



## **Vinland Elementary School**

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Poulsbo, WA 98370  
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# **2009-2010 Student/Parent Handbook**

**Office Hours are 8:30 a.m.-4:00 p.m.**

Please sign up for email notification of Vinland Voice newsletter updates, upcoming events, and current news by entering the following web address: [www.nkschools.org/listfront](http://www.nkschools.org/listfront)

**[www.nkschools.org](http://www.nkschools.org)**

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August 2009

Vinland Elementary Families,

Welcome to Vinland Elementary School, home of the Dolphins! We believe that Vinland is a special place for our children and adults that provides a warm, welcoming, and nurturing atmosphere. Students, parents, and staff are committed to working together to provide the best education for every child. Our goal is to help your child develop skills that will lead to a lifetime of learning.

Whether it is setting aside time for homework, talking with your child about her/his school day, or volunteering at school, your support is appreciated. Communication between home and school is a vital step in creating a successful environment for learning. The Voice newsletter and updates from your child's teacher provide a crucial link between home and school. We are deeply committed to doing the best we can to help each child succeed.

We invite you to volunteer through our many opportunities: PTSA (Parent/Teacher/Student Association) functions, Art Docent Programs, special projects, field trips, and enrichment activities. Perhaps you could be a guest speaker, classroom volunteer, or a tutor. We truly appreciate the time and effort you dedicate to our students.

Again, welcome to our school. Please contact us if you are interested in volunteering or have any questions that are not answered in the handbook. Your support and involvement is greatly appreciated.

# Mission and Philosophy

## North Kitsap School District Mission Statement

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

## Vinland Mission Statement

Children are the focus of everything we do. At Vinland Elementary School quality education is a shared responsibility. We value academic excellence, hard work, diversity, and one another. We will...

- provide a safe and challenging learning environment
- encourage the development of independent, life-long learners who have positive attitudes and work hard to succeed
- nurture respect, responsibility, compassion, creativity, innovation, and flexibility
- promote collaboration among children, home, staff, and community

## Vinland Philosophy

We believe that children are important. We further believe their world is shaped by their achievements. Therefore, we believe the purpose of school is to ensure that all students accomplish a high level of academic achievement.

In order to accomplish this, the **staff** of Vinland must assure success of academic achievement for every student, use the best instructional materials and techniques, expect behavior conducive to learning, and accept change as a natural and necessary part of Instructional improvement.

**Parents** of Vinland students must take responsibility for preparing their children physically and emotionally for school, expecting high achievement and appropriate school behavior from their children, and working in a mutually supportive manner with staff to ensure an excellent education for their children.

**Students** of Vinland must consider themselves important as individuals, understand they are at school for the primary purpose of learning, always do their best work, spend daily time at home studying and reading, and be personally responsible for their achievement and behavior.

# Vinland Organization

## **Building Teams**

Staff members serve on the following building teams: Leadership Team, Teacher Assistance Team, Technology Team, Guidance Team, Behavior Support Team, and Social Committee.

## **Leadership Team (LT)**

According to NKSD Board Policy 2010, each school will have a Leadership Team with the “central responsibility at the school level to develop, monitor, and evaluate the outcomes of the school improvement plans and efforts to develop high achieving schools”. This team consists of certificated and classified staff, parents, and our principal.

## **Contract Compliance Committee**

This team consists of our principal and two certificated staff members; one chosen by staff and one by the principal. Serving as a subcommittee of the Leadership Team, this team has specific responsibilities for assuring school improvement plans are consistent with the North Kitsap Education Association contract.

## **Teacher Assistance Team (TAT)**

TAT is a team consisting of our school psychologist, counselor, learning specialist, principal, nurse, special education teacher, and teachers representing grades K-5. TAT meets regularly to discuss students that have been referred by their teacher or parent. TAT makes recommendations that could include but are not limited to a referral to special education, development of a Personalized Education Plan, outside referrals, a behavior plan, or different strategies of instruction. Concerns may be related to learning difficulties, behaviors, or social relationships. By focusing on only one to two students per week, we are able to look at the whole child to develop a plan for success that addresses the particular needs of that child.

## **Guidance Team**

This team consists of the counselor, learning specialist, and principal. Guidance Team meets bi-weekly to discuss issues and individuals that may need special attention.

## **LAP**

The Learning Assistance Program, LAP, provides extra staff to help students with math and reading. Numbers of students served and grade levels are determined annually based on available state and federal budgets, with priorities established by our Leadership Team. The LAP program at Vinland is coordinated by our learning specialist, Shirley Parrott.

## **Behavior Support Team**

This team consists of the principal, counselor, learning specialist, and teacher and classified Representatives.

The purpose of this team is to implement and monitor a school-wide system of positive behavior management that focuses on positive reinforcement and teaching appropriate behavior.

## **Counselor**

Vinland has a full-time counselor available to provide assistance in meeting the social-emotional needs of our students. There are a variety of small groups that children attend to help meet these needs. For more information or to schedule an appointment with the counselor, please call Carolyn Mosiman, at 394-2941.

## **Grade Level and Grade Cluster Teams**

Teachers collaborate in both grade level (e.g. all 1st grade) and cluster (e.g. 3rd/4th grades) teams. These teams meet regularly to collaborate on a variety of topics to enhance student learning.

# Curriculum and Instruction

## Class Assignments

Vinland students are carefully assigned to classes to create the best learning environment. 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. Teachers' knowledge of each student is the foundation of this placement process. We are not able to honor requests for specific teachers, but we are confident that through this thoughtful process we can build balanced, positive learning groups for all of our students.

## Class Placement Procedures

The following procedures will be used to assure fair and consistent district-wide grade placement and class assignments.

1. The assignment of students to a specific grade level placement and class assignment shall be the responsibility of the principal.
2. The principal will be assisted by the recommendation of the teaching staff
3. Consideration will be given to the child's individual strengths and needs, achievement, social and mental maturity, and input from parents.
4. Parents should direct any concerns, in writing, regarding class placement to the principal. Parents can fill out the class room questionnaire that is published in the spring issues of the Vinland Voice.
5. All classroom placements are tentative until the October 1<sup>st</sup> enrollment count.

## Homework

The purpose of homework is to increase the potential for long-term academic success. Parents are asked to make sure homework is completed by their child. The amount of time each child will finish their homework varies. Research indicates that schools in which homework is routinely assigned and graded tend to have higher achieving students.

For more information on homework you can refer to the NKSD Board Policy 2422 available on the North Kitsap School District web site.

## Looping Model of Instruction

In looping classrooms, children entering into the first and third grades will remain with the same teacher for two academic years. With this model of instruction, children are provided an opportunity to grow and develop closer and more personal relationships with their teacher, and potential for long-range educational success is heightened. Parents may request looping placement through our class placement procedures.

## Grading System

Our district report cards are standards based. Students are assessed on a scale of 1-4, with 3 or 4 indicating the student has met the standard for that school year. Teachers use an electronic grading system.

## Report Cards

These are distributed three times a year: December, March (at the parent-teacher conferences), and at the end of the school year. Goal-setting conferences between parents and teachers are held in October and provide an excellent opportunity to establish a positive and productive relationship with your child's teacher. Informal conferences can be held whenever a parent or teacher deems appropriate. Don't hesitate to communicate with your child's teacher regarding questions and concerns you may have, as well as positive comments and notes of encouragement. Students are evaluated in terms of how well they are progressing in meeting grade level standards using the following scale:

- 4 = Consistently superior performance, frequently above grade level standards
- 3 = Consistently meets grade level standards
- 2 = Making progress, not at grade level standards
- 1 = Little or no progress

# Curriculum and Instruction

## **Assemblies**

We hold assemblies periodically during the school year for the purpose of cultural and educational enrichment or student recognition. An assembly team consisting of staff and PTSA members will review potential programs and make selections for the year.

## **Learning Improvement Days**

Learning Improvement Days occur six times during the school year. These days are for teachers to engage in professional development activities and instructional planning. Students do NOT attend school on these days.

## **Library/Media Center**

Our Library/Media Center/Computer Lab is the technology center of the school. It provides books for pleasure reading, books which reflect children's interests, informational and reference materials, and other media such as films, videos, games, art prints, camcorders, computers, and software programs. Classes are scheduled for book check-out, computer instruction, library skills instruction, and book talks. Parents are also welcome and encouraged to check out books.

# Special Programs for Students

## **Choir**

Choir is offered through our music teacher, Larry Orando, in conjunction with our District choir festival for students in grades 4 and 5. Before-school practices culminate with a spring assembly. Watch our [Vinland Voice](#) for further information.

## **Field Trips**

Individual teachers and/or grade level teams arrange field trips to extend learning opportunities for students. Field trips are paid for by fundraisers or have participation fees. Information on field trips will come from your child's teacher.

## **W.A.V.E.S. (Wonderfully Athletic Vinland Elementary Students)**

Students in grades 4 and 5 have the opportunity, with our physical education teacher and volunteers to learn juggling, unicycling, and jump roping. Student effort is showcased in a school assembly each spring.

# Parent Information

## Daily Attendance Procedures

The school day for students is 9:15 a.m. to 3:45 p.m. Buses arrive at school 10 minutes before school begins, at which time students may enter the building. Children should NOT arrive at school before 9:05 a.m., as supervision is not provided.

Students who arrive after 9:15 a.m. need to report to the office for a tardy slip to be given to her/his teacher.

If a student is absent, parents or guardians are required to call the attendance line, 394-2987. We will attempt to contact you by phone with your explanation of absence if we have not heard from you by 11:00 a.m.

Before a student can be released early from school, parents must sign out the child in the school office.

**If someone other than the parent is picking up the child, permission from the parent is required for the office staff.**

Messages for students regarding alternate bus or pick-up plans, etc., MUST be called into the main office by 2:00 p.m.

If your child will be absent from school for five or more days you need to contact the office for a Prior Approved Excused Absence Request Form. This form needs to be filled out and signed by both parent and student and submitted to the office PRIOR to their absence. The teacher and principal will either approve or deny the absence.

All approved absences will be excused and all denied absences will be unexcused.

## Student Drop-off and Pick-up Procedures

If you drive your student, please do not drop them off before 9:05. We typically have heavy car traffic, so please be watchful and patient in the circle drive.

Remember that cars are NOT to be left unattended in the curb lane during drop-off and pick-up.

Directions for using our circle drive to drop off students in the morning: Please pull as far forward as possible in the curb lane before stopping.

*Do not stop in front of the main entrance if there is still open space in the curb lane ahead of you.*

Students may enter the building through the main entrance OR through C-pod (kindergarten classroom pod).

*C pod doors are locked at 9:25 a.m.*

Directions for using our circle drive to pick up students at the end of the day: Students wait in front of the building.

If your last name begins with A-L, your child will wait in front of the main entrance.

If your last name begins with M-Z, your child will wait in front of C pod.

If your child is not yet present in the student waiting areas, please drive around and try again. Students are NOT permitted to walk through the parking lots.

If you prefer to park instead of using the circle drive, you will need to walk to the front doors to meet your child.

Thanks for helping us keep students safe.

## Bus Transportation

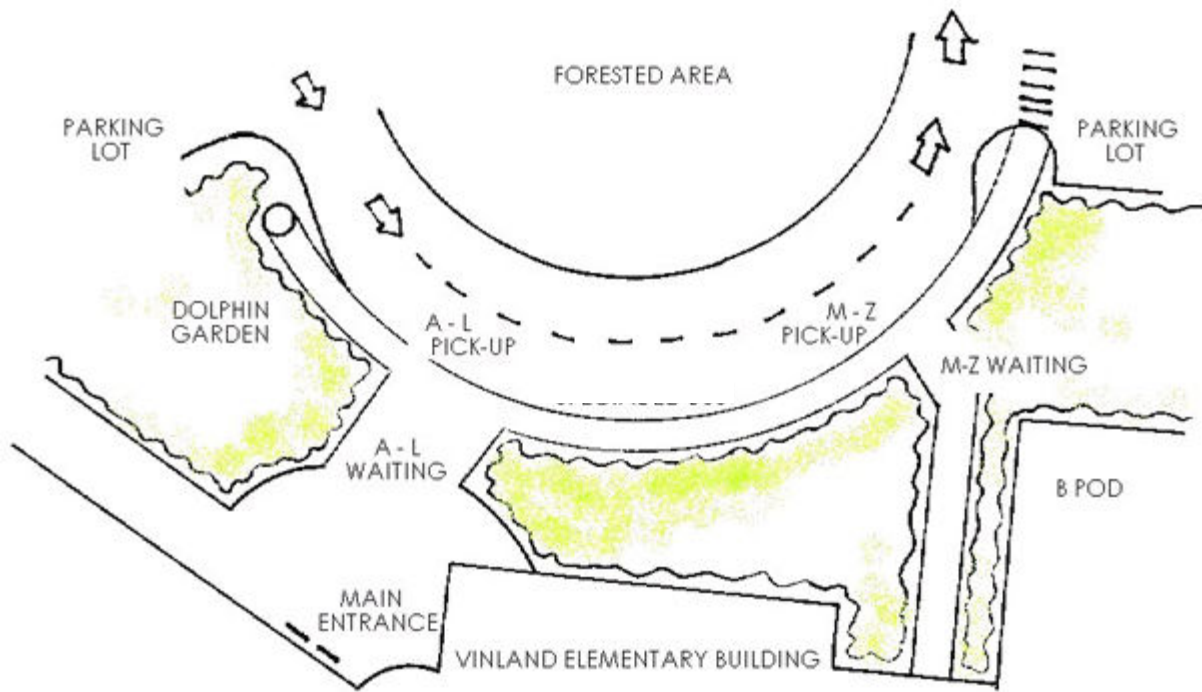
If your child will be picked up instead of riding the bus, you must send a note to your child's teacher. Otherwise, teachers are required to put your child on the school bus.

You MUST send a note to school indicating your permission for your child to ride to a different stop if needed. Please include the route number, the location of the bus stop, and name of child your student is riding with, if applicable. Sign and date the note. A bus pass will be issued to your child. The bus driver will NOT allow your child on a different bus without your note and a bus pass issued from the teacher/office.

## Visitors to Vinland

We welcome and encourage parent involvement at Vinland. To assure student safety and minimize disruptions to the learning environment, parents/visitors must enter through the *main entrance* door and *sign in* at the office. Once signed in, parents/visitors will be asked to wear a nametag identifying themselves as visitors.

# Front Drive pick-up



# Parent Information

## Medicine Dispensed at School

It is the policy of North Kitsap School District to give oral medication to students at school with written authorization only. The following procedures *must* be followed....

- Parents need a “Request for Giving Oral Medication at School” form, from the doctor or school, completed by your physician, and signed by you.
- You must bring the form to school, along with the medicine, in the *original* well-labeled container. Do NOT send medicines to school with your child.
- Bring only the required number of doses of medication. (Obtain two bottles when purchasing the medication, one for school and one for home.)
- Medicines remaining at the end of the school year will be discarded, unless picked up by parents.
- This policy applies to prescription and over-the-counter medications.
- Contact the NKSD Health Consultant’s Office at 779-8765 with questions.

## Breakfast and Lunch Prices

Breakfast is served daily from 9:00–9:15 a.m. The price for a student breakfast is \$1.50. Adult breakfast is \$2.00. The cost of a student lunch is \$2.50. Adult lunch is \$3.25. The price for milk or juice is \$.50.

Breakfasts and lunches are free for students who qualify. Applications for free and reduced price breakfasts and lunches are available in our main office.

Students are encouraged to pre-pay for meals in advance. Please make checks for breakfasts and lunches to Vinland School and give payment to the school Food and Nutrition Services cashier.

## Emergency Contacts

Parents are asked each year to submit and/or update contact information our office uses in the event of emergencies. *Whenever a telephone number or emergency contact information changes, please contact the office with this updated information.*

Please make certain our office has the names of at least *two* people who can pick up your child if you cannot be reached.

## Emergency Drills

Drills are held regularly throughout the year. When the alarm sounds, students should instantly become quiet and direct their attention to the teacher, who will lead them through an evacuation route. Classes line up in a predetermined order, listen for instructions, then return to the building as directed.

## Earthquake

Teachers and children move immediately to get under tables and desks and hold on tightly when an earthquake begins. When the shaking stops, no one leaves her/his place until directed by an administrator.

Please do not call the school as the phone lines will be needed for emergency contacts.

The school has an emergency plan and supplies to take care of medical, physical, and emotional needs during a time of crisis.

## Parent Role in Emergencies

If you come to check on your child in the event of an emergency, please check in at the Parent Reunion Station. If you are able to stay and help, we will place you on an emergency team.

## Emergency Information

In the event of an emergency anywhere in the North Kitsap School District, you can obtain accurate information from these sources:

- The North Kitsap School District website homepage, [www.nkschools.org](http://www.nkschools.org)
- Email notification to all subscribers from the North Kitsap School District
- The school district's recorded message line at 360-779-3971
- You may receive an automated telephone call with specific information.
- KIRO radio – 710 AM and KOMO radio -1000 AM and local television stations
- Or visit the Public Schools Emergency Communications System (PSECS) at <http://www.psecs.wednet.edu>

**Family Emergency Plans** - 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.). Parents should assure that current emergency information such as phone numbers, emergency contact person(s), is on file at their child's 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.

### In the event of a weather-caused delay or closures:

The school district will use its automated phone message system to call each student household and staff member. The message will say whether there is a 2-hour delay or closure. Also, if there are certain bus routes or roads that are not accessible, that will be included in the message. The call is usually made at approximately 5:45 a.m.

The school district will send email information to all people who are registered to receive NKSD email information. (If you are not signed up, go to the district website: [www.nkschools.org](http://www.nkschools.org), and go to the Site Shortcuts section on the right side of the homepage. There is a selection in that column that allows you to sign up for email notification.

Call the North Kitsap recorded message line at 360-779-3971.

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 listed 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.

**Late start** - 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.

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

**No kindergarten** - There will be no morning or afternoon kindergarten.

**No morning or afternoon preschool, kindergarten, and Headstart** - There may be occasions when either morning or afternoon sessions will be canceled even though other programs/classes are held.

# Parent Information

## **Vinland Voice Newsletter**

Our school newsletter, the Vinland Voice is published and posted on our website monthly. Please review the Voice with your student for the latest news and information about Vinland. One printed copy will be sent home for each family.

## **Art Docent Program**

If you are interested in learning more about the arts program in our school, or being an art docent, please talk with your child's teacher or Mrs. Fagan, receptionist, in our main office.

## **Volunteer Program**

Students are more successful in school when parents and community members are involved. It shows we care and place a high value on education. Making time in our busy schedules to volunteer whenever possible benefits our students, our schools, and ourselves.

Volunteering is an opportunity to meet the students, staff, and other parents here at Vinland. It's an opportunity to learn first-hand what is happening at school and to share ideas that can influence and improve education.

Volunteers do make a difference. Watch for volunteer opportunities throughout the school year. We need your time and service in our school. We value you.

The PTSA sponsors a room parent program that helps keep lines of communication open between PTSA and individual classrooms. Room parents also help contact other volunteers for special classroom activities. PTSA will notify teachers of their designated room parent. If you have a parent that you would like to recommend, speak to that parent and suggest they sign up with the PTSA.

*It is mandatory for volunteers to register by completing a volunteer form available in our main office.*

*Forms are required to be updated every two years.*

# Daily Schedule

**9:15 a.m. — 3:45 p.m.**

**9:05** - Students may enter classrooms

**3:40**-Students are released from classrooms

**4:00** - Students not picked up by this time go to the office or M & M Kids until the their pick-up person arrives.

## AM Recess

**K-1st 11:00-11:20**

### LUNCH

**11:20-11:40**

**12:05-12:25**

**11:20-11:40**

**12:05-12:25**

**12:35-12:55**

**12:45-1:05**

**Bi-lits**

**K-1st**

**2nd**

**3rd**

**4th**

**5th**

### RECESS

**11:40-12:00**

**12:25-12:45**

**11:40-12:00**

**12:25-12:45**

**12:55-1:15**

**1:05-1:25**

## PM Recess

**1:45-2:05**

**2:05-2:25**

**2:25-2:45**

**2:45-3:05**

**2:45-3:05**

**2nd**

**Bi-lits**

**3rd**

**4th**

**5th**

# School Expectations

We teach the following expectations. They apply to all areas of school including classroom, lunch area, recess, and riding the bus.

## Characteristics for a Safe and Caring Environment

1. **BE RESPECTFUL**  
Respect school and personal property  
Respect adults and peers
2. **BE KIND**  
Treat others how you would want to be treated  
Use polite words
3. **BE RESPONSIBLE**  
Bring everything you need each day  
You are responsible for your actions
4. **BE READY TO LEARN**  
Do your best  
Work hard, think you can, get smart!

These expectations are the foundations for success at Vinland. To acknowledge and promote these behaviors we recognize students in a variety of ways including announcements, telephone calls, dolphin certificates, letters to parents, and bulletin board displays. We urge you to encourage and reinforce your child's efforts at home.

### Personal Property at School

Trading cards, battery powered games, cell phones, athletic equipment, and toys are not permitted at school. Vinland staff reserves the right to confiscate any item that disrupts learning or threatens safety. Any item brought to school by students is the sole responsibility of the student. Vinland will not be responsible for loss or recreational damage to items brought by students.

# Behavior Expectations

## Voice levels for students

- 0 – no talking at all; voice off-signal: victory sign
- 1 – whisper voice
- 2 – conversation voice
- 3 – table voice, loud enough for people at your table to hear
- 4 – outside voices

## Before School

- Students will unload from buses in a safe and orderly manner, keeping their hands and feet to themselves.
- Upon arriving on campus, students will go to breakfast or their classroom.
- Students eating breakfast will go directly to the lunchroom and follow guidelines.
- All items brought from home, including sharing items, will be kept in backpacks until they are in the classroom.
- Once on school grounds, no trading cards, battery powered games, cell phones or toys are allowed.

## In the Hallways

### Students

When moving through the hallways with your class

- Walk in single file lines on the right-hand side
- Walk quietly
- Keep your hands and feet to yourself

### Adults

- If you witness students running, please say, "Stop. Go back and try again." or something similar
- Teachers/paras, please be present with your classes when moving between locations
- The standard is respectful hallway behaviors

## In the Restroom

The buddy system is used at the teacher's discretion. During recess, use the outside restroom. Students do not use inside restrooms during recess. Do not put paper towels in the toilet. Flush. Wash your hands. Leave no trash on the floor. Staff restrooms are for adults only. Do not take too much time. Let an adult know when supplies are needed in the restroom. Conserve water, paper, and soap. Walk directly back to class.

If you forget, the possible consequences are:

- You may lose the privilege of using the restroom during class time for a limited

time

- You will not be able to use the restroom without an assigned buddy
- You may have to assist the custodian with restroom maintenance
- Parent/guardian notification

## In the Lunchroom

We're going to use the four R's...

- **R**estaurant voice
- **R**espect yourself, others, and the facilities
- **R**espond appropriately to visual and verbal announcements
- **R**aise your hand for permission to leave your seat

## The Routine

- Wash hands or use hand sanitizers
- Enter quietly
- Get your condiments before you sit down, or raise your hand for help
- Eat your own food and enjoy each other's company
- Listen to the speaker during announcements
- Stay seated until excused
- Clean up after yourself

If you forget, the possible consequences are:

- Assigned seat
- Time-out table
- Loss of recess/work in lunchroom

## On the Playground

Basic Student Procedures:

1. Play only in the playground areas
2. Get permission from a supervisor to retrieve balls or equipment out of playground areas
3. Play with and on equipment for its designed purpose
4. Follow agreed upon rules for specific games and ask recess supervision aides if you are unsure
5. Solve your differences peacefully using your Vinland Choices Card solutions

Freeze Time for K, 1<sup>st</sup>, and 2<sup>nd</sup> graders:

1. At the whistle, everyone "freezes"
2. All equipment is returned to the carts
3. At the second whistle, walk to your class line

# Behavior Expectations

## Proper Use of Equipment

1. Tower - Climbing up and down No hanging or jumping off
2. Slide – 1 person at a time; feet first and on your bottom; slide from top to bottom
3. Bars – 3 people at a time; one hand must be on bar at all times; no standing or jumping off
4. Equipment is not to be used when slippery or wet
5. Only 2 students on climbing wall at a time, no climbing over or jumping off the top

## Students Will Not:

1. Play in wooded areas or front parking lots
2. Throw rocks, snowballs, sand, or other objects
3. Play excessively rough
4. Play on fences or in puddles and mud
5. Bring food to recess
6. Bring bicycles, skateboards, roller skates, trading cards, battery powered games, cell phones, and toys or anything else determined by supervisors to be a problem at recess

## If you forget, the possible consequences are:

- Verbal reprimand & redirection of behavior
- Loss of activity for the remainder of recess
- Time out
- Standing with the supervisor
- Office referral
- Follow-up with a teacher

## **In Assemblies**

1. Sit down
2. V (victory sign) for Vinland means quiet down
3. Voices off; listen carefully
4. Keep hands and feet to yourself
5. Be a respectful audience
6. Wait to be dismissed and follow teacher from assembly
7. Quiet talking is okay until program begins

## If you forget, the possible consequences are:

- Assigned seating
- Removal from the assembly

## **After School**

- Walk quietly down the sidewalk to the bus or bus line
- Students will go directly from class to the buses

## **On the Bus**

Expectations for “school behavior” start when you get on the bus and end when you get off the bus at the end of the day.

- Go directly to your seat and remain seated
- Keep hands, feet, and objects to yourself
- Show respect to the driver by cooperating with requests
- Use whisper voices
- Keep the aisles clear
- Don’t litter or damage the bus
- Arrange for a bus pass ahead of time (note from parent to teacher)

## If you forget, the possible consequences are:

1. Contact your parent
2. Reassigned seat
3. Bus plan
4. Loss of the privilege of riding the bus

## **Guidelines for Staff Response to Student Behaviors**

### Managed by principal or teacher-in-charge

- Possession of weapons (or any object used as a weapon)
- Possession of drugs or drug paraphernalia
- Vandalism
- Arson
- Fighting (with intent to harm)
- Skipping school
- Blatant defiance/disrespect
- Racial/sexual harassment
- “Out of Control” behavior
- Physical assault
- Criminal activity
- Chronic offenders of school rules
- Threatening to use weapons to harm students, staff, or property
- Theft of school or staff property

Possible Interventions: In-school or out-of-school suspension, expulsion, restitution, or behavior plan.

### Managed by teacher Initially

(If behavior continues after interventions, refer to principal)

- Tardiness/attendance
- Incomplete work
- Derogatory remarks/intimidation
- Profanity/inappropriate language
- Disrespect

# Behavior Expectations

- Cheating
- Minor theft in classroom
- Not following school rules
- Non-compliance
- Playground behaviors that have not responded to intervention by playground supervisors
- Aggressive behavior/rough housing (without intent to harm)
- Bullying
- Dishonesty

Interventions: Instruction/verbal correction, have student restate rules, have students demonstrate/practice appropriate behavior; have student observe others demonstrating the appropriate behavior, problem solving, behavior plan, restitution, loss of recess, time-out to alternate classroom, parent conference

## Managed by supervision paraeducator initially

- Rough play
- Aggressive behavior
- Inappropriate language
- Unsafe play
- Inappropriate use of equipment
- Playing in non-play areas
- Derogatory remarks/intimidation
- Inappropriate items at recess (eg. electronic games, trading cards)
- Disrespect

Interventions: Instruction/verbal correction, have student restate rules, have student demonstrate/practice appropriate behavior, have student observe others demonstrating the appropriate behavior, problem solving, behavior plan, restitution, removal from activity, time-out, restricted play areas

## Managed by supervision paraeducator initially

(If behavior continues after interventions, refer to office.)

- Loud voice/Inappropriate language (#2 voice level)
- Throwing food
- Taking food from others
- Not following Lunchroom Guideline

Interventions: Instruction/verbal correction, have student restate rules, have students demonstrate/practice appropriate behavior, have student

observe others demonstrating the appropriate behavior, problem solving, restitution, change seating, move to different table, removal from lunch room-lunch in the office, clean the lunchroom

## **Resolving Conflict**

Conflicts are opportunities for students to practice and develop skills. Of course, there are some situations that are not appropriate for students to solve. Anything that impacts the health and safety of a child goes immediately to an adult.

## **Resources to help solve conflicts:**

- Teacher or other adult
- Principal
- Counselor

## **Problem Solving-It's My Choice!**

1. Stop...Calm down...Take deep breaths...  
Count backwards
2. Think
3. Try at least three ways to resolve the problem.  
(Solutions are safe, fair, and people feel good)

## **At Vinland, I can choose to:**

1. Ignore it
2. Walk away
3. Talk it over, listen
4. Apologize "I'm sorry"
5. Share, take turns, do something else
6. Make a plan
7. Ask for help
8. Vinland choices card

# Behavior Management and Discipline Terms

**Chronic Offense:** A behavior that continues to occur even after interventions

**Consequence:** A planned or natural result of an action or behavior

**Defiance:** Refusal to follow directions, talking back, and/or socially rude interactions

**Disrespect:** Showing a lack of sensitivity to another's feelings, property, basic needs, beliefs

**Disruption:** Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior

**Fighting:** A physical interaction with the intent of hurting another person by hitting, kicking, pushing, biting, scratching, choking, etc.

**Harassment:** A physical or verbal action that infringes on another person's rights or peace of mind

**Inappropriate Language:** Verbal messages that include swearing, name calling, or use of words in an inappropriate way

**Plan for Improvement:** A plan for improving behavior developed by students and monitored by an adult that includes a goal, action steps, and consequences

**Problem-Solving:** Activity designed to identify the problem, communicate feelings, needs, wants, and to work on solutions

**Referral:** Written form that indicates office or teacher help is needed to deal with a severe or chronic behavior

**Restitution:** A self-initiated plan of improvement to make amends to those harmed

**Rough Play:** Play that crosses someone else's physical and personal boundaries and can lead to unintentional harm

**Vandalism:** Intentionally harming property

**Weapon:** Any object used to hurt oneself or others (or is intended for such use)

# North Kitsap School District Information

## **Get current District 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 email 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. Use this website: [www.nkschools.org/listfront](http://www.nkschools.org/listfront)

## **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 schools. 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 Student Support Services office at 779-8788 to arrange a hearing.

## **Health Issues**

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

## **Administering Medication at School**

Whenever possible, it is recommended that medication be given at home, before or after the school day. The term "medication" refers to prescription, as well as over-the-counter medications.

*If medications must be administered at school, the following policy shall apply:*

Physicians Request 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. The form can be obtained from our school secretaries or the District's school health consultant office at 779-8882. Medications shall be furnished in the original container, which shall contain only the required number of doses or no more than a one month supply. *Student 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 health concerns attend school. Examples of life-threatening conditions include severe bee sting, food allergies, severe asthma, diabetes, severe seizures, severe heart conditions, etc.

If your child requires medication and/or treatments at school, an order must be received from your 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 our school office or our Health Services department for our school nurse, Nanci Powell, at 779-8766 if you have any questions or need clarification. Necessary forms will be provided and a time will be arranged for you to meet with the nurse.

# North Kitsap School District Information

## **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 person 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 posed 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 produce 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 posed 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.

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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 the school district's Title IX/RCW 28A.640 Compliance Officer Chris Willits (360-779-8710) [cwillits@nkschools.org](mailto:cwillits@nkschools.org) and/or ADA Coordinator Nancy Moffatt (360-779-8783) [nmoffatt@nkschools.org](mailto:nmoffatt@nkschools.org) and/or 504 Coordinator Dixie Husser (360-394-2601) [ahusser@nkschools.org](mailto:ahusser@nkschools.org) North Kitsap School District, 18360 Caldart Avenue NE, Poulsbo, WA 98370.

# Uniform Dress Code

## Uniform Dress Code Requirements

**Uniforms are required** of Vinland students. We believe our uniform policy directly relates to our students' ability to achieve higher academic goals. If children come to school dressed inappropriately, we will help them find appropriate clothing from our uniform closet. We accept donations of new and outgrown uniforms for our uniform closet.

### Vinland Colors

All articles of clothing must be solid colors of navy blue, forest green, khaki (light tan), or white.

The only acceptable logo on clothing is the Vinland dolphin logo.

### Outer Layers

Sweatshirts, sweaters, and vests in solid Vinland colors, as well as Vinland sweatshirts from our PTSA store, may be worn inside.

### Styles and Fabrics

Shirts and blouses *must have a collar*.

Turtlenecks are acceptable.

T-shirts from the PTSA store are acceptable as well as and those distributed through the school on special occasions.

Blue jeans, athletic warm-ups, and cotton sweat pants are not permitted.

**Knee socks, tights and leggings are permitted in solid uniform colors only.**

### Headwear

Hats, bandanas, and scarves may not be worn inside.

Unnatural hair coloring is not permitted.

### Jackets and Coats

Uniform guidelines do not apply to items worn to and from school or at recess.

### Shoes

Students should wear activity appropriate footwear. Shoes open at the toes or heels are not permitted.

### General reminders about our dress code

Clothing worn to school must be neat and clean with no holes or tears.

Baggy clothing, larger than one size or more above the student's regular size, is not permitted.

Students may also wear uniforms of after-school activities such as Boy Scouts or Girl Scouts on their scout meeting days.

Copies of the complete Vinland Uniform Policy are available in our main office.

## Vinland Elementary PTSA 2009-2010 Board

President    Becky Wallace    [heybwallace@comcast.net](mailto:heybwallace@comcast.net)    779-9747

Vice President    Steve Komar    [skomar@farmersagent.com](mailto:skomar@farmersagent.com)    698-7838

Secretary    Kim Kraft    [kraftjones@googlemail.com](mailto:kraftjones@googlemail.com)    536-2361

Treasurer    Tara Frailey    [frailey21@gmail.com](mailto:frailey21@gmail.com)    930-0589

Membership    Andrea Gleich    [Gleich4@comcast.net](mailto:Gleich4@comcast.net)    930-8014

Volunteer Coordinator    June Hensley    [juneh@earthlink.net](mailto:juneh@earthlink.net)    779-2372

Fall Fundraiser    Michelle Oss-Payne    [mosspayne@wavecable.com](mailto:mosspayne@wavecable.com)    779-6424

Spring Auction    Stacey Lovett    [lovettstacey@hotmail.com](mailto:lovettstacey@hotmail.com)    697-6864

Teacher Appreciation    Laurel Pardee    [laurelpardee@comcast.net](mailto:laurelpardee@comcast.net)    779-7156

Room Parent Coordinator    Crystal Rich    [richclan@native6.com](mailto:richclan@native6.com)    598-9070

Uniform Closet    LaRae Denny    [laraedenney@comcast.net](mailto:laraedenney@comcast.net)    779-2599

School Store/T-shirts    Melissa Paul    [Melvern19@hotmail.com](mailto:Melvern19@hotmail.com)    779-5394

School Store/T-shirts    Kelly Simkins    [ksimkins@gmail.com](mailto:ksimkins@gmail.com)

Ice Cream Fridays    Terri Gleich    [terrigeich@comcast.net](mailto:terrigeich@comcast.net)    779-3649

Scrip Coordinator    Deb Wuensch    [drwuensch@aol.com](mailto:drwuensch@aol.com)    598-3890

Cub Scouts COR    Jane Anderson    [bj3lusmc@comcast.net](mailto:bj3lusmc@comcast.net)

Back-to-school BBQ    Kim Kraft    [kraftjones@googlemail.com](mailto:kraftjones@googlemail.com)    536-2361  
Paula Burchill    [cpburchill@comcast.net](mailto:cpburchill@comcast.net)

Dolphin Garden    June Hensley    [juneh@earthlink.net](mailto:juneh@earthlink.net)    779-2372

Reflections    Paula Borg    [tomborg1@comcast.net](mailto:tomborg1@comcast.net)

Emergency Prep    Debi Logan    [debilogan@earthlink.net](mailto:debilogan@earthlink.net)  
Valerie Martin

Family Fun Night    Andrea Gleich    [Gleich4@comcast.net](mailto:Gleich4@comcast.net)    930-8014  
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Office Laminator    Cathy Coleman    [kitcat2068@hotmail.com](mailto:kitcat2068@hotmail.com)

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