements. **USE OF CELL PHONES IS NOT PERMITTED DURING SCHOOL HOURS.** We do realize some students must carry a cell phone in their backpack for emergency purposes. Phones should be off or silenced and in backpacks during school hours. Students may have cell phones but they are not to be seen or heard. This policy extends to Smart Watches. Smart Watches can be worn and used a watch but may not be used as a phone or communication tool during the school day.

Discipline

The goal at Poulsbo Elementary is to have a high impact of student learning in a safe and welcoming learning environment. To this end we are proactive in teaching expectations through our Positive Behavior Intervention and Supports (PBIS) program. PBIS is a program that focuses on teaching and supporting positive behaviors, as well as fostering positive relationships. We teach students to use positive problem-solving skills, to make safe and responsible choices and resolve conflict respectfully.

School-Wide Expectations-

- Be Safe
- Be Kind
- Be Respectful
- Be Responsible

Classroom Expectations - In addition to school expectations, each teacher has her/his own classroom expectations and consequences. Please contact your student's teacher to receive a copy of these.

School Wide Consequences - Behaviors that disrupt or interfere with the education process or the safety of students and staff may result in disciplinary actions. The following steps may be used at Poulsbo for student misbehaviors:

- *Classroom Consequence* - Teachers/Staff will deal with misbehaviors according to their classroom plan
- *Visit to Buddy Room* - Teachers/Staff have established a buddy classroom where students can go to complete work or fill out a think time plan
- *Referral to Office* - Teachers/Staff can refer a student to meet with the principal
- *Suspension* - In school or out of school suspensions can be arranged between the principal and family
- *Expulsion* - The principal may expel a student for a period of time

For the purpose of school and North Kitsap School District discipline policies, the following definitions shall apply:

- "Discipline" shall mean all forms of corrective action or consequences other than suspension and expulsion, and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time
- "Short-Term Suspension" is a suspension from school for 10 consecutive days or less
- "Long-Term Suspension" is a suspension from school for 11 consecutive days or more, but not exceeding 90 days

Firearms

Students who violate the firearms provision of District Policy 3246 and RCW 9.41.280 are subject to a minimum of one calendar year expulsion, with possible case-by-case modifications by the Superintendent, and notification of parent/guardian and law enforcement.

Do not bring any real or look-alike weapons to school.

Library

Our Poulsbo Elementary library is an integral part of the learning process. It has both a well-selected collection of books and magazines for recreational reading and a collection of reference books and materials to meet the educational needs of the school. Please visit the library page on our website for important information.

Special Services

Our elementary program has assistance and support in the following areas:

- **Counselor:** We have a full-time counselor at Poulsbo Elementary. She is available to provide assistance in meeting social emotional needs of our students. This is done through consultation with teachers, parents, and individual or small group work. Various groups include but are not limited to the following: Friendship, Bullying, Anger Management, and Banana Split (Divorce).
- **Native American Education:** A state and federally funded program is available to provide academic assistance and cultural enrichment to students of Native American ancestry. Lena Maloney-Purser is our school's liaison and provides in-service training for our staff.

- **Remediation-Assistance Program (LAP):** Tutorial assistance in reading and language arts is available through funds provided by state and federal block grants. Trained paraprofessionals work under the direction of our LAP TOSA who coordinates instruction with the classroom program.
- **Special Education; Preschool–Fifth Grade:** A specially designed state and federally funded program is provided to meet the unique needs of the learning and behaviorally handicapped child. Specific eligibility requirements have been determined by the state.
- **Speech and Language Disorders:** Speech therapy is provided for those students with articulation and/or language disorders and for those with hearing impairment. Hearing screening is administered yearly to all students in kindergarten, first, second and third grades.
- **AGATE:** The North Kitsap School District serves highly capable students in a self-contained 3rd, 4th and 5th grade classroom at the elementary level, and assists in the provision of accelerated opportunities to highly capable enrichment programs in language arts and social studies for identified 6th and 7th graders. Students, who could benefit from a highly academic, accelerated program, or from enrichment opportunities within the regular classroom, may be nominated through the completion of teacher and parent nomination forms. Final placement in the program will be determined by results of achievement and aptitude tests. AGATE program assessments are held in the spring. For more information, please contact Sonia Barry, 360-396-3018, sbarry@nkschools.org.
- **English Language Learners:** Poulsbo Elementary Supportive Mainstream Instruction is consistent, focused, and effective language development instruction provided through ELL pull-out/push-in instruction or through small group work with the classroom teacher. Students in this model access grade-level academic content through participation in their mainstream classrooms. If you have questions please contact Martha Little at 396-3096, mlittle@nkschools.org.

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 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.

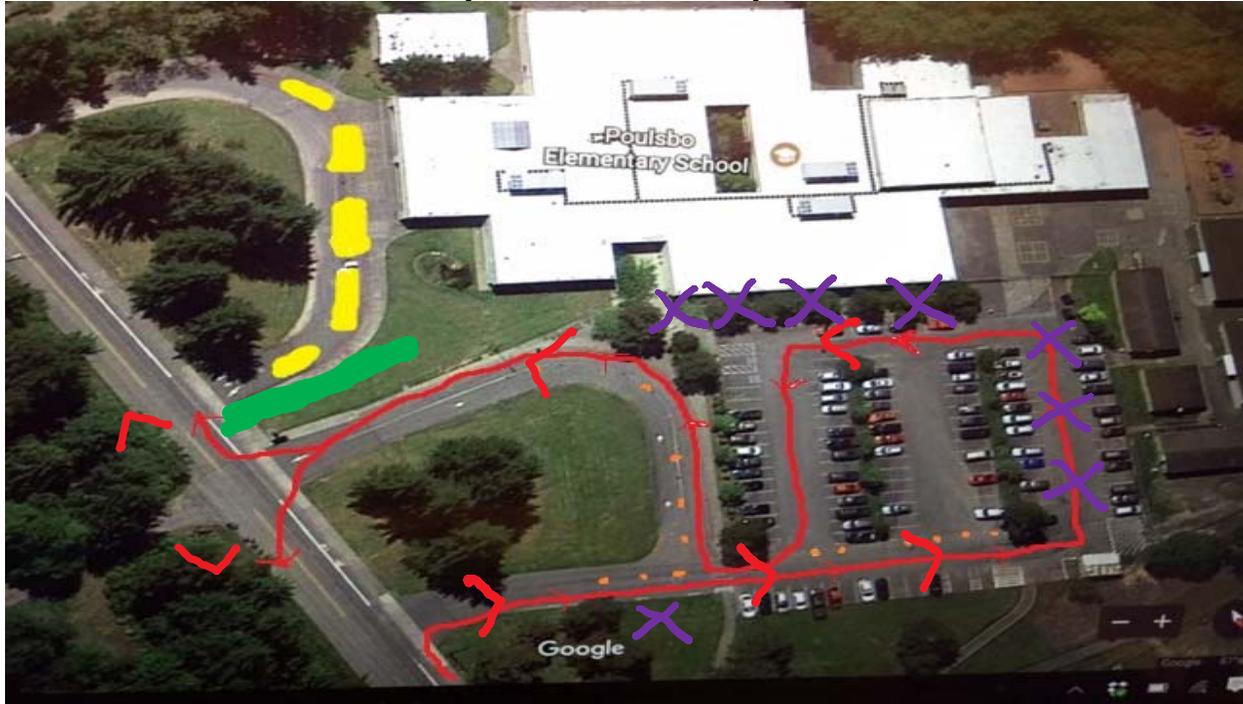
These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

Air Quality Index

See attached regarding policy on air quality and students outdoors.

Appendix A

**Poulsbo Elementary
Drop Off and Pick Up Plan**



Key: X is a no drop area
 is the unloading and loading area

Our shared goals are:

1. Keep all kids safe
2. Get students to school and home as quickly as safely possible

To meet both of these goals:

Drop Off	Pick Up
<ul style="list-style-type: none"> • Follow course through parking lot-road is one way only • Pull into drop off loop and pull all the way up past mailbox • Do not drop off child at crosswalk or in parking lot • Drop off curb side • Have kids ready to exit car (our goal is a safe 10 second unload) • Be alert for students walking to school 	<ul style="list-style-type: none"> • Follow course through parking lot-road is one way only • We will not load students in parking lot • Pull into pick up loop and drive all the way up to painted line • Stay in your car • We load students curb side for safety