

Ocean Beach School District Elementary Handbook

2018-2019 School Handbook

School Information

**Long Beach Elementary School
P.O. Box 778 --- 500 Washington Ave.
Long Beach, Washington 98631
360-642-3739**

**Ocean Park Elementary School
P.O. Box 1220 – 25701 Vernon Ave.
Ocean Park, Washington 98640
360-665-4815**

Welcome

This handbook contains schedules, policies and procedures, as well as routine information which you may need during the school year. Please take time to read it with your child and keep it handy for future reference.

Our staff would like to extend a warm welcome to each of you. We want you to know that we are all available to assist you. When we all work together as a team, we can make a positive difference in the total school community. In addition to providing a productive, caring learning environment for your child, we want to make every effort to have excellent communication with you, the parent. We invite you to join the staff in working toward our school and district mission:

**We are a safe, respectful and inviting place
Where we set high standards and celebrate our achievements,
Where learning is challenging and engaging, and
Where we prepare students to lead successful lives as stewards of their world
And where learning is challenging and engaging.**

School Hours:

- School Doors open at 7:40 for students
- Student School Day is 8:00 a.m. – 2:40 p.m.
- Breakfast is served in the cafeteria from 7:40 a.m.-7:55 a.m.

- Early Dismissal –Every Friday at 1:30
- School Office Hours -7:15 a.m. – 3:45 p.m.

Title I School

All certificated and classified teaching staff is considered highly qualified under the No Child Left Behind federal guidelines. This also means that all our students can and do receive Title interventions in math and reading when the need arises.

CHAIN OF COMMAND

(Who do I go to with my concerns?)

TEACHER

- Student behavior
- Student work and/or curriculum
 - Student grades

SUPERINTENDENT/PRINCIPAL

- Facility usage
- Concerns about board decisions, policy, procedures or job descriptions
- Maintenance Issues
- Concerns about final decisions of Athletic Director, Curriculum Director/Dean of Students and/or Teachers
- Scheduling
- School Safety
- Bus Safety
- Bus issues
- Board policy or procedures
- Handbook issues or procedures
- Concerns about all school staff
- Issues about which you are uncertain whom you should contact

OCEAN BEACH BOARD OF EDUCATION

- Concerns about final decision or interpretations of Superintendent
- Board Policy

Front Entry:

For your child's security, all entry doors will be locked during the school day. The front entrance has a security buzz-in system if you need to come to the school for any reason during the school day.

Student Check Out:

To ensure the safety of our students, students are only released to individuals listed on the registration form, or those the parent or legal guardian has approved on the “Student Check-Out” form. *Students will not be released to other individuals without parent approval.*

Student Arrival and Dismissal:

(Policy 3124) **Your child's safety is of utmost importance to us.** Because we lack personnel to provide before school supervision, **we ask that your child arrive at school no earlier than 7:40 a.m. for Ocean Park, and 7:30 for Long Beach** at which time the school doors will be opened. We do ask, however, that you send your child on time each day. Students arriving after 8:00 a.m. must check in at the office before going to the classroom.

At the end of the day, students **must** go home. Special arrangements for any after-school activities need to be pre-planned at home. Students may not remain at school more than ten minutes after dismissal.

Please advise the school office, preferably in writing, when there is going to be a change in your child's going home routine. Emergency changes are understandable, but day-to-day decision changes are both confusing to the child and disruptive to the educational process.

If you do have an emergency change in plans, please send a signed and dated note with your child or call the office no later than 2:00 p.m. While we make every effort to do so, calls received after this time may result in your child not receiving notice of a change in plans.

If you must pick up your child before school ends, please come to the office and staff will call your child from class for excusal. If returning to school that same day, the child needs to check back in at the school office.



Bus policy states that once a child is on board the bus, they may not be dropped off at a spot other than home without a bus note. Children will not be allowed to leave the bus at other than their normal stop without a note.

If someone other than the legal guardian or a person named on the emergency/registration form is sent to school to pick up a child during school or at the end of the day, we must have your verbal or written approval to release the student.

Restraining orders must be on file in the school office.

Assemblies/Programs:

Assemblies are held for educational programs, student/staff recognition and for the enjoyment of students and staff. They are an important part of the total educational program. It is the responsibility of each student to maintain high standards of conduct and to give every courtesy to the speaker(s) and to the program. Student attendance at assemblies is an expectation. Students who choose to disrupt the assembly will be removed and may lose the privilege of attending other assemblies through the remainder of the school year. Students are required to sit with their class during the assemblies.

Attendance Information:

(Board Policy No. 3122, RCW 13.34.300) It is necessary for you to phone the school office by 9 a.m. if your child is going to be absent for any reason. Your call should be made as soon as possible in the morning. A message may be left on the school answering machine before and after regular school hours. Failure to notify the school will result in an unexcused absence.

Washington’s truancy law (RCW 28A.225), often termed “the Becca Bill,” is intended to stop truancy before it becomes a problem. The law requires one thing of students: attend school. It also requires one thing of parents: ensure that your child attends school. If a student does not attend school, the law requires the school district to take action.

Absences:

Official excuses for absences are illness, doctor and dental appointments, religious observance requested by the parent, a school activity, and family emergencies (Board Policy 3122). Students who are more than 30 minutes late to school or who are excused from school for more than 30 minutes will be considered as having a half-day absence. Absences for other purposes must be *pre-approved* through contact with the teacher and principal. **If your child cannot attend school for any reason, please call the school by 9:00 am.**

If it is determined by the child’s teacher or the administration that poor attendance is affecting progress in school, a doctor’s note may be required to excuse further student absences.

Regular Attendance/Chronic Absenteeism:

It is the responsibility of the school to work with the parents and students when an attendance pattern begins to interfere with success at school. Below is a flow-chart indicating steps taken when a student is absent:

<p>Step One: After 1st unexcused absence: Notify/inform parent</p>	<p>Parents/Guardians will be notified of the potential consequences of absenteeism. Notification can occur by phone or email.</p>
<p>Step Two: After 3rd unexcused absence in a month: Conference & WARNS Assessment given</p>	<p>An in-person conference will be scheduled with parent and student to discuss the problem and possible solutions. Middle and High School students will be given the WARNS Assessment.</p>
<p>Step Three:</p>	

After 5 th unexcused absence in a month or 10 in a year: Truancy Board	Student and family go before the Community Truancy Board to reach a documented agreement as to how the truancy issue will be addressed. If the agreement resolves the issue, no court petition will be filed. If the agreement fails, student will move to step four.
Step Four: Truancy Board agreement fails	A truancy petition will be filed with the court and a court order is entered that requires the student to attend school.
Step Five: Student continues to have unexcused absences	The school contact the Juvenile Department to file for an order of contemp. A student's first finding of contempt cannot result in juvenile detention time. Options are: community service hours, mentoring program, or other interventions.
Step Six: Student STILL has unexcused absences	A 2 nd or subsequent contempt pf court is a civil infraction that carries a consequence of up to 7 days in jail, with an option to purge that jail as determined by the court.

Boundaries:

(Board Policy 3130 & 3131) There are currently two elementary attendance zones within the Ocean Beach School District. Cranberry Road serves as the dividing line between the two zones with all students residing north of Cranberry attending Ocean Park Elementary and all students living south attending Long Beach Elementary.

It is vitally important for planning, staffing and equity purposes to maintain a firm adherence to these boundary restrictions. Therefore, the district may require parents to provide proof of residence to insure that their students are placed at the appropriate school. (Please see **Moving** for exceptions to this policy)

Bus Transportation Information:

Bus riders will be given approximate bus pick-up and drop-off times the first week of school. Students should be at their stop 15 minutes prior to the scheduled pick-up times. If you have a concern about scheduling or bus information, please contact the Transportation Supervisor at 642-2104.

Our drivers do their best to keep to their schedule so that students will be at school on time. Usually students are expected to share bus seats with one or two other students. If your student arrives home late or the bus is late in picking them up, please notify the transportation department as soon as possible. The number to call is 642-2104. If your student has a problem on the bus or at a particular bus stop, please talk with your student(s) driver first, if the problem is not resolved then please call the transportation department at the same number.

BUS RULES:

Don't Lose Your Bus Riding Privilege.

1. OBEY THE BUS DRIVER AT ALL TIMES. The bus driver is authorized to assign seats.

2. Be courteous. Use no profane language.
3. Do not eat or drink on the bus.
4. Keep head, hands, and feet inside the bus.
5. Stay in the seat and face forward.
6. Do not be destructive. Parents will be responsible for any damage done by their children.
7. Do not litter. **KEEP THE BUS CLEAN.**
8. Classroom conduct is required at all bus stops. No horse playing, fighting, etc.
9. No electronics are allowed on the bus

*It is important that when students get off the bus in the morning and when they get on the bus in the afternoon that they walk to and from the bus to the school.

Bus Discipline: If it becomes necessary to write a referral for misbehavior on the school bus the following discipline will be issued:

- 1st Written Offense: Verbal Warning
- 2nd Written Offense: Three day bus suspension
- 3rd Written Offense: Five day bus suspension
- 4th Written Offense: Ten day suspension
- 5th Written Offense: Ninety day suspension

REMEMBER, SAFETY FIRST!

If your child is to ride a bus they do not normally ride, we must have a written note or, if need be, a phone call to the school office. If the change is due to an emergency, please notify the school office no later than 2:00 p.m. if possible.

Kindergarten students will not be let off the bus unless an adult is present, and can be seen, at their home.

Cell Phones:

Students are allowed to have cell phones at school as long as they are turned off and put away in student lockers. If students have them out or if they go off during school time the following procedures will take place (School time is defined as 7:40 AM to 3:00 PM):

- | | |
|-----------------|--|
| First offense: | Taken away and given back at the end of the day (Parents will be notified) |
| Second offense: | Taken away and given back to parent/guardian |
| Third offense: | Taken away and given back to parents and the student will not be Allowed to bring a cell phone to school |
| All other: | Treated as insubordination |

Classroom Placement Policies:

School classroom placement processes utilize a team approach in providing well balanced, supportive instructional groups in all classrooms. To achieve this balance, teacher teams create learning environments based on the following criteria: gender, achievement level, behavioral characteristics, leadership, learning needs, support services, student combinations, parent information, staff and principal input.

Teachers know their students very well and are committed to recommending an effective placement for all children. We believe this class placement process will assist us in creating fair and equitable learning communities for all our children. Student placement is one of the most important events that we perform each spring. Numerous hours are spent carefully placing each child to create balanced, heterogeneous groupings. **It is because of this sensitive and professional process that we discourage requests for particular teachers.** There are other considerations that are taken into account when we are dealing with split classes, contract language, and the number of times a student has the same teacher.

If we can honor parent requests and keep the classrooms balanced we will, but you need to remember that we cannot always accommodate everyone. Classrooms that are not balanced are not fair to the teachers or the students. When deciding which requests to give the highest priority we will look at the reason for the request, not who asked first. We will also take into account how often a parent has requested and been granted or denied a request. When parents seldom make requests, we know that they feel strongly about a situation when they do. We will also give priority to a parent who did not receive their request the last time they asked. Parents may also request that their student be separated from another student, but you may not make this request and a specific teacher request because you are then choosing a teacher for another student. **All requests must be in writing and give to the principal before May 1st of the preceding year.** Parents registering new students in the summer may make written requests during enrollment and will be given the same considerations.

Closed Campus:

Our elementary schools are closed campus (Board Policy No. 3124/RCW 28A.605.010) requiring all students to remain on the school grounds from the time of their arrival until official dismissal. Walking field trips to community locations, when accompanied by a teacher or assigned staff member, are excluded from this policy. Students shall not be removed from school grounds, any school building or school function during school hours except by a person authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the superintendent or principal, evidence of his/her proper authority to remove the student

Prior written authorization from the residential parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver. No student shall be removed from campus by anyone without first getting permission from the student's parent or guardian, unless the safety of the student is at stake.

Disruption of the Educational Process:

Students are expected to obey the reasonable directions of school personnel. Conduct that interferes with the educational process is prohibited and may result in disciplinary action. Students who willfully create a disturbance on school premises during school hours or at school activities shall be guilty of a misdemeanor (RCW 28.635.030). Students who willfully create a disturbance on school premises or at school activities will be subject to discipline, suspension or expulsion.

Dress Requirement for Students: A neat, clean, safe appearance is the dress standard for Ocean Beach School District's elementary students. The term "safe" is defined as clothing that will adequately protect children and not interfere with vigorous activity.

Students will dress appropriately so that they are not a distraction or disruption to the educational process. The school administrator has the right to designate which types of dress or appearance are not acceptable. Students must adhere to the following guidelines regarding school dress. The school administrator will also look at the age appropriateness of certain types of dress. What might be OK for a 4th grader may not be appropriate for a kindergartner.

1. Students must wear shoes with safe/hard soles. High heel shoes are allowed for special occasions only. Slippers, socks, open-toed shoes, and/or flip-flops are not considered appropriate, as they do not offer sanitary or safety protection. Footwear must have a strap around the heel for safety during recess, P.E., and on the stairs. Shoes with wheels in them are not allowed at Ocean Park Elementary School. Students need to come to school in appropriate shoes.
2. All clothing must be appropriately buttoned and/or zipped. The length of shirts/blouses must extend beyond the belt level and the student's midriff must not be visible. See-through mesh type shirts or blouses may only be worn over the top of another non-mesh shirt. Tank tops or other tops that are low cut in the neck or arms are inappropriate.
3. All skirts, slacks, and shorts must be hemmed and at least to fingertip length. Note: Fingertip length means that the hem must be at or below the point reached when the student's arm, hand and fingers are fully extended against the student's leg.
4. Slogans or advertising on clothing, which by their controversial or obscene nature disrupt the educational setting, are prohibited.
5. Fashions and fads (such as baggy pants, cloth belts that have more than 4 inches extra length, bandanas, or other gang-related/gang-style clothing) or clothing that presents a health or safety hazard to oneself or others will not be allowed.
6. Pajamas or pajama pants may not be worn at school (Tops or Bottoms) unless a school wide activity permits it. The administrator has the final say about what is or is not pajamas.

Students should be wearing clothes that they expect to wear all day. They will not be allowed to change at school. Students may be sent home or asked to change clothing if it is inappropriate. If a student is dressed inappropriately parents will be contacted. A note to parents will be sent by mail if they cannot be reached by phone.

Please write or sew your child's name on outerwear, gym shoes, book bags and backpacks.

Elevator:

The elevator is available for students and adults who have difficulty using the stairs. All students must have permission from a school staff member in order to use the elevator.

Emergency Dismissal/School Closure:

In the event of a sustained power failure, weather or other unusual circumstance, it may be necessary to cancel school, schedule a late start or dismiss school early. Parents and children should form emergency plans in case school closes and there is no one at home. Each child should know exactly what to do and where to go in advance. Parents need to feed children before sending them to school if there is a 2-hour late start.

All local radio and Portland/Seattle TV stations will be notified of closure or delay in case of ice, snow, power outages, or other emergencies impacting the schools in the Ocean Beach School District No. 101.

You can receive an e-mail when we decide to close schools if you sign up for Flash Alert at www.flashalert.net/news.html?id=716. You can also check the district web page at www.ocean.k12.wa.us and the Ocean Park, Long Beach Elementary School Facebook page. Please refrain from calling the school. If we are not listed as a school that is closing or delayed, then we are having school at the regular time.

Emergency Information:

At the beginning of each school year, parents are asked to update emergency information should your child become ill or injured or should school be dismissed early and we are unable to locate you. This contact should be a family member or close friend who can take the child home in such a situation. Please be sure to update this contact as the need arises. We must have at least two emergency contacts for your child.

Family Access:

Family Access is a web based student information system which provides a way for parents/guardians to access specific information about their student(s) at Ocean Park School. You can access information about attendance, report cards, lunch accounts, and other general student information. You can set it up so that you get an automatic e-mail every time anything is entered for your student's attendance and when your child's lunch account balance falls below \$5.00.

To get to Family Access, you need to follow these steps:

1. Go to www.ocean.k12.wa.us
2. Click on the "Family Access" link to the left of that page
3. Click on the "Family Access Login" link near the bottom of the page
4. Enter your personal Login and Password information*

*If you don't have your personal Login and Password information, please contact the school and it will be given to you.

Field Trips:

A permission slip will be sent home for school-sponsored field trips. We must have a signed permission slip by a parent/guardian to allow a child to leave school. We cannot accept phone calls in place of the field trip form. Field trips are extra special events and students must be well-behaved at school and follow directions from all school adults or they may be excluded.

All chaperones on a school-sponsored field trip must have a completed and current criminal background check on file in the district/school office. Volunteers are not permitted to bring their spouse, relatives, children (other than the participating student), friends, or pets on field trips. Chaperones must follow the school rules and directions given by the teacher specific to that trip. Failure to do so will result in chaperone no longer being allowed to participate in field trips.

Gum chewing:

Gum chewing is not allowed unless give permission by teacher for a special occasion.

Healthy Snacks and Treats:

We want to help teach students to choose and eat healthy food. There is a time for treats but those should be once or twice a month and not weekly. It is important to teach children that celebrations and parties do not have to revolve around food and especially unhealthy food. Please do not send homemade food to school and only send treats when asked by the classroom teacher.

Health Services:

- **Illness**--When children become ill during the school day, we determine the extent of the illness and decide whether the child should remain in the classroom. If your child is not well enough to remain in class or has a fever of 100 degrees or more, you will be contacted to take your child home. If we are unable to reach you, we will call the persons listed as your emergency contact. This is another reason why we must have emergency contacts for your child.
- **Allergies-Reactions-Medication**--Please inform us of any allergies or possible reactions your child may have to food, medicine, bee stings, etc. If your child is receiving medication over a long period of time, and it has the potential of affecting their work, please let us know. Any medication, over-the-counter or prescription, to be administered during school hours, must be secured in the school office.

Often we are asked to administer medication to children. For us to do this, the parent must:

- Send the medication with original label stating doctor's name and doctor's orders for taking the medication. When filling a prescription, ask the pharmacist for an extra, labeled container and a copy of the prescription for school.
- Complete a medical authorization form and have it on file in the school office.
- Send a signed doctor's permission slip for all over-the-counter medications including aspirin, vitamins, cough drops, throat lozenges, etc., stating that the child must take the medication at school.

Medications as described will be administered by the school nurse or authorized office staff.

- **Allergies**—The Ocean Beach School District tries to take the necessary precautions to protect students from possible food allergies that are life threatening. For example, some students are allergic to peanuts, which are used as a food and in many food products. We do not eliminate this item from our menu or many others that cause allergic reactions such as wheat, eggs, or dairy products. It is very difficult to eliminate all exposure, so with your help we can minimize the risk by telling the school if your child has an allergy problem that can lead to reactions, and insisting that your child not participate in food exchanges with other students.
- **Accidents**--In the event of a serious accident, parents will be notified immediately. Again, it is imperative that all emergency information be kept current so valuable time is not lost in trying to locate you.

Curriculum:

Curriculum Programs – Teachers are required to teach Washington State Standards. These can be found on the OSPI website – www.k12.wa.us

The following programs were adopted by the district.

English Language Arts –Journeys is a comprehensive K-6 English language arts program. It provides an instructional system for reading both literature and informational texts, for acquiring foundational skills, and for developing mastery of speaking, listening and writing.

Math – Bridges in Mathematics is a comprehensive K-5 curricula that equips teachers to fully implement the Common Core State Standards for Mathematics in a manner that is rigorous, coherent, engaging, and accessible to all learners.

Science – FOSS philosophy is to engage students in science through active learning.

Assessments:

STAR Early Literature, Math and Reading – K-4 Fall, Winter and Spring

Oral Reading Fluency 2nd-4th – Fall, Winter and Spring

WaKids Gold – preschool and kindergarten – Fall and Spring

Smarter Balance – 3rd and 4th grade – Spring

Helping Your Child in School:

The following are some things you as parents can do to help your child with his/her school life:

1. Work with teachers, principals, nurse, counselor, and other school personnel.
2. Show enthusiasm and interest in the things your child is doing in school.
3. Help your child understand the need to be considerate of others and to respect property and rights.
4. Encourage your child to tell about school activities and listen sincerely when he/she is sharing.
5. Call the school when unsure of school-related matters.
6. Hear both the child's and the teacher's version of a controversial issue.
7. Praise your child for work well done and praise them for improvement. Improvement may take place in work and study habits, conduct, attitude, and specific skills.
8. Visit the school often and accept invitations to classroom and school activities.
9. Help your child schedule time so that he or she has an opportunity for study time at home when necessary.

ID Badges:

All visitors will be required to have an ID badge on them at all times that is visible to our students during the school day. This includes staff members, volunteers, and parents. Students will be instructed not to approach or go with any adult that does not have the ID badge. All visitors to our school must sign in at the office and either get a visitor's badge or display their district ID badge.

Insurance:

(Board Policy 6535) It is extremely important for all students to be covered by either school insurance or insurance provided through home. School insurance forms are available in the office throughout the year. If you sign up for this insurance and need to file a claim and have other medical insurance, you should file a claim with both companies. This policy will coordinate benefits with other available insurance. Forms to file a claim are available in the school office.

Immunizations:

All students must be up-to-date on their immunizations or have a signed Certificate of Exemption (by a medical practitioner) on file in order to attend school. Any student who does not have this documentation will be excluded from school by October 10 of the current school year. If a child has a signed Certificate of Exemption from a medical practitioner, they will still be excluded from school if there is a known case of the immunized disease within the school. In all matters related to health concerns at the school, we will follow the recommendations of the Pacific County Health Department.

Library/Media Center: Our Library/Media Center reflects the curriculum of our school and the services reflect the personal instructional needs of individual students. The center is open during the school day. Individual students or small groups may come to the center at a time when their teacher excuses them and the library personnel are on duty. Weekly Library Skills classes are offered to elementary students.

When a book is overdue, it must be returned before another one is taken. We have no fines, but if students carelessly damage or lose materials, a replacement fee will be assessed. Lost or damaged books must be paid for prior to release of the final report card.

Lice:

Lice is an issue that comes up every year in almost every elementary school in the country. There is not a Board Policy on what to do when a student has head lice. The Health Department and the National Nurses Association do not believe it is necessary to send children home just because they have nits or live lice. We will work with families whose children are infected with lice.

Lost and Found:

Elementary children frequently misplace clothing and other items brought to school. We suggest that clothing, lunch containers, notebooks, backpacks, etc., be clearly labeled with your child's name. Personal items may be claimed at the office. Please check the Lost and Found area frequently for missing items.

Unclaimed clothing is donated to a charitable organization before Winter Break, Spring Break and Summer Vacation.

McKinney-Vento Homeless Education Assistance Act (Board Policy 3115)**What is McKinney-Vento?**

The McKinney-Vento Homeless Assistance Act of 1986 is a federal law that helps to provide assistance to school children experiencing degrees of homelessness. Homelessness is defined as "individuals who lack a fixed, regular and adequate nighttime residence;" however it is further defined as...

- Children sharing housing due to economic hardship or loss of housing – this includes living with relatives
- Children living in "motels, hotels, trailer parks, or camp grounds due to a lack of alternative accommodations
- Children living in "emergency or transitional shelters"
- Children awaiting foster care placement
- Children whose ordinary nighttime residence is not ordinarily used as a regular sleeping accommodation,

- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Unaccompanied minors including runaways.

As you can probably see, many families in our area are experiencing levels of homelessness by these definitions.

What does McKinney-Vento provide?

Students who are homeless per the definitions provided are eligible for a number of services.

- Assistance with immediate school registration, even if you lack typical registration documents.
- Transportation for students to continue to attend the same school even if they move out of school boundaries
- Providing school supplies, clothing needs, and assisting with other fees
- Direct access to free school breakfast and lunch
- Assistance in finding resources in the community.
- Assistance with college entrance and FAFSA.

Your student's status is confidential and they will not be isolated or stigmatized because of their situation. Our goal is to provide services, so that your child can have the tools to be successful in school.

These services continue throughout the school year. Your status is re-evaluated at the start of each school year.

Who do I contact for McKinney-Vento services?

Your school secretary or counselor can help connect you with the district family resource staff including the homeless liaison. You may also contact the liaison directly:

Amy Huntley

360-642-3739

Amy.huntley@oceanbeachschools.org

500 Washington Ave. S., Long Beach, WA 98631

Meal Program: The Ocean Beach School District offers breakfast and lunch service which is available to all students. This is a federally funded program and some students may qualify for free or reduced priced meals. Applications and information will be sent home the first day of school and are also available in the office. Parents and guardians may apply for this program anytime during the school year.

The use of last year's documented qualifying paid status, for returning students, will be used until new applications are received and processed; or through the first 30 school days. On the 31st day of school, October 19, be prepared with either sack lunch from home or enough currency to buy breakfast and lunch, at full price.

All foods, for sale, on school grounds from midnight until 30 minutes past the end of school must meet nutritional standards of the 2010 Healthy, Hunger-Free Kids Act.

It is the parent's responsibility to provide lunch money or a sack lunch each day. Parents will be called if a lunch or lunch money is not provided.

A District- wide computer system is used to record payments and purchases in Family Accounts which are accessible to your students in any building. Payment, in cash or by check, may be made at any building office. You will be notified when your account falls below a set amount (usually \$10.00) as it is important to pre-pay for meals; meals may not

be charged. You can also sign up on “Family Access” to receive an automatic email when your child’s balance falls below \$5.00. See “Family Access” for more details.

Purchases are recorded when a student enters their PIN number. This process is closely monitored by school staff. For questions about your account, you may check with the school office, or call the kitchen at 642-1234.

We believe that it is important that all students eat a healthy lunch each day they are at school. We want this to take place for our students who eat a hot lunch at school or for our students that bring a lunch from home.

When packing your student’s lunch, please keep the following in mind:

1. Provide a healthy main course.
2. Most juices and waters are appropriate for lunch.
3. Soda pop is not allowed unless it is a special occasion in the classroom.
4. Energy drinks are not allowed.
5. Limit bags of chips to the snack size or put them in a sandwich size baggie.
6. Desserts need to be limited to one reasonably sized piece of candy or treat.

Students who bring inappropriate items for lunch will have them confiscated and a parent or guardian can pick them up.

Students are not allowed to share food items at lunch whether they bring them from home or participate in our hot lunch program. When students bring big bags of chips or lots of candy it is not only unhealthy, it causes a distraction in the cafeteria.

Moving:

Sometimes families have to move during the school year. If you move within the district boundaries but are no longer within your local school boundary, you may elect to go to the alternative elementary school, within Ocean Beach School District, the remainder of the school year as long as you can transport. At the beginning of the next school year, you will be expected to transfer schools.

Nondiscrimination and Affirmative Action:
******INSERT NEW WORDING that’s coming from Dawna**

Money:

Students should not bring extra money to school. Lunch money may be brought in an envelope marked with the child’s name on it. Any money brought to the classroom (ie. book order, field trip, book fair, classroom contribution, picture money, etc.) should be secured in an envelope with the child’s name and teacher’s name on the front.

Parental Custody:

(Board Policy 3126) In the case that a custody issue restricts parental rights to a child, the office must have written notification. In order to protect children from unauthorized adults

taking a child from school, we **must** have on file a copy of a restraining order issued in the state of Washington. Contact your lawyer for assistance.

Parent/ school Communication - Visitations:

Sometimes a visit to your child's classroom is a good way to learn firsthand about your youngster's educational program and his/her adjustment to the school setting. We would like to encourage you to visit your child's room any time. Contact your child's teacher about arranging for a visit prior to the visitation. Please give the teachers 24 hours advance notice. **All** persons who come into the building, who are not regular staff members or regularly registered students, are to register at the office as visitors. Volunteers and visitors will sign in and be given badges to wear while in the building. This includes any and all types of visitors or volunteers. Visitors are not permitted to bring their other children for school events, although they are welcome to assemblies if they remain seated with you.

Parties and Birthdays:

Throughout the year classes may celebrate special occasions by having a classroom party during non-instructional time. If you would be willing to assist the teacher with parties, please let them know. If your child's birthday falls during the school year and you would like to recognize the occasion with treats at school, please contact the teacher to arrange a day and time. All treats must be made from a commercial kitchen. Homemade food is not allowed. If your child is going to have a birthday party and you want to use school time to pass out invitations to their party, all students in your child's class must be invited. Only registered Ocean Beach School District students may be present during regular school hours.

TO AVOID DISRUPTING THE SCHOOL DAY WE REQUEST THAT YOU NOT HAVE BALLOONS OR SPECIAL ITEMS DELIVERED AT SCHOOL.

Perfume and Spray Deodorant:

Students are not allowed to wear or bring perfume or spray deodorant to school. Many people are allergic to these chemicals and the use can be disruptive to the learning environment and health of students and staff.

Personal Items from Home:

Students often wish to bring cell phones, toys, game machines, trading cards, and other items to school. These items from home often cause social and on-task difficulties; therefore, students are not to bring any of these items to school, with the exception of those brought for a teacher-organized activity (share time) or for content related displays. The teacher will inform the class of the proper procedure for bringing and storing such items.

If any of the above items are taken from a child, they will be returned at the end of the year or when a parent comes in and requests them.

Physical Education Requirements

1. Students will participate in all physical education activities to the best of their abilities.
2. Students will come to physical education class in clothing that allows for freedom of movement. Girls are encouraged to wear pants and all students are required to wear tennis-type shoes or joggers with rubber soles.

Pictures School pictures are taken of individual students in the fall so families will have them for the holidays. Students are not expected or required to buy these pictures. If you are absent on picture day, there will be a retake day scheduled.

Power or Other Utility Outage:

Our top priority is to ensure the safety of all students. In the event of a power outage or water outage, the district will communicate directly with the utility company to determine the estimated length of the outage. If it is determined that it will be longer than two hours before power and/or water will be restored, please know that we will be sending students home. We are not able to keep the buildings warm enough or provide enough lighting for it to be safe to keep students beyond an hour. This information will be posted on our district website as soon as a decision is made, along with district Facebook pages and Flash Alert.

Private Transportation:

Please notify us if you intend to transport your child. Due to the number of students being dismissed at the end of the school day, we also ask that you come to the front entrance of the school and personally pick up your child. Children using private transportation will not be dismissed without being accompanied by an adult.

Report Cards and Conferences:

The school year is divided into Trimesters of approximately 60 days each. Conferences are held in December, right before Christmas break and March, right before spring break, at which time parents will receive a report card. The final report card is sent home at the end of the year.

In addition, parents and teachers may request other conferences when there are concerns about a child's academic, social, or emotional progress

School Entrance Requirements:

Your child is eligible to enter school if he or she will be five years of age on or before August 31. A birth certificate or other authentic proof of age **MUST** be presented at the time of registration. We must also have a record of immunization for your child, the complete name and address of last school attended (if any), a report card or any other pertinent information.

record, other assistance provided) from previous school and formation about health problems that may occur (diabetes, epilepsy, allergies). You may register your child in April, May, June, or August at the school office.

STUDENT RECORDS (FERPA Official Notification)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record

that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Sexual Harassment:

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Board Policy 5011 & 6590 defines sexual harassment and Board Policy 5011P describes the procedures for the complaint process.

Student Expectations:

One of the foremost advances in school wide discipline is the emphasis on school wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive school environment. We use a continuum of positive behavior support for all students in both classroom and non-classroom settings.

It is our goal to promote positive student behavior in a fair manner. When students have not responded to positive encouragement to change inappropriate behavior, disciplinary steps will be implemented to correct the inappropriate behavior. When discipline is administered to students, it will be fair and consistent with school policies.

Special Services: The Ocean Beach School District provides a variety of special services to students with particular needs. At Ocean Park, we offer the following services:

*Special Education
*Physical/Occupational Therapy
*Chapter 1/LAP/Migrant
*Audiology Assessment

*Speech Therapy
*District Psychologist
*Highly Capable
*English as a Second Language

Student Solicitations:

At school we prefer that students not solicit staff or other students for fund-raising activities.

Telephone: Please feel free to contact our school at any time between 7:15 a.m. and 3:45 p.m. when the office is open to assist you. You may also leave a message on the school answering machine before or after regular hours. Since the phones are for school business, students may not use the phones unless it is an emergency. We will also relay emergency messages to students, but we will not call them out of class to take a message.

Telephone Procedures for students: Students may use the school telephone ONLY in an emergency situation or at the discretion of a staff member. Students will be called from classes to answer the telephone in an emergency ONLY. At all other times, the office will take messages for the students. Telephone messages must be received in the office by 1:00 p.m. (or an hour before school gets out on alternative schedule days) to assure delivery to the individual before school dismissal.

Walkers: Children walking to school along narrow roads without sidewalks need to be reminded about safety. Some thoughts you may wish to share with your walker:

1. Pay attention to traffic
2. Never accept rides from strangers
3. Walk facing traffic
4. Look both ways before crossing any street
5. If possible, walk with a friend

Walkers needing to cross streets in front of school at the end of the day will be escorted by a staff member after the buses have left. Please remind your student to use the main crosswalk.

Technology and Internet Access:

We have lots of computers and other technology at Ocean Beach School District. The Ocean Beach School District provides internet access for educational purposes. Your child has the opportunity to access the Internet at school and if you do not wish your child to have access to the Internet, you need to inform the child's teacher in writing.

District Technology Access Procedure

The Ocean Beach School District provides Internet access for educational purposes. Students are responsible for good behavior on school computer networks just as they are in a classroom or anyplace else on school grounds. General school rules for behavior and communications apply. The following are not permitted:

- Damaging computer, computer systems or computer networks
- Violating copyright laws

- Sending or displaying offensive messages or pictures
- Chat rooms
- Using obscene language
- Trespassing in others' folders, work or files
- Using others' passwords
- Intentionally wasting internet resources including, but not limited to, downloading MP3 files and video clips
- Using the network for commercial purposes
- Using personal e-mail accounts

Students may not bring any computer applications, including games, to school for any reason. Students may not bring computer hardware of any type, including external drives, to school without permission. District workstations may not be altered without direct teacher permission. Students may not download any games into computers in the school.

The school computers are to be used for educational purposes only. The inappropriate use of the Internet connection, district network, or an individual workstation is prohibited.

The Ocean Beach School District firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Ocean Beach School District.

Sanctions for misuse of school technology:

1. Violations may result in loss of access
2. Additional disciplinary action may be determined as per school/district policy.
3. Law enforcement agencies will be contacted if applicable
4. Discipline can range from warnings to expulsion

Trading/Giving Away Items at School:

Students are not allowed to trade personal items at school. This will be dealt with as a discipline issue if necessary. Students may not give their personal property to another student at school. Personal items may only be brought to school under teacher discretion for school related activities.

Volunteers – Parents and Community Members:

All volunteers; parents and community must fill out a volunteer form and have it cleared by the district office before working in the school or going on a field trip.

You must stop in the office to sign in and get a badge.

Volunteers may not bring others with them to help at school.

Volunteers working with students need to be in view of a school employee at all times. Working in the hall is fine. Volunteers should never take students out of the school building.

Withdrawal From School:

Please notify the school office if you will be moving from our school or our district. If you give us several days' notice, we can prepare materials to give to your child's new school to ensure a smooth transition. All school and library materials must be returned and lunch fees paid before checking out. You will be held financially responsible for unreturned materials and school records will not be released until materials are returned or paid for.

OTHER POLICIES

The most basic foundation for success in life is self-discipline. School is a community of learners and communities cannot exist without basic expectations of the individuals who make them. We respect your right to your individuality. But, there is a responsibility that comes with this respect we give you; that you respect others and their property at all times.

Understand that we have a responsibility to protect individuals from situations which may be disruptive to the educational process, harmful to your mental or physical wellbeing, or harmful to school property or to the property of other students. **The rules exist for your safety, security, and for your freedom to learn in an environment conducive to quality education.** These policies basically state that the school has an obligation to maintain order and safety on campus and at school related events. We will strive to provide an environment that is safe, respectful and inviting; where we set high standards and celebrate our achievements; where learning is challenging and engaging; and where students are prepared to live successful lives as stewards of their world! Every student has the right to pursue his/her education free of fear and other distractions.

If your conduct violates school rules we will address it as quickly and consistently as possible. If it also happens to be a violation of the law, then law enforcement will be involved as well as school officials.

All staff are committed to making our school a safe respectful and inviting place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Anti-Bullying:

Anti-Bullying

Board policy 3207 describes our prohibition of harassment, intimidation, and bullying. This is available on our district web site, or you can request a copy from the principal. Students (and their parents) who are victims of bullying will be given a copy of these rights and the process for filing a complaint.

SHORT TERM SUSPENSION - GRIEVANCE PROCEDURE (Temporary suspension may be enforced while this procedure is followed.)

1. Any student who is suspended has the right to hear the complaint, face the staff member making the complaint and be afforded an opportunity to defend his/her actions or show that he/she is innocent of the charge or charges.
2. Any student or parent who is aggrieved by the imposition of a short-term suspension shall have the right to an informal hearing with the principal for the purpose of

resolving the grievance. During such informal hearing the student or parent shall be subject to questions from school personnel involved in the matter being grieved.

Appeal Process: Board Policy 3241 describes the appeal process for a short-term suspension and long-term suspension or expulsion. This may be accessed on our district web page, and a copy will be sent home to the parent(s)/guardian(s) of any student who receives a suspension or expulsion.

STUDENT/ADULT USE OF TOBACCO - DRUGS - ALCOHOL

1. Tobacco and its derivatives are not to be used on school premises. Any student possessing tobacco, drugs, and/or alcohol will be subject to suspension and/or legal action. All adults must adhere to the No Tobacco Policy while on school grounds.
2. Use and possession of drugs not prescribed by a physician or that are not known by the parent are prohibited on school premises. (See Health issues for prescribed medication)
3. Alcohol is prohibited on or about school premises at all times.
4. Board Policy 4215 further explains the Use of Tobacco and Nicotine Substances on school district property.

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. Board Policy 4210.

SEARCH AND SEIZURE PROCEDURES

In any search and seizure situation involving elementary school students the following procedures shall be followed:

1. A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or is in violation of school or school district rules or regulations. Every effort will be made to contact parents if the student doesn't willingly submit to search, and if safety is not a consideration.
2. Illegal items (weapons, firearms, knives, etc.) or other possessions determined by faculty or staff members to be a threat to the child's safety or security of others will be seized by school authorities.
3. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from a child's possession by a faculty or staff member. These items may be returned to the student by the faculty or staff member or through the office.
4. A general inspection of school properties, such as desks, lockers, etc., may be conducted on a regular basis by school authorities. During these inspections, items that are school property may be collected. Examples of this include overdue books, playground equipment, textbooks, etc.
5. All items that have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation.
6. Students will have the opportunity to be present when a search of personal possessions is to be conducted unless they are absent from school, and school authorities decide that an immediate search is necessary.

Congratulations! You read the entire student handbook!

Remember all these policies and procedures are in place to protect the students of Ocean Beach School District

Thank you,
Ocean Beach School District Staff