

# Ocean Beach School District Elementary Student/Parent Handbook 2019-2020

## **Long Beach Elementary School K-2**

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## **Ocean Park Elementary School 3-5**

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### **Welcome**

We are delighted that your child will be attending one of Ocean Beach's elementary schools. This handbook contains information on attendance, transportation, student health and safety, and general information which you may need during the school year. If you have questions about items included in the handbook, please ask!

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 family. 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.**

Long Beach Elementary and Ocean Park Elementary receive funding through a government program called Title 1, Part A. We are considered a school-wide program. Under this model all of our students can and do receive interventions in math and reading when the need arises. Please contact the intervention specialist or principal for more information.

## **Helping Your Child in School**

The following are some things you can do to help your child with their 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. Encourage your child to tell about school activities and listen sincerely when they are sharing.
4. 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. We believe in and work to instill a growth mindset.
5. Visit the school often and accept invitations to classroom and school activities.
6. Read, Read, Read *with* your child.
7. Call the school when unsure of school-related matters.
8. Hear both the child's and the teacher's version of a controversial issue.
9. Help your child understand the need to be considerate of others and to respect property and rights.

## **Chain Of Command** (Who do I go to with my concerns?)

### TEACHER

- Student behavior
- Student work and/or curriculum
- Student grades
- Individual Education Plan (IEP)

### PRINCIPAL

- Scheduling
- School safety
- Board policy or procedures
- Handbook issues or procedures
- Concerns about final decisions of teachers
- Concerns about all school staff
- Issues about which you are uncertain whom you should contact

### TRANSPORTATION DIRECTOR

- Bus safety
- Bus issues

### OCEAN BEACH SCHOOL DISTRICT OFFICE

- Facility usage
- Concerns about board decisions, policy, procedures or job descriptions
- Maintenance issues
- Concerns about final decisions of principal

### OCEAN BEACH SCHOOL BOARD

- Concerns about final decision or interpretations of superintendent
- Board policy

## **School Hours**

- School Doors open at 7:40 (Long Beach) 7:55 (Ocean Park)
- Student School Day is 8:00 a.m.- 2:40 p.m. (Long Beach) and 8:15-2:55 (Ocean Park)
- Breakfast is served in the cafeteria from 7:40 a.m. to 8 a.m. (Long Beach) and 7:55-8:15 (Ocean Park)
- Early Dismissal is every Friday at 1:25 (Long Beach) and 1:40 (Ocean Park)
- School Office Hours are 7:15 a.m. -3:45 p.m. (Long Beach) and 7:30-4:00 (Ocean Park)

### **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 Arrival**

(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 (LB) and 7:55 (OP)**, at which time the school doors will be opened, and no later than 8:00 (LB) and 8:15 (OP). Students arriving after 8:00 a.m. at Long Beach and after 8:15 a.m. at Ocean Park must check in at the office before going to the classroom.

### **Dismissal**

At the end of the day, students must go home or to another previously approved destination. Special arrangements for any after-school activities need to be pre-planned at home, and a note must be sent to the school office by the morning of the activity. Students may not remain at school more than ten minutes after dismissal.

Please advise the school office, in writing or by email, when there is going to be a new lasting change in your child's after school plan. This ensures that we have a record of that request. 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.

### **Student Check Out**

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. We discourage parents from checking out students during the last 20 minutes of the day. Unless there is an emergency situation these end of day tardies will be unexcused.

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 verbal or written approval.*

### **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.



### **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.

Bus policy states that once a child is on board the bus, they may not be allowed to leave the bus at other than their normal stop without a note. Preschool, Kindergarten and 1<sup>st</sup> grade students will not be let off the bus unless an adult is present, and can be seen, at their bus stop.

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.

### **Bus Expectations**

*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 kind language.
3. Eating and drinking don't happen on the bus.
4. Keep head, hands, and feet inside the bus. Take care of your body.
5. Stay in the seat and face forward. This lets the driver keep you safe.
6. Care for your bus. Parents will be responsible for any damage done by their children.
7. Pick up anything that doesn't belong on the floor or in the seat. Care for your bus.
8. Classroom conduct is required at all bus stops.

### **Bus Discipline**

If it becomes necessary to write a referral for misbehavior on the school bus the following discipline will be issued by the bus driver or the head of transportation. You will receive a phone call from the head of transportation regarding the written referral.

- 1<sup>st</sup> Written Offense: Verbal Warning
- 2<sup>nd</sup> Written Offense: One day bus suspension
- 3<sup>rd</sup> Written Offense: Three day bus suspension
- 4<sup>th</sup> Written Offense: Five day suspension
- 5<sup>th</sup> Written Offense: Ten day suspension

### **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.

### **Walkers**

Children in grades 2-5 may walk independently to and from school. Children in preschool, kindergarten and first grade must have an adult or much older sibling walk them to and from school. 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. Please remind your student to use the main crosswalk.



### **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. **Please use the front entrance to the school at all times.**

### **Closed Campus**

Our elementary schools are closed campus (Board Policy No. 3124&3242/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. If an immigration agent requests access to a student or school site, staff shall deny immediate access, alert the principal, and forward the request to the Superintendent and/or General Counsel for review. (Board Policy 3226)

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.

### **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, or emailed to the school office 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.

**Excused Absences**

Official excuses for absences are illness, health condition, medical appointment, religious purposes, 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.**

**Required Attendance Conference for Elementary School Students:**

<p><b>Step One:</b> After 5<sup>th</sup> excused absence in a single month or 10 or more in the school year</p>	<p>A conference will be scheduled with the student and Parents/Guardians to identify barriers to the student’s regular attendance and to identify supports and resources so the student may regularly attend school.</p>
<p><b>Step Two:</b> After 10 excused absences, further absences will not be excused without a doctor’s note or permission from the building principal.</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 Washington Assessment of the Risks and Needs of Students (WARNS) Assessment.</p>
<p><b>Step Three:</b> After 18 absences, (both excused and unexcused) the student and parent will be required to meet with the district superintendent and the building administrator.</p>	<p>A meeting will be held to discuss the reasons for the absences and remedies to correct the situation. Extensive absences may cause a student to be retained in their current grade if their skills have been adversely affected by the absences.</p>

**Family Vacations/Extended Absences**

To have an extended absence from school for a family trip, parents must work with the building administrator to establish a plan for the students. Parents are reminded that Washington law requires compulsory attendance for students. We strongly encourage families to plan their vacations during the non-school days such as summer vacation, spring break, and winter break. One family vacation a year of 5 days or less will be excused if: 1. The absence is prearranged with the child’s teacher to help to minimize the effects of the absence; 2. The student has had *93% attendance or better* up to the time of the vacation.

If your child is going on a family trip of 3-days or more, you must fill out the Family Trip Leave form that is available in the school office and may be available on the district web page. Please contact the school office for more information.

**Unexcused Absences**

<p><b>Step One:</b> After 1<sup>st</sup> 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>
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<b>Step Two:</b> After 3 <sup>rd</sup> unexcused absence in a month: Conference & WARNS Assessment given	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 Washington Assessment of the Risks and Needs of Students (WARNS) Assessment.
<b>Step Three:</b> After 5 <sup>th</sup> 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.
<b>Step Four:</b> 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. Unexcused absences accumulated in another school or schools will be counted when preparing the petition.
<b>Step Five:</b> Student continues to have unexcused absences	The school contact the Juvenile Department to file for an order of contempt. A student's first finding of contempt cannot result in juvenile detention time. Options are: community service hours, mentoring program, or other interventions.
<b>Step Six:</b> Student STILL has unexcused absences	A 2 <sup>nd</sup> or subsequent contempt of 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.



### **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. 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. 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.

### **During a School Emergency**

In order for our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend on the parents of our students to support our disaster response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. We ask parents to observe the following procedures during a crisis situation:

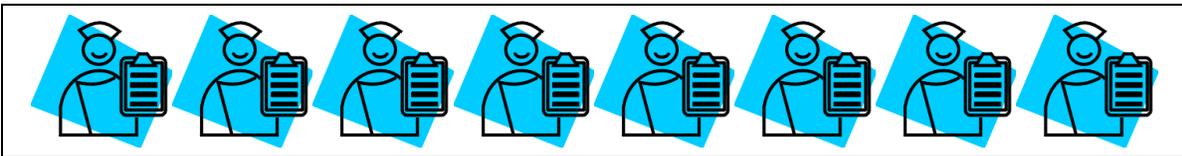
- Do not telephone the school. We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.
- Tune your radio to KMUN 91.9FM or check the district's website for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you

may be able to pick up your child. [www.ocean.k12.wa.us](http://www.ocean.k12.wa.us). You can also sign up for notification from Flash Alert [www.flashalert.net/news.html?id=716](http://www.flashalert.net/news.html?id=716).

- Do not come to the school or evacuation location until you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If a building is in a lock down situation, you will not be allowed to enter.
- If evacuation is required, students may be transported to a location away from the school. You will be notified of this through media bulletins, the district message line, and/or the county message line. Photo ID is required for the student pick-up.

### **Your Family Emergency Information: Keep it Current**

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.



### **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. A child may return to school when they have been fever and vomit free for 24 hours without any fever reducing medication.
- **Allergies-Reactions** --Please inform us of any allergies or possible reactions your child may have to food, medicine, bee stings, etc. 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.
- **Medication** --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. **Administering medication.** Medications as described will be administered by the school nurse or authorized office staff. For us to do this, the parent must: 1) Send the medication with original label stating doctor's name and doctor's orders for taking the medication. 2) When filling a prescription, ask the pharmacist for an extra, labeled container and a copy of the prescription for school. 3) Complete a medical authorization form and have it on file in the school office. 4) 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.

- **Life-Threatening Health Conditions**—A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication and treatment order, providing authority to a registered nurse, and a nursing care plan are not in place. Students who have a life-threatening health condition and no medication or treatment order will be excluded from school. (Board Policy 3413)

### **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.

### **Lice**

Lice is an issue that comes up every year in almost every elementary school in the country. The Center for Disease Control, the American Academy of Pediatrics, our Pacific County 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. Exclusion of students for any reason has shown to increase truancy rates and decrease academic performance. Ocean Beach School District's goal is to reduce barriers and keep children in the classroom and involved in all school activities. (Board Policy 3409)

### **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.

### **Insurance**

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. (Board Policy 6535)

### **Safety and Emergency Drills**

The staff of the Ocean Beach School District has developed an Emergency Response Plan for use when the school is confronted with a natural disaster or other emergency. We conduct regular drills for the procedures we would take in the case of fire, earthquake/tsunami, violent intruder, environmental hazard or bus incident. (Board Policy 3432)

### **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.



McKinney-Vento  
Serving Students In Transition

### **McKinney-Vento Homeless Education Assistance Act (Board Policy 3115)**

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](mailto:amy.huntley@oceanbeachschools.org)

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

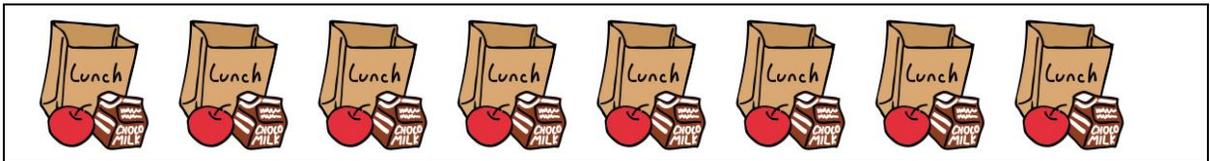
## **Family Access**

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 Beach Schools. 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 meal 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](http://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.



## **Meal Program**

It is the District's intent to ensure all students have access to healthy and nutritional food regardless of income levels. The District acknowledges that there can be financial barriers which prevent families from being able to pay for meals in a timely manner. As a result, the District has established procedures for food service meal charges. The District will provide written notification of our charge policy to all parents at the beginning of each school year.

All families are encouraged to complete a free and reduced-price meal application at the beginning of the school year. Applications are provided to families in August. The form and our charge policy will also be posted on our website ([www.ocean.k12.wa.us](http://www.ocean.k12.wa.us)) under Business Operations/Food Services, or can be picked up from any school office.

**Important:** A new application must be submitted within 30 school days of the beginning of the school year to re-establish your child's eligibility from the prior year. They will revert from free or reduced to paid on the 31<sup>st</sup> day.

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.

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 parents' responsibility to provide lunch money or a sack lunch each day. Parents will be called if a lunch or lunch money is not provided. We believe that it is important that all students eat healthy meals each day they are at school. We want this to take place for our students who eat a hot meal at school and for our students that bring a meal from home.

When packing your student's meal, please keep the following in mind:

1. Provide a healthy main course. *Donuts are not a healthy main course.*
2. Most juices and waters are appropriate for lunch.
3. Soda pop is not allowed.
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 small piece of candy or treat.

Students who bring inappropriate items to eat or drink will turn them over to school personnel and a parent or guardian can pick the items up.

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

### **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. Classrooms are regularly in need of healthy snacks that can be distributed amongst all students. We welcome your donation. Gum chewing is not allowed unless given permission by the teacher as an accommodation.

### **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 students enrolled at that campus 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.



### **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. This must be completed 5 days before the trip is scheduled.

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.

When participating in a school event please refrain from posting pictures of students other than your own on your personal Facebook page. Your child's teacher may post pictures in the classroom Bloomz account.

### **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 on an **annual basis**.

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 off school grounds.

### **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 students and visitors 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. For safety reasons students sit with their class during the assemblies.

### **Parent/School- Visitations**

Sometimes a visit to your child's classroom is a good way to learn firsthand about your youngster's educational program and their adjustment to the school setting. We would like to encourage you to visit your child's room. 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 parents/guardians.

### **Telephone/Messaging Communication**

Please feel free to contact our school at any time 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 accommodation. We will also relay emergency messages to students, but we will not call them out of class to take a message. Bloomz is our messaging app method of communicating between teacher and parents. This is a closed environment and your child information security is protected. You will select to join and thus receive announcements and alerts, plus be able to privately converse with your child's teacher.



### **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. Students must wear shoes. High heel shoes are allowed for special occasions only. Students need to come to school in appropriate shoes for daily PE class and active recesses.

1. All clothing must be appropriately buttoned and/or zipped. The length of shirts/blouses must extend beyond the belt level. 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.
2. All skirts, pants, and shorts must be 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.
3. Slogans or advertising on clothing, which by their controversial or obscene nature disrupt the educational setting, are prohibited.
4. Clothing that presents a health or safety hazard to oneself or others will not be allowed.
5. Pajamas or onesies 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. Students may be asked to change clothing if it is inappropriate. Our school has a clothing closet of appropriate free clothing. If a student is asked to change clothes parents will be contacted. A note will be sent home if they cannot be reached by Bloomz or phone.*

**Please write your child’s name on inside tag of coats, jackets, sweatshirts and backpacks.**

Lost and Found is located in the foyer. Please regularly check for your child’s clothing. All clothing will be donated three times a year: Christmas Break, Spring Break and Summer Break.



### **Curriculum**

Teachers are required to teach Washington State Learning Standards, including Common Core. These can be found on the OSPI website [www.k12.wa.us](http://www.k12.wa.us)

The following materials 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* science kits. Our philosophy is to engage students in science through active learning.

Assessments:

STAR Math and Reading: Grades 2-5 Fall, Winter and Spring

Oral Reading Fluency: Grade 1 Winter and Spring, Grades 2-5 Fall, Winter and Spring

ESGI: Grades K-1 Fall, Winter, Spring

WaKIDS Gold: preschool and kindergarten – Fall and Spring

Smarter Balanced: Grades 3-5 Spring

**Library**

Individual students or small groups may come to the library at a time when their teacher excuses them and the librarian is on duty. Weekly library skills classes are offered to elementary students. When a book is overdue, you and the student will be notified with a reminder slip. We have no fines, but if students carelessly damage or repeatedly lose materials, check-out privileges may be reduced.

**Pictures**

School pictures are taken of classes and 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.

**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 and turned into the office. 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. Teachers are not responsible if a student loses their money before giving it to the teacher.

**Student Solicitations**

At school students may not solicit staff or other students for fund-raising activities.

**Personal Items from Home**

Students often wish to bring toys, games, trading cards, and other items to school. These items from home often cause social and off-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. 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. If a student's personal item is lost or taken by another child the school is not responsible for replacement.

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

### **Cell Phones/Electronic Devices**

Cell phones and other electronic devices should be kept turned off or on silent upon arrival at the school campus. The device may be stored in the office during the school day. Carrying a cell phone and wearing a smart watch is a privilege. Students that use their electronic devices in a manner not approved by a staff member will be subject to corrective action. Any staff member may confiscate a student's electronic device if it appears to be in use when not directed or is causing a distraction.

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 said electronic device to school

All other: Treated as defiance

### **Perfume and Spray Deodorant**

Students are not allowed to bring perfume or spray deodorant/cologne 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.

### **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 given to the principal**

**before May 1<sup>st</sup> of the preceding year.** Parents registering new students in the summer may make written requests during enrollment and will be given the same considerations.

### **Qualifications of Teachers and Paraprofessionals**

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the Ocean Beach School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

#### **A. The following information may be requested for teacher(s):**

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

#### **B. The following information may be requested for instructional paraprofessional(s):**

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is the direct supervision of a certificated teacher must meet the professional qualifications.

Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previously the apprenticeship requirements and must present a journeycard or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact Dawna Sundberg, HR Director, [dawna.sundberg@oceanbeachschools.org](mailto:dawna.sundberg@oceanbeachschools.org) or 360-642-3739.

### **School Entrance Requirements**

Your child is eligible to enter school if he or she will be five years of age on or before September 1. 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 from the previous school and information about health conditions that may occur (diabetes, epilepsy, allergies). You may register your child August through June at the school office.

### **Special Services**

The Ocean Beach School District provides a variety of special services to students with particular needs. We offer the following services:

- |                                |                               |                    |
|--------------------------------|-------------------------------|--------------------|
| *Special Education             | *Speech Therapy               | *Vision Assessment |
| *Physical/Occupational Therapy | *District Psychologist        |                    |
| *Title 1/LAP/Migrant           | *Highly Capable               |                    |
| *Audiology Assessment          | *English as a Second Language |                    |

**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 and guardians 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.

**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. 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 request 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

### **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 meal 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.

### **Nondiscrimination RCW 28A.300.118 (2SSB 6559)**

The Ocean Beach School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

#### **Title IX Coordinator & Civil Rights Compliance Coordinator**

Dawna Sundberg/HR Supervisor  
dawna.sundberg@oceanbeachschools.org

#### **Section 504/ADA Coordinator**

Amy Huntley/Dir. Of Student Services  
amy.huntley@oceanbeachschools.org

#### **Contact Information for Title IX/Civil Rights Compliance/Section 504/ADA Coordinators**

PO Box 778, Long Beach, WA 98631  
Tel: 360-642-3739



### **Ocean Beach Sea STARS**

The elementary staff have created a new system for recognizing and encouraging positive behaviors. This will replace our Ocean Beach Self Manager program. One immediate change you will notice is that *all* students will automatically have an identification badge and lanyard. Our new positive behavior system is called Ocean Beach Sea STARS. Each arm of the Sea STAR has a corresponding acronym.

I am **S**afe

I **T**ry my best

I am **A**ccountable for my actions

I am **R**espectful

I **S**olve Problems

Every student is continuously working on these areas. As a student and their teacher determine that they have been consistently successful in an area they will receive a corresponding letter bead or sticker for that category and a Sea Star on the hallway bulletin board. When all 5 areas are met the student will be nominated for their Sea Star pin. On the morning of the assembly nominated students will be released to share their progress with all adults in the school, circulating with their goal tracker. At the assembly the student will be pinned with a Sea Star for their lanyard. The students who have earned their pin will have monthly events with a teacher and the students who are still working towards their pin will have monthly skill review meetings with their teacher(s). Remember that a Sea Star can regrow its leg, just like a child can grow a missing skill. If a child makes an egregious error and needs to take a step back to regrow a skill the teacher will connect with the family to collaborate on reteaching the skill.

### **Student Conduct Expectations and Reasonable Sanctions**

Board Policy 3240/3241, as authorized by RCW 28A.600, set forth the rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. The procedures for these board policies outline the rights of the students, the scope of the school district authority and the kinds of offenses that are considered disruptive misconduct. Many of these offenses are referenced below and in other areas in the student handbook. For the full list, see the procedures for Board Policy 3240.

### **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.

### **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.

**Exceptional Misconduct**

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following: arson; assault; commission of any crime on school grounds or within the scope of district authority\* (See Board Policy 3240); cumulative violations;\* vandalism; dangerous use of a motor vehicle or endangering students on a school bus; bomb scares, false fire alarms, fire crackers and other explosive devices;\* extortion;\* fighting, instigating a fight, promoting and/or escalating a fight as well as failure to disperse, engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight;\* harassment/intimidation/bullying of others;\* knowingly possessing stolen property;\* possession, use, sale, or delivery of illegal or controlled chemical substances; being under the influence of a controlled substance at school or at a school sponsored event; sexual misconduct on school grounds, at school activities, or on school provided transportation;\* theft;\* threats of violence to students or staff members; use or possession of dangerous weapons as defined in Board Policy 3240.

*\*While these marked offenses are “exceptional misconduct” and an immediate imposition of short-term suspension is permissible, each offense may be a “discretionary discipline offense” for which long-term suspension and expulsion/emergency expulsion cannot be imposed. If the school district is considering imposition of long-term suspension, emergency expulsion, or expulsion for any offense marked with an asterisk, the behavior must also be explicitly listed in procedure 3241P under the section entitled “Suspensions, Expulsion, and Discretionary Offenses.”*

**Guidelines for Sanctions** (Board Policy 3240)

The guidelines for sanctions are different for students in grades K-4 and students in grades 5-12. Board policy provides for the “Presumptive Standard Sanction” for many violations. It should be noted that the Presumptive Sanctions are typically for a first offense. See below:

<u>Violation</u>	<u>Grade K-4</u>	<u>Grade 5</u>
Arson	1 Day Suspension	5 Day Suspension
Assault	0 Day Suspension	5 Day Suspension
Vandalism	Discipline other than suspension (Restitution)	3 Day Suspension (Restitution)
Defiance of School Authority	Discipline other than suspension	Discipline other than suspension
Controlled Substances	1 Day Suspension	10 Day Suspension

(possession/use)		
Controlled Substances (distribution)	5 Day Suspension	20 Day Suspension
Gang Conduct	Discipline other than suspension	Discipline other than suspension
Harassment, Intimidation or Bullying	Discipline other than suspension	3 Day Suspension
Lewd Conduct	Discipline other than suspension	Discipline other than suspension
Tobacco/Nicotine Violations	Same as defiance	Complete Tobacco Intervention Packet
Weapons	3 Day Suspension	11 Day Suspension

The Board Policy also outlines mitigating factors that could lead to a reduction from the presumptive standard sanction. It also outlines aggravating factors that could lead to an increase in the presumptive standard sanction.

**Appeal Process**

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal/designee for the purpose of resolving the grievance. The appeal process is outlined in Board Policy 3241.

Any parent/guardian of a student who is given a short-term suspension, long-term suspension, emergency expulsion or expulsion will be notified as soon as possible by the principle or designee and will be given the appeal procedures for the sanction as stated in Board Policy 3241.

**Harassment, Intimidation and Bullying**

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 harassment, intimidation and bullying in any form at our school.*** Board policy 3207 describes our prohibition of harassment, intimidation, and bullying. This is available on our district website, 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.

**Sexual Harassment**

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

For purposes of this policy (3205), sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities. As part of the information on the recognition and prevention of sexual harassment, staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to: • Demands for sexual favors in exchange for preferential treatment or something of value; • Stating or implying that a person will lose something if he or she does not submit to a sexual request; • Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does; • Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct; • Using derogatory sexual terms for a person; • Standing too close, inappropriately touching, cornering or stalking a person; or • Displaying offensive or inappropriate sexual illustrations on school property.

Board Policy 3205P details the procedures to follow to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Know that the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant.

### **Self-discipline**

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.

### **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. Dangerous weapons include, but are not limited to: knives, firearms (including BB, pellet, or air guns), throwing stars, clubs, fist packs, metal knuckles, sling shots, etc. If a student brings

a weapon to school or uses any object as a weapon to create harm or threat towards another person, they may be suspended or expelled from the Ocean Beach School District. Law enforcement agencies must be notified in most instances when a weapon is brought on campus. Board Policy 4210 further explains the regulation of dangerous weapons on school premises.

### **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 a 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.

### **Drug-Free Campus**

The Ocean Beach School District strives to make school a safe place for all out students. The unlawful possession, use, or distribution of illicit drugs or alcohol on school grounds is strictly prohibited. The unlawful use of alcohol and illegal drugs is seriously harmful to the health and education of our students. All students must comply with this rule or face corrective actions including, but not limited to, short or long-term suspension or expulsion.

It should also be noted that it is illegal to bring illegal drugs or alcohol onto school grounds by anyone, including staff, parents and community members.

### **Technology and Internet Access**

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. If you do not wish your child to have access to the Internet, you need to inform the child's teacher in writing. 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 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

### **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