

Ocean Beach Alternative School



Charting each student's individual course to success

Student/Parent Handbook 2018 - 2019

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Welcome

Welcome to the Ocean Beach Alternative School! This handbook has been prepared to help answer some of the most commonly asked questions about our school. We hope it meets that purpose and also acquaints you with school policies. (Board Policy 3200, RCW 28A3600.040)

Recognizing the individual needs and goals of each student and helping them chart their own course to success is our purpose. We know that there are many paths to success, and we work with parents and students to find the best educational options for each student.

2018-19 OBAS Staff

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www.ocean.k12.wa.us

Student Mission Statement

We, the students of the Ocean Beach Alternative School, will put forth our best effort towards achieving our goals, graduating, and pursuing our future with an open mind, self-confidence, and increased skills.

We will create a quiet, comfortable and safe working environment while respecting the diversity, culture, opinions, and abilities of each other.

We will be responsible for our actions, use our time wisely, encourage others and hold them accountable for high standards and safety, help our community, and explore opportunities as they come.

Staff Mission Statement

We will strive to create a safe and respectful learning environment that addresses the needs of each student while providing them with opportunities to improve their skills and become confident, self-directed, life-long learners.

District Mission Statement

Ocean Beach School District is 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.

School Colors: Maroon and Grey

Mascot: Pirates

School Motto:

“Always be yourself, unless you can be a pirate, then always be a pirate.”

Pirates

School Schedule

Students in our program are either site-based, remote, or a blend. Depending on their type of contract and their curricular needs, students may be required to attend at specific times to meet specific program goals, especially in mathematics and physical education. We routinely participate in physical education activities at the Dunes Pool and other community locations.

Hours & Calendar

The school is open from 8:00 – 3:30 on all regular school days. We release all students at 2:00 on Fridays to accommodate bus transportation.

The following days are non-standard days:

October 12	No School – Teacher Inservice Day
October 24-26	Students released at 12:15 – Family Conferences
November 12	No School – Veteran’s Day
November 21	Students released at 12:15 for Thanksgiving
November 22-23	No School – Thanksgiving
December 19	Student released at 12:15 – Winter Vacation
Dec. 20-Jan. 2	Winter Vacation
January 21	No School – MLK, Jr. Citizenship Day
January 25	End of the Semester at Ilwaco High and Hilltop
February 15	Possible no school if we have not missed school for inclement weather
February 18	No School – President’s Day
April 1-5	Spring Vacation
May 1-3	Students released at 12:15 – Family Conferences
May 24	Possible no school if we have not missed school for inclement weather
May 27	No School – Memorial Day
June 6	Senior Scholarship Awards
June 7	No regular school – set up and rehearsal for Graduation
June 7	Graduation
June 14	Students released at 12:15 – last day of school

Program Details

Our alternative program is based on contract-based education. What this means is that students contract for a plan of attendance (can be physical or online) AND performance. Progress towards these is evaluated monthly. A student who is physically on campus, but does not perform is, in essence, absent. Likewise, a student who is physically online in their courses, but not making progress is absent. Student performance is evaluated monthly. See the section below on Accountability.

Alternative school programs come in many different forms. At the Ocean Beach Alternative School we strive to provide several options for our students; however, all programs fit the definition of contract-based education. Contract-based education is based on two things: 1) Meeting required hours of participation AND 2) meeting monthly academic goals. The most important of these is the meeting of academic goals.

Students have the choice of two different models or a blend of the two. If the model selected by the student and the parent proves unsuccessful, student contracts and expectations will be changed. Our programs are developed around the following two different models.

Site-based Education

Students in the site-based program have more traditional attendance expectations and participate in our integrated, project-based curriculum options. Students track their own progress in meeting grade level standards in multiple subjects and in meeting college and career readiness expectations. Most student work is physical, hands-on, and can meet multiple learning goals through each project.

Successful attendance & progress is based on a student meeting the following requirements each month:

- Attending school on the required schedule.
- Meeting monthly performance goals.

Remote Education

Students in the remote program have to meet online and in-person attendance expectations. Much of their work is on the computer. They are required to meet with staff onsite at least once per week. Days and hours are based on the individual contract expectations. Performance goals are set monthly.

Successful attendance & progress is based on a student meeting the following requirements each month:

- Attending school for the required amount of time both on campus and online. On campus time is set by the contract. Online time is time spent actually doing activities in the online learning system.
- Meeting monthly performance goals.

Blended Program

Some students need a blend of the two programs. Some students need to participate in the on-site project-based learning, but may have additional credit needs that can best be met through a remote, off-site course or two. Blended requirements are established in the student's individual contract.

Other Program Information

- Student admission is largely based on first-come-first-served; however, the suitability of the program for individual applicants will be considered and priority will be given to students who are not currently enrolled in school. A review of the academic record and academic skills testing may be done in order to properly determine suitability of the program for individual students.
- Each student will have a Personalized Educational Plan (PEP) that addressed the unique interests, credit needs, and goals of the student.
- Students in grades 6-12 may participate; however, students must be younger than age 21 on August 31st in order to participate. Students age 21 and older should consider the adult education program at the local community college.

- Students seeking a diploma or a GED may attend. Students seeking a GED will work on credits towards a high school diploma, and at the time that they are ready for the GED exam will transfer to the community college to complete their GED.
- Students in the program can take some classes at the local high school or through Running Start as indicated in their PEP. Our goal is to provide a flexible program, individualized for each student's needs.
- Students participating in the alternative program have the same rights, privileges, and responsibilities as other students in the district.
- Students in the program are also eligible to participate in athletics and clubs provided by Ilwaco High School. To participate students must meet Ilwaco High School participation standards including attendance and grade requirements.
- Students at the alternative school will be considered "guests" at most high school dances and must fill out paperwork accordingly. The prom, however, is an exception to this policy for Juniors and Seniors at the alternative school.
- Students at the alternative school are part of the OBAS Associated Student Body. Our ASB elections are held each fall for the current year. All students are eligible to participate regardless of grade level, default entity, or amount of contracted time.

Productivity & Accountability Expectations

Our alternative program is based on contract-based education. What this means is that students contract for a plan of attendance (can be physical or online) AND performance. Progress towards these is evaluated monthly. A student who is physically on campus, but does not perform is, in essence, absent. Likewise, a student who is physically online in their courses, but not making progress is absent.

Students are to be productive in class and/or at home every day. Students who only work at their required sessions will take much, much longer to complete the program.

Students on remote contracts are welcome to come work at the school during hours they are not contracted to be on campus; however, remote students who come to campus and distract other students or violate personal technology rules, will be asked to leave and work from home.

Performance Expectations

We believe that students learn best when they can learn at their own pace. Before advancing in coursework, the student must achieve "mastery" of the material by scoring 80% or better on all tests. Students will be expected to submit high quality work, assignments, and projects. Work that does not meet minimum expectations will be returned to the student for improvement.

Progress Expectations

Each student has an individualized plan with completion dates. Students need to stay on track with their plan in order to reach their goals. Students who are not making enough progress will be placed on probationary status and may be removed from the program. If a student is having difficulty, plans can be revised.

Progress Reporting

Progress reports for each student shall be completed monthly and will be distributed to the student and to appropriate significant adults in the student's life. The progress report evaluates both the attendance of the student AND the progress towards the monthly goals of the student. Students who do not meet their attendance and progress goals will be placed on probation. If the deficiencies are not corrected in the following month, the student's contract may be reduced or the student may be required to return to the traditional school to best meet their needs.

Grading

Most OBAS course are graded although some are only graded with a grade of Pass or Fail. Students are responsible for their own educational progress, so students are required to tracking their own progress towards achieving grade level or course standards. Courses that are graded are graded using the following grading scale:

<u>Grade</u>	<u>Percent High</u>	-	<u>Percent Low</u>	<u>GPA Points</u>
A	100%	-	94%	4.0
A-	93%	-	90%	3.7
B+	89%	-	87%	3.3
B	86%	-	84%	3.0
B-	83%	-	80%	2.7
C+	79%	-	77%	2.3
C	76%	-	74%	2.0
C-	73%	-	70%	1.7
IP*	69%	-	0%	No GPA
P	100%	-	75%	No GPA
IP*	74%	-	0%	No GPA

* In Progress – course not yet complete (may need to re-do activities or re-take assessments)

Pirate Guidelines

- No drama!
 - Arrive at school on schedule, unimpaired, and ready to learn
 - Respect the rights of others to learn and to be safe
 - Cell phones and personal electronic devices are not to be out in the classroom – they can be used at lunch and during breaks
 - Show care and concern for others
 - Make a commitment to your education
 - Encourage and praise others
-

Pirate Suggested Attire

The dress code is intended to encourage a positive and safe learning environment for all students and to encourage students to understand the importance of appropriate clothing for specific circumstances.

- Clothing/accessories should avoid pictures, symbols, or words that represent alcohol, tobacco, illegal drugs, gangs, sexual messages, racial slurs, or profanity.
 - No excessive skin (midriff, cleavage, buttocks, back, etc.). Shirts or tops with straps should cover the undergarments, and see through tops must have coverage underneath. Avoid visible underwear (bra straps, boxers, etc.), and secure pants at the waist.
 - Shorts/shirts/leggings must be modest enough to not show an inappropriate amount of skin that should be covered.
 - Shoes should be worn at all times for safety reasons.
-

Open Campus vs. Closed Campus

Our campus is both an open and a closed campus. Students in grades 6-8 have a closed campus; however, our program is flexible and students will be expected to arrive and depart based on their individualized program. Students in grades 9-12 have an open campus and may leave during breaks and at lunch. When you leave campus, please remember that it is important that we be good neighbors and keep it respectful and clean up after ourselves.

Our “neighbors” include Ilwaco High School and Hilltop School. Do not go to these campuses during the school day unless it is time for a class that you are scheduled to attend. Students who do not respect this guideline risk being removed from the alternative school and returned full time to the traditional school.





Discipline

The Ocean Beach Alternative School's behavioral focus is to help students understand appropriate behaviors for the work-place and other public spaces, and as such, we view disciplinary action as a teaching tool rather than a punishment. When possible, students are reminded of behavioral expectations through positive statements.

Behavior infractions are divided into three categories: Rule infractions – enforced by administration; Infractions that harm the school community - enforced by student boards or through Restorative Justice methods; and Infractions that harm the student themselves – enforced through guidance and counseling to try to correct behaviors for the future.

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.

Consequences should “fit the crime” and may include calling or sending a note to the parents, suspension from trips or activities, participation in Restorative Justice where the student must make amends for their behavioral infraction; and, rarely, out-of-school suspension, emergency expulsion or even expulsion.

If it becomes necessary to remove a student from the formal learning environment for a period of time, the following procedures will be followed:

- Fair treatment of each student shall be such as to protect him or her from arbitrary and unreasonable decisions.
- A written record shall be maintained in the administrator's office.
- All decisions shall be based on careful and reasoned investigation of facts and the consistent application of rules and regulations.
- A short-term suspension may not exceed ten consecutive school days.

Short Term Suspension Grievance Procedure

(Temporary suspension may be enforced while this procedure is followed.)

- 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.
- 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.

Pirate Campus Expectations

Our campus is shared with the library and Coastal Community Action Program's Senior Nutrition Program. It is important that we be good neighbors, and that we be supportive of our school and our peers.

Some important points about being good neighbors...

- Please park on the street between the school and the City Hall to the south or park in the lot next to City Hall. The parking in the lot needs to be available for library patrons and for senior citizens accessing the senior nutrition services.
- This is a non-smoking campus, so if you are of age to have this habit, please only indulge off campus.
- Please use respectful language and behavior in the parking lot and common areas of the building.
- There is to be no skating or biking on the property or in the road in front of the building.

Some important points about being supportive of our school and our peers...

- Clean up after yourself. Part of our program is to teach life skills. This is an important life skill and shows respect for others.
- Remember that we don't have to all like each other or agree with each other, but at school we must be civil with one another.

Meal Program

The Ocean Beach Alternative School is covered under something called the Community Eligible Provision (CEP) that allows all of our students to have free breakfast and free lunch; however, seconds will cost full price.

	Grades 6-8	Grades 9-12
Seconds on Breakfast	\$1.80	\$2.75
Seconds on Lunch	\$2.90	\$3.00

For visitors, adult prices are \$3.25 for breakfast and \$4.00 for lunch.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

A district-wide computer system is used to record payments and purchases in lunch accounts. Payment, in cash or by check, may be made in the school office. It is important to pre-pay for second meals; meals may not be charged in excess of \$10.

Title I & the Learning Assistance Program

Title I School-wide

The Ocean Beach Alternative School is a School-wide Title I school. Students with potential deficiencies in either state assessment or in English/Language Arts, Math, and/or Science will receive Title I Services. For more information about Title I services, please contact Amy Huntley.

Assessments

As part of the Every Student Succeeds Act (ESSA), students are to take exams annually in grades 4-8 in English/Language Arts and Mathematics. Furthermore, high school sophomores are required to take assessments in English/Language Arts and Mathematics – passing these assessments is required for graduation. Exams in Science are required for students in grades 5, 8, and 11.

To prepare for state assessments, the Ocean Beach Alternative School uses several diagnostic assessments. We use the Smarter Balanced Interim assessments in English/Language Arts and Mathematics. We also use STAR in Reading and Mathematics and Accucess in Reading, Language, and Mathematics. These assessments are used to target potential deficiencies in order to improve a student's skills.

Curriculum

The Ocean Beach Alternative School uses several curriculums in order to provide a well-rounded education. Students on remote educational contracts receive most of their curriculum from PLATO learning. Students on site-based contracts receive the bulk of their curriculum from either PLATO or Defined STEM. Algebra I curriculum is through Agile Mind's Intensified Algebra, and we will be using Intensified Geometry when it is released. Some curricula are more traditional such as Pacific Northwest History which uses _____ and Contemporary World Problems which uses mostly CNN Student News.

Learning Assistance Program

The Ocean Beach Alternative School also participates in the Learning Assistance Program. The foci of the program are as follows:

- Supporting students who are performing below grade level in English/Language Arts or Mathematics,
- Supporting students in transitioning from 8th grade to 9th grade, and
- Supporting students in the 11th and 12th grade with meeting graduation requirements – both credit bearing requirements and assessments.

For more information about Learning Assistance Program services, please contact Amy Huntley.

Drugs, Alcohol, and Tobacco Use on School Property

Any use of tobacco products by staff, students, visitors and community members shall be prohibited on school district property. This shall include all district buildings, grounds, and district owned vehicles.

The Ocean Beach Alternative School is a drug free facility. Use and possession of drugs not prescribed by a physician are prohibited on school premises (See Health issues for prescribed medication).

Never bring alcohol or illegal drugs to school. Never come to school under the influence of alcohol or drugs. If a student comes to school under the influence, they will be sent to the administrator and sent safely home. Students are subject to discipline for violation of this policy, and school district employees are responsible for the enforcement of this policy.

Respect the “no smoking/chewing” policy while you are at school.

Board Policy 4215, 3241, 5281
RCW 28A.210.310 and 70.155.80





Attendance Information
(Board Policy No. 3122, RCW 13.34.300)

If your child is going to miss school for any reason, please call the school prior to 9:00 AM on the day of the absence to inform the school about the reason for the absence. The phone number is: **360-642-1100**

You can call this number 24 hours a day and leave a message about the absence. If more information is needed from the school, we will get back to you

Attendance: 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.

Because the Ocean Beach Alternative School is an alternative learning program, attendance is based on the student's contract. Parents of students who do not meet their contracted minutes in a given week and who do not meet performance expectations, and who do not have a viable excuse for these absences will be called. Parents will not be called for daily attendance checks since students are on individualized programs.

Students with excessive absences will have their contract plan revised, may have to appear before the Truancy Board, and may be taken to court under the Becca law referenced above. Furthermore, students who prove to be unsuccessful in the alternative learning environment may be required to return to a regular school where attendance is tracked daily.

In general, the Ocean Beach School District School Board Policy and Washington State Law requires us to use the following guidelines when assessing a student's patterns of non-attendance:

Excused 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). Absences for other purposes must be *pre-approved* through contact with the teacher and/or principal. **If your child cannot attend school for any reason, please call the school by 9:00 am at 642-1100.**

Excused absences for special circumstances: Students who are homeless or in foster care may have absences excused for appointments and activities related to their homelessness or foster care situation. Students in migrant families may have absences of less than 10 days excused for out of district employment for their family. Specific procedures govern absences for vacations and must be pre-approved. Check with the school to discuss options to pre-approve such absences.

If a student has excessive absences or it is determined by the child's teacher or the administration that poor attendance is affecting progress in school, further absences may not be excused without a doctor's note.

Unexcused Absences

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day, has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Unexcused absences occur when:

1. The parent, guardian or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, a conference will be held between the principal, student and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the third unexcused absence, the district may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the conference may be conducted with the student and principal. However, the parent will be notified of the steps to be taken to eliminate or reduce the student's absences.

At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student's IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student's absences. If necessary, and if the student's parent gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student's needs.

The district will designate a staff member to apply WARNS and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

- adjusting the student’s course assignments;
- providing the student more individualized instruction;
- providing appropriate vocational courses or work experience;
- requiring the student to attend an alternative school or program;
- assisting the parent or student to obtain supplementary services; or
- referring the student to a community truancy board.

Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student. The sending district will use the standard choice transfer form for releasing a student to a nonresident school district for the purposes of accessing an alternative learning experience program.

Community Truancy Board

A “community truancy board” means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school.

Not later than a student’s fifth unexcused absence in a month or seventh unexcused absence in a year, the district will:

- a. enter into an agreement with the student and parents/guardians that establishes school attendance requirements; and
- b. refer the student to a community truancy board.

Petition to Juvenile Court

Not later than a student’s seventh unexcused absence within any month during the current school year, or a tenth unexcused absence during the current school year, if the district’s attempts to substantially reduce a student’s absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

(District Note: While petitions must be filed if the student has seven or more unexcused absences within any one month, or ten or more unexcused absences in the current school year, a petition may be filed earlier. Unexcused absences accumulated in another school or schools will be counted when preparing the petition)

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district’s choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

Emergency School Closures/Delays

The following radio and 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. If individual schools are cancelled, please follow the closures for Ilwaco High School. We also have a school group list through Remind which allows us to send mass texts and/or emails to our students and families. If you want to be signed up, please let me know. We will only use the list for program changes, school delays, etc.

RADIO STATIONS:

KVAS	1230 AM	Astoria
KAST	1370 AM	Astoria
KAST	99.7 FM	Astoria
KMUN	91.9 FM	Astoria
KSWB	840 AM	Seaside

TV STATIONS:

KATU	Channel 2	Portland
KING	Channel 5	Seattle

You can also check the district web page at www.ocean.k12.wa.us.

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 one hour 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. Exceptions may be made to the one hour rule for power outages in the early fall or late spring.



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 that 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.

Health

School health services are provided to appraise, protect and promote the health of students and school personnel. The primary emphasis of our program is promoting wellness so the child enjoys optimum physical and mental health.

Each year, a variety of health screenings are provided to assess vision, hearing, scoliosis and dental health. Other wellness programs include health teaching and counseling. The programs offered at school are not substitutes for routine health exams, and we recommend that your child receive regular check-ups by your family doctor and dentist.

The following list includes some of the philosophies and health policies of the Ocean Beach School District:

Adequate sleep and nutrition are essential for students to be alert, attentive, cooperative and healthy. A good night's sleep (k-2nd 10+ hours, 3rd-6th 8+ hours) and a nutritious breakfast will prepare your child to meet the day at his/her best. In case of illness, do not send your child to school. Your child will be less able to cope with school activities and may expose others. Until the nature of the illness is determined, it is best to stay away from other children. If your child is too sick take a walk outside, they should be kept home.

Medication may be administered to children at school on a regular daily or emergency-as-needed basis only upon the signed request of the parent/guardian and their family physician (this is required by state law, RCW 28A.210.260), and this is to be renewed annually. Short-term medication may be given by district personnel only by a signed request of the parent/guardian providing the medication. The medication must be in the original container that is clearly labeled with the child's name, name of the medication, and directions for administration (date, time and dosage). All medications must be left in the school office for proper storage.

Communicable Disease control concerns maintaining wellness and a healthy environment. Washington law requires school personnel to exclude from school students suspected of having or having been exposed to certain communicable diseases specified by the Washington State Health Division. Children will be sent home and parents will be instructed in the procedure for readmission. Parents are responsible to inform the school when they suspect their child has a communicable disease.

Immunizations are required by Washington State Law to ensure that every child attending school is protected against certain communicable illnesses. A schedule of minimum requirements is available in the school office. Any child not in compliance may be excluded from school until those requirements are met. Emergency forms must be completed on each student at the beginning of each year. This is used to keep current our understanding of the student's health status, and provides for a parental signature granting permission for emergency care. It is also important that the school office has current phone numbers where parents can be reached in the event of an emergency.

McKinney-Vento Homeless Education Assistance Act

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 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 meet 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 for the remainder of the school year
- 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 staff can help connect you with the district family resource staff including the homeless liaison. You may also contact the liaison directly:

Amy Huntley, 360-642-1100, Amy.huntley@oceanbeachschools.org or
Elly Rosaire, 360-214-0000, elly.rosaire@oceanbeachschools.org.

Both McKinney-Vento Liaisons are housed at the alternative school.



Anti-Bullying Policy

Our school defines bullying as follows:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting of someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.
- Cyberbullying where it interferes with the educational process.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Take seriously parents' concerns about bullying.
- Look into all reported bullying incidents.
- Assign logical and progressive consequences for bullying that are designed to stop the bullying, and are based on the severity and persistence of the bullying behavior.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone, especially those who are often left out.
- Report bullying to an adult.

Board policy 3207 further describes our prohibition of harassment, intimidation, and bullying. This is available on our district web sight, 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.



Regulation of Dangerous Weapons on School Property

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 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, 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.

Discrimination, Sexual Harassment, and Filing Complaints

Discrimination

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, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:

Dawna Sundberg

Dawna.sundberg@oceanbeachschools.org

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

Title IX Officer:

Dawna Sundberg

Dawna.sundberg@oceanbeachschools.org

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

Section 504 Coordinator:

Amy Huntley

Amy.huntley@oceanbeachschools.org

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

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<https://www.ocean.k12.wa.us/cms/lib/WA01001272/Centricity/Domain/7/3210%20Nondiscrimination.pdf> ,
<https://www.ocean.k12.wa.us/cms/lib/WA01001272/Centricity/Domain/7/3210P%20Nondiscrimination.pdf>

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<https://www.ocean.k12.wa.us/cms/lib/WA01001272/Centricity/Domain/7/3205%20Sexual%20Harassment%20of%20Students%20Prohibited.pdf>

<https://www.ocean.k12.wa.us/cms/lib/WA01001272/Centricity/Domain/7/3205P%20Sexual%20Harassment%20of%20Students%20Prohibited.pdf>

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint - In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint – by mail, fax, email, or hand delivery – to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint - Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days – unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint - In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response – unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education, 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | <http://www.ed.gov/ocr>

Washington State Human Rights Commission, 1-800-233-3247 | TTY: 1-800-300-7525 | <http://www.hum.wa.gov>

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 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

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

