North Kitsap School District
2019-2020
Substitute Handbook

A great place to live and learn!

Human Resources
North Kitsap School District #400
18360 Caldart Avenue NE
Poulsbo, Washington 98370
www.nkschools.org

Revised:
09/19/2019
North Kitsap
School District

The North Kitsap School District’s Strategic Plan is a reaffirmation of our community’s long-standing commitment to all students.

Diverse Voices, Unified Direction

Successful implementation of the plan depends on all of us remaining All in for All Students.

Dr. Laurynn Evans, Superintendent

Board of Directors:
District 1: Rick Eckert, Vice President
District 2: Jim Almond
District 3: Beth Worthington
District 4: Glen Robbins
District 5: Cindy Webster-Martinson, President

5,700 Students
- 4.4% American Indian/Alaskan Native
- 3% Asian
- 0.9% Black
- 14.3% Hispanic/Latino
- 0.4% Native Hawaiian/Other Pacific Islander
- 11.4% Two or More Races
- 65.5% White
- 35% Low Income
- 15.4% Students with Disabilities
- 4% English Language Learners
- 11.0% Military Families

11 Schools
- 6 Elementary Schools
- 2 Middle Schools
- 2 High Schools
- 1 Choice Academy

Approved: June 27, 2019
Greetings!

Welcome to the important role of substitute teaching in the North Kitsap School District. Substitute teaching can be a rewarding challenge. You will have opportunities to see and be a part of a wide range of teaching styles and programs.

Please take a few minutes to review this handbook and keep it for future reference. It has been designed to assist you with the responsibilities of a substitute teacher and to familiarize you with relevant school district procedures.

You are essential in our team effort of providing excellence in education, and we value your role in providing quality coverage during the absence of a regular teacher.

If we can assist you in any way, please call us at 396-3008.

Sincerely,

Rachel Davenport
Interim Executive Director, Human Resources
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North Kitsap School District No. 400  
Poulsbo, WA  98730

Student Support Center:
Location: 18360 Caldart Avenue NE  
Phone: 360-396-3000

Poulsbo, WA  98370

Heading south on Highway 305, turn left onto Hostmark Street. Proceed to Caldart Avenue; turn right & proceed up Caldart. Turn left at the North Kitsap School District Administration and Raab Park sign and follow the road through the gates. The complex includes 3 buildings, 2 are visible:

Building 100/200 - Superintendent’s Office, Community Relations; Teaching & Learning, Special Services, Career & Technical Education;

Building 300 – Human Resources, Business Office, Purchasing, Student Records, Technology;

Building 400 – Copy Center & Warehouse deliveries. (Behind building 300)

North Kitsap School Board:

Please refer to the district website: [www.nkschools.org](http://www.nkschools.org), select contact us and then select School Board to access the current board information.

Administrative Staff:

Superintendent  
Laurynn Evans  360-396-3002

Executive Director of Finance and Operations  
Jason Rhoads  360-396-3010

Executive Director of Teaching & Learning  
Kimberly Kinzler  360-396-3021

Director of Elementary Schools, Curriculum and Instruction  
Tim Garrison  360-396-3020

Director of Special Education  
Lori Buijten  360-396-3023

Assistant Director of Special Education  
Courtney O’Catherine  360-396-3072

Assistant Director of Innovative Learning  
John Waller  360-396-3040

Director of Secondary Schools  
Craig Barry  360-396-3018

Director of Food and Nutrition Services  
Dan Blazer  360-396-3278

Director of Maintenance & Facilities  
Bill Wilson  360-396-3055

Assistant Director of Capital Projects  
Richard Gehrke  360-396-3063

Facilities and Maintenance Coordinator  
Albert Hoch  360-396-3066

Facilities Coordinator  
Valerie Oas  360-396-3062

Pool Coordinator, NK Community Pool  
Mark Van Huis  360-396-3286

Director of Transportation  
Jeffrey McGarvey  360-396-3076

Transportation Supervisor  
John Sides  360-396-3085

Community Relations & Communications Coordinator  
Jennifer Markaryan  360-396-3004

Financial Services Manager  
Renata Sorna  360-396-3426

Technology Department Supervisor/ Network Manager  
Chris Dafoe  360-396-3033

District Records Supervisor  
Laurie Wilkey  360-396-3038

Executive Assistant to the Superintendent and Public Records Officer  
Kori Henry  360-396-3001

Human Resources:

Executive Director Human Resources  
Rachel Davenport  360-396-3003

Assistant Director of Human Resources and Payroll  
Janet Paeth  360-396-3039

Administrative Assistant to Interim Executive Director  
Therese Caldwell  360-396-3007

Human Resources Specialist  
Josie Urie  360-396-3005

Human Resources Specialist  
Anita Allen  360-396-3006

Secretary – Substitute, Volunteer & Student Teacher Coordinator  
Liz Campbell  360-396-3008

Personnel & Payroll Accountants:

Payroll and Benefits Supervisor  
Kim Johnson  360-396-3015

Accountant, Payroll Department  
Peggy Lashua  360-396-3013

Accountant, Payroll Department  
Michelle Moyer  360-396-3054

4. Revised: 09/05/2019
### 2019 - 2020 Calendar

#### Important Dates

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<th>September</th>
<th>January</th>
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<tr>
<td>2nd - Labor Day</td>
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<tr>
<td>4th - First day of school grades 1-12 - Early Release Day</td>
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<td>9th - First day of school for kindergarten</td>
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<th>October</th>
<th>February</th>
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<tr>
<td>23rd - K-5 Conferences/No School: Grades 6-12 attend school</td>
<td>1 - 2</td>
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<td>24th - K-8 Conferences/No School: Grades 9-12 attend school</td>
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<tr>
<td>25th - K-12 Conferences/No School all grades</td>
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<thead>
<tr>
<th>November</th>
<th>March</th>
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<tr>
<td>November 8 - End of 1st Quarter</td>
<td>1</td>
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<tr>
<td>11th - No School: Veterans Day</td>
<td>2</td>
</tr>
<tr>
<td>28th - 29th - No School: Thanksgiving Break</td>
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<thead>
<tr>
<th>December</th>
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<td>5th - First Trimester Ends - elementary schools</td>
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<tr>
<td>6th - No School: Grading/Professional Development Day</td>
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<td>23rd-31st - Winter Break</td>
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<tr>
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<td>1st-3rd - Winter Break</td>
<td>1</td>
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<td>20th - No School: Martin Luther King Day</td>
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<td>30th - First Semester Ends - secondary schools</td>
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<td>20th - Second Trimester Ends - elementary schools</td>
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<td>2nd - K-8 Conferences: Grades 9-12 attend school</td>
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<td>25th - No School: Memorial Day</td>
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<th>June</th>
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<td>12th - NEHS Graduation</td>
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<tr>
<td>17th - Last Day of School - 1/2 day dismissal</td>
<td>2</td>
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**Legend**

- First/last day of school
- Saturday
- No School: Holidays and Breaks
- No School: Professional Development Day for Staff
- Non-Student Day/ Possible Inclement Weather Make-up Day

- Total Student Days: 180

Approved 3/22/18
Quarter dates added February 2019

**2019 - 2020**
### NORTH KITSAP SCHOOL DISTRICT PRESCHOOL CALENDAR 2019/2020

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<tr>
<td>9th - First Day of Preschool</td>
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#### Important Dates

- **September**: 2nd - Labor Day
- **October**: 23rd - 25th K-12 Conference Week No Preschool
- **November**: 11th Veterans’ Day No Preschool
- **December**: 6th Grading/Professional Development Day No Preschool
- **January**: 23rd - 31st Winter Break No Preschool
- **February**: 17th Presidents Day No Preschool
- **March**: 18th Non Attendance Day/Possible Snow Make-up Day No Preschool
- **April**: 1st - 3rd Conference Week No Preschool
- **May**: 5th Memorial Day No Preschool
- **June**: 31st - Grading/Professional Development Day No Preschool
- **July**: 1st - 10th Spring Break No Preschool
- **August**: 168 AM Sessions, 133 PM Sessions (No Wednesdays)

#### LEGEND

- First Day/Last Day of Preschool
- No School
- Non-student day/possible snow make up day
- No PM Classes on Wednesdays
- Number of days of school each month
School Hours

Guest Teachers asked to arrive and leave at the times listed are expected to stay until the end of the Regular workday EVERY DAY, including Wednesdays. You should not leave early or arrive late on Early Release Days.

All schools have a 50-minute early release schedule each Wednesday.

North Kitsap School District / For Families / School Calendar & Hours / School Hours

School Hours

All schools have a 50-minute early release schedule each Wednesday.

Elementary School (Kindergarten through Grades 5)
- Regular Schedule: 9:20 a.m. to 3:50 p.m.
- Wednesday Early Release Schedule: 9:20 a.m. to 3:00 p.m.
- Half Day Release: 9:20 a.m. to 12:20 p.m.

Kingston Middle School (Grades 6-8)
- Regular Schedule: 8:05 a.m. to 2:35 p.m.
- Wednesday Early Release Schedule: 8:05 a.m. to 1:45 p.m.
- Half Day Release: 8:05 a.m. to 11:05 a.m.

Poulsbo Middle School (Grades 6-8)
- Regular Schedule: 7:55 a.m. to 2:25 p.m.
- Wednesday Early Release Schedule: 7:55 a.m. to 1:35 p.m.
- Half Day Release: 7:55 a.m. to 10:55 a.m.

Kingston High School (Grades 9-12)
- Bell Schedule
- Regular Schedule: 7:55 a.m. to 2:25 p.m.
- Wednesday Early Release Schedule: 7:55 a.m. to 1:35 p.m.
- Half Day Release: 7:55 a.m. to 10:55 a.m.

North Kitsap High School (Grades 9-12)
- Bell Schedule
- Regular Schedule: 7:55 a.m. to 2:25 p.m.
- Wednesday Early Release Schedule: 7:55 a.m. to 1:35 p.m.
- Half Day Release: 7:55 a.m. to 10:55 a.m.
EMERGENCY COMMUNICATIONS BULLETIN

Emergency situations occasionally arise which may require school schedule delays, closures, or changes in transportation. Each family should have a plan covering actions to take in emergency situations (i.e., inclement weather, natural disasters, fire, etc.) and should assure that current emergency information such as phone numbers, emergency contact person(s), is on file at their school. Parents and children should be prepared in advance for certain situations including: what to do if a bus does not arrive due to road conditions, accidents or breakdowns; who to call or where to go for help; interim care for your child during unforeseen school closures and early release. Be aware that under certain emergency conditions, it may be necessary to send students home early.

For the most current information on delays or closures, call the North Kitsap recorded message line at 396-3000. Radio/TV stations listed below will also be announcing schedule changes by district name after 6:00 a.m. Announcements are for one day only. Schools will be operating on normal schedules if no announcement is made. However, parents should use their own discretion in determining whether to send their child(ren) to school if they feel conditions in their particular area are not safe.

Please help us keep the regular phone lines open for emergencies and avoid calling the school or transportation office for routine information. Do not send students to bus stops or school until you verify school is in session. When it is necessary to close schools or operate on a modified schedule, the message line, radio and television stations identified on the chart below will regularly announce the emergency information using the following standard phrases to describe the schedule for that day:

**Schools closed** - All schools will be closed for one day only. All meetings, field trips, after school activities will be canceled for the day unless otherwise announced.

**Limited bus service** - When transportation limitations are in effect, for safety reasons there will be no bus or van service in certain areas.

**Buses operating on limited transportation routes** - In the event of snow or other emergency conditions, transportation routes will be consolidated for safety purposes. Please be aware of extreme road conditions in your specific area and be prepared with alternate plans for transportation. Refer to the attached limited transportation list for alternate bus stops.

**County road restrictions** - One or more county roads may be closed by order of the County Engineer due to thawing conditions. In this case, announcements will be made after notification by county officials.

**Late start** – PLEASE NOTE: Certificated subs are required to start work as close to the regular start time as possible – while staying safe. Bus schedules and schools will begin two hours late. Students will be dismissed at the regular time unless there is a specific announcement regarding early dismissal. Listen for specific information regarding morning and afternoon kindergarten/preschool sessions and other special programs. *No breakfast will be served on a two-hour delay schedule.*

**Schools open, no transportation** - Be prepared to provide transportation if this announcement is made.

**No out of district transportation** - There will be no transportation to any programs outside our district for any students.

**No morning or afternoon preschool** - There may be occasions when either morning or afternoon sessions will be canceled even though other programs/classes are held.
LOCAL TELEVISION AND RADIO STATIONS:

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<th>TV STATIONS</th>
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<td>KMPS 94.1</td>
<td>KING 5</td>
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<td>KLAY 1180</td>
<td>KBSG 97.3</td>
<td>KIRO 7</td>
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<td>KITZ 1400</td>
<td>KRWM 106.9</td>
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<td>KIRO 710</td>
<td>KMTT 103.7</td>
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<td>KIXI 880</td>
<td>KUOW 94.9</td>
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<td>KPLU 88.5</td>
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<td>KGy 96.9</td>
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<td>KSER 90.7</td>
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<td>KYCW 96.5</td>
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<td>KVTI 90.9</td>
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Emergency Procedures During School Hours

In the event of an earthquake, fire or other disaster, the teacher’s first responsibility is for the safety of students. Have students “drop, cover & hold” during an earthquake and evacuate the building when shaking stops. Keep the class together, take roll, and wait for the principal to give further instructions.
Substitute Online

This is intended to familiarize you with our guest teacher booking process. The majority of our substitute openings are booked using the Substitute Online System. Jobs are posted on the system as soon as they become available, which allows you to book jobs in advance. **Once you have accepted a job, do not cancel it to accept another.** Our Substitute Coordinator, Liz Campbell, handles the last minute openings and any switches in positions that may be needed.

We have enjoyed great success with the Substitute Online program. Features include notifying you via email when you are specifically requested by a teacher, and allowing you to document your availability for subbing (especially helpful if you are subbing for more than one district).

The website is: [http://www.substituteonline.com](http://www.substituteonline.com)

Your user name is: _____________________________

Your password is: _____________________________

Your last name: _____________________________

The last 4 numbers of your primary phone number: ____________

After you enter those there is a box below the password box that has a list of districts using the system. Scroll down to North Kitsap, click on it, click on logon and it will take you to the page where you will see any open jobs. You are welcome to accept any job you see on that page. At the bottom of the page on the left hand side is a box that says Work Summary. If you click on that it will take you to a page where you can enter a start date and end date. If you put 9-1 of this year as the start date and change the end date year to 9-1 of next year, it will show you all past, present and future jobs you have been assigned for the current school year. At the top of the page is a box marked Personal Info. If you click on that it will show all of the information you listed on your sub survey. You may change any of that, if you wish by typing it in and clicking on update changes. At the bottom of the page is a box marked Calendar. If you click on that, a calendar will pop up. This will also show all jobs for the current school year accepted by you. If you know of any time you will not be available to sub, you can click on AM, PM or All Day - the color will change and you will be blocked off for those times. There is another box that is marked View Excluded Sites. If there is any place where you do not wish to work, click on the box at the right and then on Update Changes and you won't get calls for those sites. If you change your mind about the changes you have made, you can click on Cancel Changes at the bottom of the page on the right. At the top of the page is a box marked Review/Cancel page is a box marked Announce. This is a way for Human Resources to get pertinent information to our subs without calling everyone. It isn't a bad idea to check it, periodically. The last box is marked Logoff. That's self-explanatory!

If you have any questions or concerns, please don’t hesitate to call me (Liz Campbell)

at (360)396-3008. I am at my desk from 6:00 AM until 2:30 PM.

11.
B. How to Apply for Regular Employment

As vacancies for contracted positions become available qualified certificated substitutes who submit applications will be given serious consideration. All vacancies are posted in all district buildings and posted on the North Kitsap School District website at www.nkschools.org. When a posted vacancy is of interest to you, complete and submit an application using our Fast Track system (the same method you used to apply as a substitute). Many current contracted North Kitsap teachers started as substitute teachers.

C. Long-Term Guest Teacher Positions:

The bargaining unit members shall consist of all certified personnel regularly employed by the District, whether under contract or on leave, except the superintendent and certified administrators. Certified employees who are substitute teachers shall not be included within the bargaining unit until the 21st consecutive day.

Substitute certificated employees employed pursuant to RCW 28A.405.900 by the North Kitsap School District in excess of 20 consecutive work days or 30 non-consecutive work days in the same school year are regular part-time employees of the North Kitsap School District. Beginning with the 21st day and for the duration of the assignment, such substitute certificated employees shall be included in the appropriate bargaining unit for which the North Kitsap Education Association is recognized as the exclusive bargaining representative.

Substitutes working more than 630 hours in a school year are eligible for certain benefits. For more information please contact our Payroll and Benefits Department at: payroll@nkschools.org.

ANNUAL 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 district’s Title IX/RCW 28A.640 Compliance Officer Rachel Davenport, Executive Director, rdavenport@nkschools.org (360) 396-3003 and/or the ADA and 504 Coordinator, Courtney O’Catherine, Assistant Director of Special Education, COCatherine@nkschools.org (360) 396-3023; address - 18360 Caldart Ave NE, Poulsbo WA 98370.
IMPORTANT INFORMATION FOR GUEST TEACHERS:

If a teacher’s lesson plan requires you to have access to his or her computer, please contact the building Office Manager and you will be given a temporary user name and password.

- Guest Teachers are paid for half-days or whole-days. For an all-day or AM job you are expected to arrive a half hour before the bell rings. For PM and all-day jobs you are expected to stay for a half hour after the bell rings. On early release days you are expected to stay until the end of the work day NOT the end of the students’ day. If a teacher has a tutorial or first or last period planning period, you are still required to be at work during those times.

- Dress as a professional. The image you project has a direct effect on how you are received and is a model for the students.

- Always be in the building the required time prior to your assignment and remain in the building the required time after school.
- Check in with the secretary or principal as soon as you arrive.

- Lock your belongings in a closet or put it in a drawer. Always be wise about securing personal possessions.

- Uphold school rules and regulations and maintain daily attendance records.

- Follow the teacher’s lesson plans as closely as possible.

- Check for special duty (such as bus) assignments.

- Remember: You are always welcome in the staff lounges and lunchrooms

- Do not release a student from school without the permission of the principal or his/her designee.

- Leave a neat and orderly room.

- Leave notes and comments for the teacher.

- Correct all daily papers whenever possible.

- Turn in your room keys and badge at the end of the day.

- Faculty Meetings and In-service Training

Guest teachers are welcome at faculty meetings. They are also welcome at all in-service events on a space-available basis.

The North Kitsap School District hopes your assignment with students and staff is positive and productive. In lieu of a formal evaluation process, the district would like to offer you the opportunity of sharing any concerns. For example, if you have any difficulties with availability of seating charts, class lists, lesson plans, instructions left by the regular teacher, student discipline, etc., we would like to hear from you. Please direct your concerns in writing to the building principal and leave a copy for the regular teacher. We value your suggestions, and hope you will feel comfortable sharing your thoughts.

13.
IX/RCW 28A.640 Grievance Procedures

The North Kitsap School District believes in fostering respect and recognition of cultural diversity, human dignity, and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to:

- Title IX/RCW 28A.640 Compliance Officer: Rachel Davenport: (360-396-3003) RDavenport@nkschools.org
  and/or
- ADA and 504 Coordinator (K-12): Courtney O’Catherine (360-396-3072) COCatherine@nkschools.org

North Kitsap School District
18360 Caldart Avenue NE
Poulsbo, WA 98370