



**Ocosta JR/SR High School**  
**Home of the Wildcats**

# **2023-2024 Student Handbook**

(Updated June 2023)

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# 2023 – 24 OCOSTA JR/SR HIGH SCHOOL BELL SCHEDULES

## Junior High School Bell Schedule:

Schedule 1	Regular	
Advisory	8:10	8:30
G & G	8:30	8:40
1	8:44	9:37
2	9:41	10:34
3	10:38	11:31
Lunch	11:31	12:01
4	12:05	12:58
5	1:02	1:54
6	1:58	2:50

Schedule 2	Wednesday Late Start	
1	9:30	10:15
2	10:19	11:04
Lunch	11:04	11:34
3	11:38	12:23
4	12:27	1:12
5	1:16	2:01
6	2:05	2:50

Schedule 3	2 Hour Late Start	
1	10:10	10:49
2	10:53	11:32
Lunch	11:32	12:02
3	12:06	12:44
4	12:48	1:26
5	1:30	2:08
6	2:12	2:50

Schedule 4	PM Assembly	
1	8:10	9:03
G&G	9:03	9:13
2	9:17	10:10
3	10:14	11:07
Lunch	11:07	11:37
4	11:41	12:34
5	12:38	1:30
6	1:34	2:26
Assembly	2:26	2:50

## High School Bell Schedule:

Schedule 1	Regular	
Advisory	8:10	8:30
G & G	8:30	8:40
1	8:44	9:37
2	9:41	10:34
3	10:38	11:31
4	11:35	12:28
Lunch	12:28	12:58
5	1:02	1:54
6	1:58	2:50

Schedule 2	Wednesday Late Start	
1	9:30	10:15
2	10:19	11:04
3	11:08	11:53
Lunch	11:53	12:23
4	12:27	1:12
5	1:16	2:01
6	2:05	2:50

Schedule 3	2 Hour Late Start	
1	10:10	10:49
2	10:53	11:32
3	11:36	12:14
Lunch	12:14	12:44
4	12:48	1:26
5	1:30	2:08
6	2:12	2:50

Schedule 4	PM Assembly	
1	8:10	9:03
G&G	9:03	9:13
2	9:17	10:10
3	10:14	11:07
4	11:11	12:04
Lunch	12:04	12:34
5	12:38	1:30
6	1:34	2:26
Assembly	2:26	2:50



## **STAFF/STUDENT INTERACTIONS**

The staff at Ocosta JR/SR High School are professional, committed, and dedicated to the successful achievement of all students. **Regardless of their position, each staff member will be treated with respect at all times.** All staff members have the authority to make “on the spot” corrections for student misbehavior. If unknown to the staff member, students are expected to stop what they are doing and give the staff member their name if requested. While performing their duties, acts of insubordination (defined as the refusal to follow reasonable instructions) and any verbal or physical disrespect towards any staff member is unacceptable and will be dealt with in accordance with district disciplinary procedures.

### **VISITORS TO THE BUILDING**

In order to ensure the safety of our students and to limit the disruption of instruction, Ocosta School District will implement the following visitor’s policy in alignment with the Board policies.

All doors to the building will be locked during the school day. Visitors will need to use the main entrance for access via an intercom system. You will need to push the intercom buzzer, look into the camera, and state your name and your purpose for coming to the school. Upon entry, you are to report immediately to the office. All visitors must present photo identification with the office, if going beyond the front lobby. Please be patient with this process as the system is to ensure that your child is able to learn in a safe environment.

Visitors **MUST** keep their visitor’s badge visible during school visits. District Staff have been directed to stop anyone in the building without a badge and ask them to report immediately to the office to sign in. This not only gives us tighter security control, but a way to account for all people in the building should an emergency situation arise.

Parents are to report to the office to sign students out. Students will be called to the front office for dismissal. Students will only be allowed to leave school with a parent, guardian, or emergency contact person. If the parent has a specific reason to visit the classroom (i.e. student presentation, pre-arranged conference), he or she will follow the procedure for the visitor and be issued a badge. Twenty-four (24) hour notice is required for parents/guardians to audit a classroom.

When leaving the building, return to the office to check out and return the visitor badge.

Anyone who disrupts school operations, damages school property, poses a risk to students, staff, or the school may be asked to leave school property. A principal has the authority to prohibit such persons from attending school events or coming on school property.

Your understanding and cooperation is appreciated.

### **COUNSELING SERVICES**

Guidance services and counseling are available for every student at Ocosta. These services include help with academic, personal, and/or social concerns, guidance with college and career planning, as well as any questions a student feels he/she would like to discuss with a counselor. Students should feel free to come to the counseling office to request support at any time. Behavioral Health Counseling Services are available at the JR/SR High and any additional individual counseling that may be required will be referred out to local community services.

## **STUDENT SCHOLASTIC ACHIEVEMENT AND EXPECTATIONS**

### **STUDENT RECORDS**

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. When information is released in compliance with state and federal law the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

Student records are the property of the district but shall be available in an orderly and timely manner to students and parents. “Parent” includes the state department of social and health services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

## **GRADUATION REQUIREMENTS**

Students should refer to Ocosta District Policy 2410 or see the school counselor for a detailed description of Graduation Requirements. Students must meet the Washington State Graduation Requirement to earn a high school diploma from the Ocosta School District:

<b>Course</b>	<b>Credits needed</b>
English	4
Mathematics	3
US History	1
World History	1
CWP / Civics Semester of each	1
Science (2 credits in Laboratory Science)	3
Occupational/Vocational Education/CTE	1
Health and Fitness *	2
Art	1
Art / Personal Pathways	1
World Language / Personal Pathways	2
Students can alternate Personal Pathways – consult with Counselor on alternatives	
Electives	4
Pacific Northwest/Washington State History (8 <sup>th</sup> grade) <b>Milestone</b> if taken in 8 <sup>th</sup> grade. Pacific Northwest/Washington State History .5 credit if taken in 9-12 grades.	

### **Total of 24 Credits needed for graduation**

\*A physical education credit may be waived by successfully completing a full athletic season. A maximum of one (1.5) credits may be waived through sport seasons (with .5 credit per season). The student must request credit in advance and the completion must be documented by a certificated staff member (certified coach, certified athletic director, counselor, or principal). You must replace these credits with others to still have 24 credits.

Graduation Personal Pathway	Detailed in Skyward
High School and Beyond Plan	Skyward Program

### **Community Service Hours**

Freshman	10 hours
Sophomore	10 hours
Junior	10 hours
Senior	10 hours

## **HONORS**

High Honors (gold cord) is awarded to those graduating students who have a cumulative GPA of 3.5 or higher through the first term of the senior year and who have taken advanced placement courses. Honors (silver cord) is awarded to those graduating students who have a cumulative GPA of 3.2 or higher through the first term of the senior year and have taken advanced placement courses.

## **VALEDICTORIAN AND SALUTATORIAN**

The student selected as valedictorian must meet the requirements for high honors and have earned the highest cumulative high school GPA calculated through the third quarter of their senior year (9-12). The student selected as salutatorian must meet the requirements for high honors and earn the second highest cumulative high school GPA calculated through the third quarter of their senior year (9-12). To be considered for valedictorian and salutatorian, the students must have attended Ocosta School District throughout their junior and senior years.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is a national organization that recognizes students for their scholarship, character, service, and leadership achievements. Students are eligible for selection to the organization in the spring of their sophomore year, and/or fall semester of their junior and senior years if they have a 3.2 (or higher) cumulative grade point average. Before being considered for selection for membership, the Honor Society advisor will review possible applicants and distribute applications to those meeting the scholarship criteria. Approved individuals who wish to be considered for selection will be required to fill out an application. The fee for the National Honor Society will be determined by officers and advisors annually.

## **WORLD CLASS SCHOLAR/COLLEGE BOUND SCHOLARSHIP**

World Class Scholar is a \$1500 scholarship to Grays Harbor College. You must maintain a 3.0 cumulative grade point average to be considered. Sign-ups for World Class Scholar begin in 7<sup>th</sup> grade and must be done by the end of the 8<sup>th</sup> grade year. Students are responsible for filling out and maintaining a World Class Scholar Portfolio.

The College Bound Scholarship is an early commitment of state financial aid to eligible students. This scholarship is income based, and students must maintain a 2.0 cumulative grade point average to be considered. For questions on either program, students may contact the school counselor.

## **CHEATING AND PLAGIARISM**

The Ocosta School District holds high academic expectations for all students. Students are expected to put forth their best efforts at all times and hold themselves and other students accountable for their work. Cheating not only damages the academic validity of the classroom, it deprives all students of a fair academic playing field. **Cheating** can take many forms, including: copying another student's work, copying answers on an exam, using notes without permission, having a student take a test for you, or taking a test for another student, etc. **Plagiarism** is another form of cheating and is defined as the act of using or borrowing another writer's words, ideas, or written work without properly identifying the source, or allowing others access to your work for the purchase or achieving a grade/credit. Students are encouraged to seek their teacher's guidance regarding any issue of this nature. Students who engage in cheating or plagiarism could receive a failing or lower grade for that item, loss of class credit, parent notification and/or disciplinary action.

## **STUDENT ACTIVITIES**

### **ASSOCIATED STUDENT BODY (ASB) 2023-2024 ASB OFFICERS**

The Associated Student Body (ASB) provides for student activities, gives students a share in the management of the school, develops high standards for the student body and personal conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are elected and include a representative for each grade, as well as every club. Officers are elected in the spring prior to the school year they will serve.

**President: Raymond Priest**

**Vice President: Volodymyr Kuchera**

**Secretary: Gabby Ness**

**Treasurer: Max Roberts**

**Concessions Manager: Noel Cuzdey**



## SPORTSMANSHIP

Ocosta has a well-established tradition of good sportsmanship. Each student is asked to help continue this tradition by regarding it as his/her responsibility to promote good sportsmanship by following these guidelines:

1. Be modest in victory and gracious in defeat.
2. Accept the decision of the officials as final.
3. Support your teams with enthusiasm.
4. Respect the rights of all spectators.
5. Consider the visiting team and fans as guests and treat them accordingly.

## CO-CURRICULAR ACTIVITIES

All students are encouraged to participate in at least one sport, club, or activity of their choice. Students participating in athletic activities must meet the following: possess medical insurance, pass a physician's physical exam, have purchased an ASB card, have no fines, and have all athletic/school registration paperwork turned in. High School Students must also meet the WIAA requirements to be eligible (there may be different requirements for JR High Students). ASB officers must meet these requirements with the exception of insurance and physical. If lack of funds limits participation by a student in a sport or activity, alternative arrangements may be discussed. Ocosta offers a variety of activities for both Junior High and High School. Below is the list of offered club and sports activities for the 2023 -24 school year:

### HIGH SCHOOL ACTIVITIES

Art Club  
Baseball  
Basketball  
Cheerleading  
Cross Country  
Fastpitch  
Football  
FBLA  
Honor Society  
Knowledge Bowl  
Math Team  
Multicultural Club  
Soccer  
Technology Student Association  
Track  
Volleyball  
Weightlifting Club  
Wrestling  
FCCLA  
GSA

### JUNIOR HIGH ACTIVITIES

Baseball  
Basketball  
Cross Country  
Fastpitch  
Football  
GSA  
Knowledge Bowl  
Track  
Volleyball  
Weightlifting Club  
Wrestling

## DANCES

Clubs and organizations may sponsor dances as an on campus social event or fund-raiser. Dances will be authorized only if all required procedures have been followed. Arrangement for advisors, chaperones, work crews, and financing must be made through the ASB Advisor before approval will be given. **Junior High students (grades 7 & 8) and Senior High students (grades 9, 10, 11, and 12) will not be permitted to attend each other's dances.** Junior High dances are organized by advisors and are only for 7<sup>th</sup> and 8<sup>th</sup> grade students enrolled at Ocosta. No guests will be permitted. Each Ocosta High School student is limited to one guest for Homecoming, Tolo, and Prom. Guests must be age 20 or younger and at least enrolled in the 9<sup>th</sup> grade. A visitor's pass must be completed, including all signatures, and turned in to the office by noon on the school date prior to the scheduled activity. Approved guests must agree to conform to the behavior standards established for students and must accompany the host student. **Once students and/or guests leave a dance, they will not be allowed to re-enter.**

## STUDENT ATTENDANCE

### ATTENDANCE, ABSENCES, TARDIES & EXCUSES

All students are expected to be regular and punctual in attendance. Remaining out of school (for reasons other than illness, or when prior arrangements have been made and approved) will not be excused. According to Washington State Law "... no excuse (for absence) shall be deemed valid except that of sickness." As per Ocosta District Policy 3122P, the following are deemed valid excuses for absences and tardies and missed work can be made up in the manner provided by the teacher(s).

1. **Participation in school approved activity:** To be excused this absence must be authorized by a staff member and the teacher(s) must be notified prior to the absence unless it is clearly impossible to do so.
2. **Absence due to illness, health condition, a family emergency, religious purposes:** When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A parent may request in advance that a student be excused from attending school in observance of a religious holiday. A student upon the request of his/her parents, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.
3. **Absence for parental approved activities:** The category of absence shall be counted as excused for purposes agreed upon by the principal and the parent. **An absence may not be approved if it causes serious adverse effects on the student's educational progress.** In participation-type classes (e.g. certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.
4. **Absence resulting from disciplinary action or short-term suspension:** As required by law, students removed from a class or classes on short-term suspension shall have the right to make up assignments or exams missed.

## PROPER PROCEDURES FOR CHECKING IN & CHECKING OUT

**Checking in** – Must give a note to the attendance office or parental contact by phone with office staff. You will be given an admit slip, so you may go to your class that is in session.

**Checking out** – **When signing out, talk to the attendance office.** You must have parent permission verified by the attendance office prior to checking out. **DO NOT LEAVE UNDER ANY CIRCUMSTANCES WITHOUT HAVING A PARENT OR GUARDIAN WHO IS RESPONSIBLE FOR YOU BEING IN CONTACT WITH THE ATTENDANCE OFFICE.** Failure to follow proper procedures will result in a truancy.

## ABSENCES

Notes or phone contact with parents are required for all absences and are the student's responsibility. Absentee notes should be turned in to the main office, attendance. **FAILURE TO PROVIDE A NOTE BY THE SECOND DAY A STUDENT HAS RETURNED TO SCHOOL WILL RESULT IN THE ABSENCE BEING TREATED AS A TRUANCY AND/OR UNEXCUSED ABSENCES. ALL ABSENCES WILL BE DOCUMENTED.**

## TARDIES

Punctual attendance to class is a necessary part of the student learning and success. Tardiness will not be tolerated because of the disruption it causes in the classroom situation. The following procedures have been adopted to ensure punctuality.

Students are allowed four minutes passing time between classes. Special permission may be granted to a student in the form of a hall pass. Teachers will record all students who are tardy to class.

The tardy policy will be as follows:

- 1<sup>st</sup> Tardy – Teacher Warning
- 2<sup>nd</sup> Tardy – Teacher Warning/consequence – Teacher Contact Parent
- 3<sup>rd</sup> Tardy – Lunch Detention
- 4<sup>th</sup> Tardy – 2 Lunch Detentions
- 5<sup>th</sup> Tardy – Principal Parent Meeting, Tardy contract, 2 Lunch Detentions
- 6<sup>th</sup> Tardy – 1 Day ISS (In School Suspension)

## TRUANCIES

Attendance is important for academic success, and unexcused absences may be an early warning sign for unaddressed problems with school and future dropout. When youth fail to attend school, they are considered truant. Washington State's truancy law, known as the Becca Bill, requires the school/district and the juvenile court to take specific actions when youth are truant.

### CONTINUED ON NEXT PAGE

Truancy will be a cause for disciplinary action, suspension or expulsion. A student is truant if he or she:

1. Leaves school without permission and without signing out in the attendance office.
2. Is absent without the knowledge and consent of a parent.
3. Is absent from class without permission.
4. Obtains a pass to go to a certain place and does not report there.
5. Becomes ill and goes home or stays out of class without reporting to the office.

6. Comes to school but does not attend class.
7. Fails to attend a scheduled assembly.
8. Leaving campus at lunchtime without being on the off-campus privilege system.
9. Is absent from school after once arriving on campus without the knowledge and consent of the school.
10. Chronically late to 1<sup>st</sup> period
11. Is not in the assigned area when they are supposed to be.
  - 1<sup>st</sup> Truancy/Unexcused Absence – 2 Days of Lunch Detention. Counsel with principal and parent/guardian contacted.
  - Continued Truancies – Saturday School and parent/guardian contacted.
  - After five unexcused absences within a month or eight during a school year, the school district must file a petition with juvenile court alleging a violation.

## **BECCA BILL & Process**

Washington State passed the “Becca Bill” (Senate Bill 5439, amended SHB 2449 June 2016, codified at RCW 28A.225), which requires children ages 6 to 17 enrolled in public schools to attend school Monday through Friday, unless there is a good reason for being absent, i.e., the parent or guardian must excuse the absence by notifying the school. When students miss school and the absence has not been excused, the student can be considered truant.

**The Becca Bill requires schools and school districts take the following actions:**

1. **One (1) unexcused absence.** The school must inform the parent/guardian when there is one unexcused absence. Attendance is posted on Skyward for students and parents to monitor. Contact is often done by a phone call home. **Please be sure your telephone number is current with the school district.**
2. **Two (2) unexcused absences.** After two unexcused absences, the school is required to request a conference with the parent/legal guardian and student to discuss the causes of the unexcused absences and solutions to prevent further absences.
3. **Five (5) unexcused absences within any month.** The school must enter into a written agreement regarding truancy with the family, where the parent, student and school agree on the necessary steps to resolve the student’s attendance problem. To do this, Ocosta JR/SR High School will file a truancy petition as set forth in the Becca Bill, stay the petition, and refer the family to the Community Truancy Board for the opportunity to enter into a written agreement regarding truancy, where the parent/guardian, student and school agree on steps to resolve the attendance problem. If the family declines the referral or fails to comply with the agreement, the stay will be lifted and the petition will proceed in juvenile court.
4. **Seven (7) unexcused absences within any month or ten (10) unexcused absences in a school year.** If the Community Truancy Board process fails to assist the student in improving his or her attendance record, school districts are required to proceed in juvenile court with the petition to order the student to attend school.

Schools must send the student a notice of the truancy court petition by certified mail with return receipt or by in-person delivery. The petition includes many important dates and deadlines that must not be missed by the student and the family. A student and/or parents can be represented by a lawyer in truancy court. If a Truancy Order is entered and then violated by the Student, the court will call for a Contempt Hearing and the student could be ordered to do community service or spend time in juvenile detention. The parent/guardian may be fined up to \$25 for each day of unexcused absence.

## **TRUANCY BOARD**

Community Truancy Boards are composed of members of the local community. By agreement between the Juvenile Court and the Ocosta School District, Ocosta JR/SR High School has established a Community Truancy Board. The Community Truancy Board meets with the Student and Parent/Guardian to explore and recommend methods to improve the Student’s school attendance by exploring individual barriers—such as identifying supplementary services and exploring educational alternatives—to eliminate or lessen the Student’s absenteeism. Community Truancy Boards are an intervention by the Ocosta School District with the Student and Parent/Guardian to avoid the Student being referred to Juvenile Court and getting the Student the necessary assistance to thrive and succeed in school.

## **ALTERED DAY**

With an administrator's approval, a student may be allowed to be off-campus for one or more periods. In order to be released during the school day on a permanent basis, students must be enrolled in a vocational program, the Running Start program at Grays Harbor College, or pre-assigned early release/late arrival by administration. For more information on the Running Start program, please see the high school counselor.

## **CONNECTIONS**

Students will be assigned to a grade-level connections class. Purposes for connections class include, but are not limited to, updating and reviewing Individual Learning Plans, building portfolios, reviewing transcripts and grade checks, grade level/class/club meetings and school wide assemblies. Connections class is also the time where students work on their High School and Beyond Planning which is a requirement for graduation. **Attendance in Connections is required.** Tardies and truancies are considered the same as in regular classes.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **BUILDING AND GROUNDS CARE**

We are proud of our building and our campus. Together, we all help keep it clean and presentable at all times. The cooperation of every student is needed in this matter. We can keep our campus clean and presentable by putting all waste in the containers provided. Willful destruction or defacement of school property will result in disciplinary action, which may include suspension from school and the student held responsible for repayment of any expense incurred. We expect our school to look great years from now. This is possible if everyone helps!

### **FEES**

The school district charges fees for certain items such as ASB cards, Annuals, and class supplies/fees. Any concerns regarding fees should be discussed with the principal.

Parking (non-refundable): \$5.00 (A \$5.00 per day fine for unauthorized parking after the second week of school)

ASB Card: \$45.00

Annual: \$35.00 (Aug-Sept); \$40 (Sept-Oct); \$45 (Nov-Dec), \$50 (Jan until ordered)

Any financial assistance needed, please contact the office secretary.

Class Supplies/Fees: As needed

### **LOCKERS**

Lockers will be assigned to each student. Lockers are to be used to store student materials. In an effort to manage a safe and productive academic environment, backpacks and bags are to be left in student lockers. Students will bring the specific materials they will need for each class.

Students will be assigned a locker from the building registrar. It must be kept clean and locked. No writing on or sticky decal items will be allowed. Students could be held liable for any damage to lockers. Switching lockers will NOT be permitted without prior office approval. Students are responsible to keep lockers secure at all times and are discouraged from giving their combination to anyone else. Presetting combinations is prohibited. **Open soda, juice, or other containers are not allowed to be kept in lockers.** Lockers are owned by the Ocosta School District. Students have no expectation of privacy regarding items kept in school lockers, including gym lockers. School administration may conduct blanket or random searches of lockers without notice and without student/parent consent. In addition, the school principal or designee may conduct a reasonable search of a locker when there is suspicion that the locker contains contraband. Contraband involves illegal or unauthorized items, or any other items reasonably determined by the principal to be a potential threat to the safety and security of others. Students are solely responsible for the contents of their lockers.

### **BACKPACKS AND SPORT BAGS**

In order to create a safe and productive academic environment, all backpacks and sport bags are to be kept in student lockers or stored with coaches. It is the expectation that students will bring necessary materials with them to each class.

### **NOTICE OF SEARCH AND INSPECTION**

Students should be aware that their persons and personal property not stored in lockers (e.g. Pursues, back pack, vehicle, etc.) may be subject to search when school officials have reason to believe that weapons, drugs, alcohol, or any other items/materials evidencing a violation or school police/rule, or other laws are regulations are contained therein.

Our district has a contract with the Northwest Interquest Detection Canines to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcohol, over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and other articles that are on campus are subject to inspection. All inspections will be conducted within the scope of the law and with the knowledge of the student.

### **SURVEILLANCE**

Please understand that the interior and exterior of the school facilities may have mounted surveillance cameras that are capable of recording activities. Law enforcement agencies and/or school personnel, or their designee, may view recorded/live activities. Illegal activities or school violations, captured by the surveillance system, will be addressed by the appropriate agencies. Surveillance cameras are also installed on school buses. Video/audio recordings may be taking place within the school facilities/buses as well as on other school district property.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Displays of affection, other than hand holding are considered inappropriate. The Ocosta campus is not a place for overt displays of physical affection between students. Being overly affectionate distracts from the learning environment, and students should refrain from inappropriate, intimate behaviors on campus or school related events and activities. Students are expected to show good taste and conduct themselves respectfully, at all times, within school grounds. **Ocosta does not approve of High School students dating Junior High students** and any romantic relationship on school grounds will be prohibited.

## CELL PHONES AND TECHNOLOGICAL DEVICES

Students may possess cell phones and mobile devices on school grounds provided they do NOT pose a threat to academic integrity, disrupt the learning environment, or violate the privacy rights of others. Such devices may only be on and operated before and after the school day and during the lunch break, except during a school emergency or when authorized by a school administrator. Devices may be confiscated, if in the judgment of a staff member, a student has violated this policy (District Policy #3245). Students are responsible for any device brought to school and the District, employees and adult volunteers shall not be responsible for loss, damage or destruction of such devices. Confiscated devices will be turned in to the school office and **will be returned to the student's parent/guardian by a school administrator or designee**. All other electronics, cameras, etc. are not to be brought to school unless required for a class. Taking pictures or videos of others on campus without permission is prohibited.

## HALL CONDUCT

1. In order to maintain safe halls, running, punching, tripping, walking arm-in-arm, obstructing, etc., is not permitted.
2. No student should tamper with the lights, fire alarms, fire hoses, or any other equipment in the halls unless requested to do so by a faculty member. Students tampering with fire equipment will be dismissed from school and reported to the proper authorities.
3. Students passing through the halls during class periods should be as quiet as possible and avoid undue noise during lunch periods when classes are in session. Students are to be in the supervised lunch room during their assigned lunch period.
4. Any student in the halls while classes are in session must have a proper hall pass and/or staff permission.

## BUILDING RULES AND GUIDELINES

### Ocosta Students:

1. Arrive to all classes and activities on time, with materials, and ready to learn. Students are required to be in their classroom/assigned seat prior to the tardy bell. At the end of each class period, students will be released by the teacher, not by the bell.
2. Leave items which distract from the learning process at home such as mobile devices, headphones, sunglasses, laser pointers, etc. Students may not have skateboards, scooters, etc. at school at any time.
3. Demonstrate respect for other students, staff, visitors, school facilities, equipment, lockers, etc., at all times. Use of profanity or other inappropriate language and/or gestures is prohibited.
4. Material placed on the bulletin boards, or any signs put in the building or around campus must have prior approval from the office. Signs may only be posted in approved areas.
5. Students are not to be out of class without written authorization. Students are to conduct personal business during free time (before or after school, lunch time, and/or passing time).
6. Remain in appropriate/supervised areas during the school day. This excludes parking lots, the elementary campus/grounds, the bus garage, and all other off-campus areas. Students are only allowed in school buildings or on school grounds when supervised by a staff member.
7. Keep all food and drink in designated areas. Clear sports bottles containing **water** only may be taken to classes unless prohibited by class rule. **No other beverages** are permitted in classrooms/halls. This includes energy drinks, pop, sports drinks, and coffee/tea. No littering.
8. Obey the laws and regulations applicable for Washington Public School Students, including those outlined in the Ocosta JR/SR High Discipline Sanction Program. Ocosta JR/SR High School has a closed campus. All persons visiting the school must first check in at the office. Students are not allowed to have visitors during the school day as they often disrupt the educational process.
9. Under state regulations, school offices are not allowed to make or provide change for vending machines or other purposes. Students must have correct change as needed for vending machines or other purposes. **Students are strongly advised not to bring large sums of money and/or valuables to school. The school will not be held responsible for lost or stolen items.**
10. Those students turning eighteen may register to vote in the attendance office or online.
11. The propping open of doors is a violation of our safety program and is considered dangerous behavior.

## PARKING LOTS

The parking lots are off-limits during the school day (this measure is necessary to protect student vehicles.) Students must not leave books, lunches, and materials in vehicles, which would necessitate a return to the parking lot. Unauthorized presence in the parking lot may be considered a truancy.

## RULES AND REGULATIONS

Each school year students who wish to drive to school are required to register their car(s). Driving to school and parking on campus is a privilege. To accommodate the number of people desiring to park on school property, the rules listed below have been established. Non-compliance with these rules may result in the loss of the privilege of driving to school and parking on campus:

1. All students must register their car(s) with the office, providing proof of license and insurance.
2. Students are to park in single parking spaces only in the areas not otherwise marked for staff or guests.
3. After registering their car(s), students are to display their campus parking passes. A nonrefundable fee of \$5.00 will be charged for the permit.
4. Obey all posted rules and regulations regarding speed limits, fire lanes, no parking zones, curbs marked in yellow, or other prohibited areas. The elementary lot, driveway and entrance are not to be used by students. **In addition, students and parents should be aware that violating these rules and regulations may result in cars being towed away and impounded at the owner's expense.**
5. Seniors who qualify for Off Campus Privilege will be allowed to leave campus during lunch. This program is instituted and revoked at the discretion of the principal/designee, based upon responsible use of the right to leave campus by students. All other students are not to leave campus (District policy #3242).
6. Vehicles parked on school property may be subject to search for prohibited items as defined in school policy. The driver of the vehicle will be considered the responsible party if contraband is found.

## BUS RULES

1. Follow directions given by the Bus Driver and/or Aide.
2. Quiet, courteous behavior is required.
3. Violence and Bullying is NOT ALLOWED.
4. Stay seated at all times.
5. Get on and off the bus in a safe orderly manner.
6. Classroom rules apply on the bus and at the bus stop.

## DRESS CODE

Students are expected to dress in a manner that is appropriate for school. Students are expected to follow reasonable levels of cleanliness and modesty. Clothing that promotes or displays profanity or sexual innuendo, promotes gang activity through letter or design, promotes alcohol, tobacco, or other drugs, or is otherwise disruptive to the learning process will be strictly prohibited. **DRESS AND GROOMING MUST BE SAFE, PROVIDE APPROPRIATE COVERAGE, AND NOT CAUSE DISRUPTION TO THE LEARNING PROCESS.**

Appropriate footwear must be worn. Bare feet, stocking feet, and slippers are not allowed. Students may not wear pajamas, tattered clothing, or clothing that does not provide appropriate coverage. Students who wear inappropriate jewelry or suggestive clothing that reveals undergarments or cleavage (for example, spaghetti straps, bare midriff, a halter top, a necklace with a marijuana leaf displayed, a t-shirt with a beer slogan, etc.) will be asked to change the clothing, remove the jewelry, or will be sent home. Parents may be called to bring appropriate clothing to school.

Students may wear hats provided they are worn appropriately and conform to the same standards as dress (i.e. no lewd, profane, violent, offensive, drug/alcohol or tobacco promotion messages, etc.) For identification purposes and/or safety reasons, hoods and bandanas may NOT be worn in the buildings during the school day.

## PRIDE SYSTEM

One of the ways Ocosta Senior/Junior High School implements the Positive Behavior Intervention Systems (PBIS) is by promoting PRIDE. The goal of PBIS is to create a learning environment that is positive and encourages students to demonstrate behavior beneficial to learning.

**PRIDE** stands for **P**reparedness, **R**esponsibility and Integrity, **D**eveloping Citizenship, and **E**arning and Giving Respect. The staff at Ocosta has been working together to make consistent, clear, campus wide expectations under the PRIDE acronym. Students can refer to the PRIDE system guidelines that are posted around the school and in classrooms. For more information about PBIS and what it looks like around the school, please talk to your student's Advisory teacher or school principal.

## CHARACTER STRONG

Character Strong is an organization that provides curricula and training for schools internationally. Our training helps educators infuse character and social-emotional learning into the daily fabric of any classroom or campus. Our curricula focus is on character development in order to help students cultivate social-emotional skills, their emotional intelligence, and help them develop a stronger identity and purpose in school and in the world. Ocosta JR/SR High will be working with this curriculum during advisory classes.

## **CORRECTIVE ACTION PLAN**

The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a productive and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violation. Compliance with all student conduct guidelines is mandatory. Special rules are also applicable while riding on a school bus.

Students are expected to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary for a positive climate for learning.
4. Submit to the reasonable requests and directions of staff and respond accordingly.

It is the intent of our Corrective Action Plan to make discipline a part of the learning experience. Students should make positive choices to abide by the rules and accept consequences if the rules are not followed. Among the premises of the discipline plan are:

1. Discipline is not done to you; it is done in response to choices and actions you have made and is a learning opportunity.
2. In carrying out the plan, we will do our best to be firm, fair, and consistent while taking into account the particulars of the situation.
3. It is a student and parent responsibility to know and understand the discipline plan.
4. Compliance with all student conduct guidelines is mandatory.

In the classroom, staff have the responsibility to maintain order and ensure a positive learning environment. This includes redirecting students when unacceptable behavior occurs. The following guidelines are followed by staff:

1. The staff member will make every effort to help the student(s) get back on task and in turn, the student(s) will respond appropriately.
2. The staff member may take corrective action; (i.e. detention, room cleaning, or short-term removal from the classroom and instructional area for all or any portion of the class). The student may be removed for/or up to two days, or until the Principal and teacher have conferred, whichever comes first. Note: Except in emergency circumstances, the teacher first must attempt one or more alternative forms of corrective action (RCW 28A.600.020).
3. The staff member may contact parents.
4. The staff member may consult with and/or refer the student to a counselor.
5. The staff member may refer the student to the principal with a referral.

The following rules and regulations apply during regular school hours, at school-sponsored activities either at home or away, while a student is on school district property, and while a student is under school jurisdiction, even if the student is truant. Since some of the following problem areas violate state law, school officials may need to notify law enforcement authorities. If this occurs, school officials will contact parents either by telephone or by certified mail. Any action the police authorities might take will be in addition to the action taken by the school. Certain acts will be cumulative in nature throughout each student's education in the Ocosta School District. These include: fighting, harassment, intimidation, bullying, theft, assault, gang activity, and drug or alcohol use/possession.

## **MINOR INFRACTIONS**

There are numerous rules that when violated would not typically be considered exceptional misconduct. Examples include littering, no hall pass, minor disruptions (e.g., running or talking loudly in the hallway), public display of affection, violation of a classroom rule, and/or having pop or food outside of authorized areas. The following procedures will generally apply in cases of minor infractions:

**First violation** – Teacher/student conference. Teacher documents the violation and action used to correct the student's behavior.

**Second Violation** – Teacher administers corrective measure. Parent(s) and administration are notified. Teacher documents violation(s) and action used to correct the student's behavior.

**Third Violation** – Teacher refers to the student building principal or his/her designee for corrective action/discipline.

## **DETENTION**

Students may be required to serve detention during lunch for disciplinary reasons. This detention may be assigned by a specific teacher or school administrator. Parents will be notified prior to students serving after school detention and are responsible for transportation to the students' home. Students will normally be assigned to detention beginning the day after the infraction(s) has occurred, or the day of, or another day through mutual agreement between school and parents. Detention is served from 2:50 to 3:40 P.M. Assigned school work or appropriate reading material is required at detention. Students who are late or fail to abide by the detention rules may not receive credit for the detention. Students will not be permitted to participate in extracurricular activities until their scheduled detention has been completed.

## **SATURDAY SCHOOL**

Academic performance is a priority at Ocosta JR/SR High School. Saturday School is an opportunity to catch up for students who are not completing work in a reasonable amount of time or failing classes. This is an attempt to keep students current in their coursework and be on track for graduation. It is also available for students to atone for attendance and behavioral issues without affecting in-class instructional time.

Saturday School allows for individual instruction as well as a quiet and structured work time for students to catch up. Saturday School will run for four hours from 8:00am-12:00pm, on specific assigned Saturdays. Saturday School will be held in the Junior/Senior High School Library. Transportation must be arranged by families.

Saturday School will be assigned for the following academic behaviors:

1. A Student is failing 2 or more classes.
2. Teacher recommendation due to a pattern of non-participation in class and/or lack of work completion.
3. A Student does not follow the expectations in ISS/detention in relation to work completion.
4. Excessive Tardiness (for each third tardy), Truancy or 1 day of unexcused absence.

The expectations of Saturday School are:

1. Students arrive no later than 8:00am, doors will lock at 8:01am and students who arrive late will not be let in or given credit for attending.
2. Students are to bring all their assignments, books, and any other needed materials.
3. Students are to work from 8:00am-12:00pm.
4. Students are to be picked up at 12:00pm.

\*Students who do not follow directions or do not show up for assigned Saturday School will be marked truant and have increased consequences assigned.

## **MAJOR INFRACTIONS**

### **SUSPENSION FROM CLASSES**

Disciplinary action resulting in a suspension from one or more classes could be either an IN SCHOOL or OUT OF SCHOOL SUSPENSION, depending upon the nature or seriousness of the infraction. Regardless of In-School or Out-of-School suspensions, any student who is suspended for more than one class period may not be eligible to participate or attend any school-sponsored extracurricular activity, either on campus or at away events involving Ocosta School District activities, during the day(s) of the suspension, including the weekends if the suspension covers that time period. Exceptions to this may only be granted by a school administrator.

### **DUE PROCESS OF LONG-TERM SUSPENSION /EXPULSION**

1. An individual's constitutional rights assure the protection of due process of law. The essential elements of due process are:
  - a. Rules and regulations are necessary and must be reasonable.
  - b. Rules and regulations must be made available to students and their parents. An effort to report the negative behavior or irregular attendance of students shall be made by staff to parents.
  - c. Parents/guardians/students have the right to appeal Long Term Suspension/Expulsion decisions made by school personnel.
2. A copy of due process guidelines may be obtained in the high school office.

### **OCOSTA DISCIPLINE SANCTION PROGRAM**

The following discipline sanction will be enforced during regular school hours and at any and all school sponsored activities at home or away. Compliance with standards of behavior is mandatory. In many instances described below, law enforcement agencies will be notified in addition to school consequences. This is in compliance with district policy and procedure 3241.

### **PARENT AND STUDENT RIGHTS IN ADMINISTRATION OF SURVEYS, ANALYSIS, OR EVALUATIONS**

All instructional materials, including supplementary materials and teacher's manuals, used with any survey, analysis, or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning the following without prior written consent of the student, if the student is an adult or an emancipated minor, or the student's parent:



1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The district will make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

## **STUDENT HEALTH, WELL-BEING, AND SAFETY**

### **BREAKFAST AND LUNCHES**

A breakfast and lunch meal are served to all students free of charge. Any additional food must be purchased. **All food items must be eaten in the commons** unless permission is given by the building administrators. Proper conduct is expected of all students during breakfast and lunch. After eating, please leave the table and floor clean, disposing of trays, utensils, and garbage properly. **Under no circumstances are soft drinks or food permitted on carpeted areas.**

### **OFF CAMPUS LUNCH POLICY**

The Principal may approve and institute a Privilege System Open Lunch Program for seniors. This program will be continued or eliminated based upon the student's ability to meet the responsibilities of the privilege. Participating students must have parent permission, respect community property, owner's rights, return to campus on time for class, and obey all rules/expectations.

1. Students must be passing all classes.
2. Parents/guardians must take responsibility for student conduct off campus.
3. Students must be in the 12<sup>th</sup> grade.
4. All absences must be excused with a note from a parent/physician.
5. Students must not have any truanancies.
6. Students must have all fines paid in full/On Campus Parking Permit.
7. Students must develop citizenship: Good Behaviors
8. Students must earn and give respect: Maximum of two class tardies per month. Perfect record for on-time return from Off-Campus privileges. Tardies cannot be excused.
9. **Students must sign out in the office when departing for Off Campus and must sign in upon return.**

### **EMERGENCY DRILLS**

Periodically the school conducts emergency drills. These could include fire, shelter in place, tsunami, earthquake, and/or lockdown drills. At the beginning of the first drill, the principal will use the PA system to instruct students and faculty in the correct procedures to follow. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

## **HEALTH SERVICES**

### **HEALTH OFFICE PERSONNEL**

A school nurse or health associate is assigned to the high school. Care of a sick child is the responsibility of the nurse or health associate, and they will decide whether a student should return to the classroom or be sent home. **NO STUDENTS ARE TO LEAVE THE BUILDING WITHOUT PERMISSION OF THE NURSE, HEALTH ASSOCIATE, OR THE ADMINISTRATION.** Students must sign out at the office even when going home due to illness. Parents are asked to have an emergency telephone number on file in the office for occasions when a child is ill, but the parents are not home.

### **POSSESSION AND USE OF MEDICATION**

The health staff must know what medication the student is taking in the event the student has a reaction. A medical provider's order and parent/guardian authorization is required for all prescription **and** over-the-counter medication given or taken at school. **All medications are to be kept in the health office.** In exceptional circumstances, prescription medication such as inhalers, insulin, and some approved emergency medications may be carried by the student with parent/guardian permission. Students may never have possession of controlled substances in the school building.

Emergency medications need to be coordinated with health office staff. Injections may be administered by the student, the parent, school nurse or trained designated staff members. In high school, students may carry non-prescription medication as long as a physician's order has been provided in advance. **Students may never give another student a prescription or non-prescription medication.**

Medication is stored in a locked cabinet and distributed only by the nurse or designee. All medication must be in the original container with the following information: name of student, name of medication, directions including dosage, times, duration, name, phone number, and address of the pharmacy, date of the prescription and name of the medical prescriber. It is the responsibility of the parent/guardian to ensure medication is current and replaced prior to the expiration date.

1. **Non-Prescribed Medication:** Written authorization shall be required for non-prescribed medication. Non-prescribed medication needs to be stored in the health office.
2. **Glucagon Injections:** If a student requires administration of Glucagon in an emergency diabetic attack, school personnel will call 911. Glucagon will be provided by the student's parents/guardians and school personnel other than the school nurse may administer Glucagon injections only in emergency situations if they have a Parent Designated Adult form on file.
3. **Insulin Injections:** If a student requires insulin injections during the school day, the student or the parents/guardians, or Parent Designated Adult will be responsible for administration.
4. **Epi-Pen Injections:** Epi-Pen injections may be given by a school nurse or staff trained to administer such injections. An emergency medical unit and parents/guardians will be called.
5. **Inhalers:** Inhalers may be kept with the student. Orders from the medical provider and a note from the parent/guardian must be turned into the nurse with the name of the drug and the frequency of use on or before the first day of school.

## **STUDENT ILLNESS, INJURY, OR MEDICAL EMERGENCY**

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. The student will be sent to the health office during regular school hours. In the case of a serious illness or injury, the school shall attempt to notify the parents/guardians according to the information provided on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents/guardians or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school contacts emergency medical personnel, if necessary, and attempts to notify the parents/guardians that the student has been transported for treatment.

Students diagnosed with asthma or severe allergies and taking medication for their condition will be required to have a school asthma/anaphylaxis action plan completed by their medical provider on or before the first day of school. If a student does not have an asthma/anaphylaxis plan and experiences life-threatening asthma or anaphylaxis, emergency medical services will be summoned.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so, and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to mumps, measles, and chicken pox. The school nurse/health associate has the right/responsibility to inspect and if needed be sent to a student home.

## **PHYSICAL AND DENTAL EXAMINATIONS**

Parents/Guardians are encouraged to have their children receive periodic physical examinations. Each year, prior to the start of any sport, participating athletes are required to provide a school district physical examination form signed by the student's doctor stating that the student is physically fit to perform in athletics. Failure to provide proof of a physical examination makes the student ineligible until the completed physical exam form is turned into the Athletic Director's office.

Students who cannot afford the cost of the physical examination should contact the Athletic Director and/or the coach of their sport.

## **TOBACCO, DRUG, AND ALCOHOL USE**

Tobacco possession and use, **including chewing tobacco and e-cigarettes**, is strictly prohibited.

As directed by Washington State Law, use of tobacco products on school premises is not permitted. The holding of a cigarette or other tobacco products will be considered the same as using. Lighters and matches are also not permitted on campus. (RCW 40 28A.210.310 (2) and RCW 70.155.080) Being under the influence of drugs and/or alcohol, and the actual sale, use, possession or distribution of alcohol, drugs, drug paraphernalia, and counterfeit drugs while on school grounds is illegal and strictly prohibited.

Use of Tobacco and Nicotine Products and Delivery Devices (Policy No. 4215) The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to always refrain from use of tobacco products and delivery devices on school property. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic

smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors or community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Violation of this policy will be subject to disciplinary action.

*Student use of authorized medication must occur in accordance with school policies.*

## **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, unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or in areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

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.

### **DANGEROUS WEAPONS**

**The term “dangerous weapons” under state law includes:**

1. Any firearm
2. Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means
3. Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect
4. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas
5. Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse
6. Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse. The following instruments:
  - Any dirk or dagger
  - Any knife with a blade longer than three inches. Any knife with a blade which is automatically released by a spring mechanism or other mechanical device. Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and/or any razor with an unguarded blade
  - Any slingshot, sandbag, or sand club
7. Metal knuckles
8. A slingshot
9. Any metal pipe or bar used or intended to be used as a club
10. Any explosive
11. Any weapon containing poisonous or injurious gas
12. Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death

**In addition, the District considers the following weapons in violation of this policy:**

13. Any knife or razor not listed above, except for instruments authorized or provided for specific school activities
14. Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury

## REPORTING DANGEROUS WEAPONS

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

### Exceptions to State Law and this Policy

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. 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.

### Personal Protection Spray

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 student's parents or guardians and 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. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

## HARASSMENT, SEXUAL HARASSMENT, TEASING, OR BULLYING

Harassment, bullying, and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Anti-harassment/bullying complaint forms can be obtained in both the counseling and main offices.

Students who feel that they have been harassed or bullied should:

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so.
2. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
3. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - a. Tell a teacher, counselor, or principal.
  - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including what, when, and where it happened, who was involved, exactly what was said or what the harasser or bully did, witnesses to the harassment or bullying, what the student said or did (either at the time or later), how the student felt, and how the harasser or bully responded.

**Harassment** is verbal (either in person or online) or physical conduct that is designed to embarrass, distress, agitate, disturb, or trouble persons on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual preference, political belief, socioeconomic status, or familial status.

Harassment will not be tolerated. Harassing, dissing, outing, tricking, excluding, and cyber stalking are all examples of harassment. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online

activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, harassment can be a crime. Network activity can be monitored and retained indefinitely.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to;

Verbal, physical, or written harassment or abuse.

1. Pressure for sexual activity.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Unacceptable teasing includes spreading rumors or gossip, ridicule, verbal abuse, public shunning or private humiliation and embarrassment.

Bullying occurs when there are three characteristics present.

1. There is a pattern of negative behaviors established, often including repeated aggression.
2. The behavior is a deliberate intent to harm or disturb the target/victim.
3. An imbalance of power is established. An imbalance of power occurs when a person feels threatened by someone's words or actions and their perception is that they won't be able to protect themselves.

Harassment, sexual harassment, teasing, and bullying behaviors all can interfere with our learning environment and **we have a zero tolerance for them.**

## **OCOSTA SCHOOL DISTRICT TIP REPORTING SERVICE**

Safety is one of our district's top priorities, that is why we are now using SafeSchools Alert, a tip reporting system that allows students, parents and staff to submit safety concerns to our administration four different ways:

1. Phone: 360-209-7164
2. Text: Text your tip to 360-209-7164
3. Email: 1066@alert1.us
4. Web: <http://1066.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you are concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use Privacy Policy, is available online at <http://1066.alert1.us>. Thank you in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **ELECTRONIC RESOURCES AND INTERNET SAFETY**

### **K-20 NETWORK ACCEPTABLE USE GUIDELINES/INTERNET SAFETY REQUIREMENTS**

These procedures are written to support the Electronic Resources Policy of the Board of Directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically-fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different than face-to-face interactions.

### **USE OF PERSONAL ELECTRONIC DEVICES**

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g., laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

### **INTERNET SAFETY**

Personal Information and Inappropriate Content:

1. Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium.
2. Students and staff should not reveal personal information about another individual on any electronic medium.
3. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district practice;
4. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.
5. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

## **NETWORK**

The district network includes wired and wireless devices and peripheral equipment, files and storage, email and Internet content (blogs, web sites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

### **Acceptable network use by district students and staff includes:**

All use of the network must support education and research and be consistent with the mission of the district.

1. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
2. Participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail and web pages that support education and research.
3. With parental permission, the online publication of original educational material, curriculum related materials, and student work. Sources outside the classroom or school must be cited appropriately.
4. Staff use of the network for incidental personal use in accordance with all district policies and procedures.

### **Unacceptable network use by district students and staff includes but is not limited to:**

1. Personal gain, commercial solicitation and compensation of any kind.
2. Actions that result in liability or cost incurred by the district.
3. Downloading, installing and use of games, audio files, video files, games, or other applications (including shareware or freeware) without permission or approval from the IT director.
4. Support for or opposition to ballot measures, candidates and any other political activity.
5. Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools.
6. Unauthorized access to other district computers, networks and information systems.
7. Action constituting harassment, intimidation, or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images.
8. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing).
9. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material.
10. Attaching unauthorized devices to the district network. Any such device will be confiscated, and additional disciplinary action may be taken.
11. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

## **FILTERING AND MONITORING**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

1. Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
2. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content.
3. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes.
4. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers.
5. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.
6. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.
7. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets.

## **INTERNET SAFETY INSTRUCTION**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

1. Age-appropriate materials will be made available for use across grade levels.
2. Training on online safety issues and materials implementation will be made available for administration, staff, and families.

## **COPYRIGHT**

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

## **OWNERSHIP OF WORK**

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work, including any and all derivative works unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

## **NETWORK SECURITY AND PRIVACY**

### **NETWORK SECURITY**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

1. Change passwords according to district practice.
2. Do not use another user's account.
3. Do not insert passwords into e-mail or other communications.
4. If you write down your user account password, keep it in a secure location.
5. Do not store passwords in a file without encryption.
6. Do not use the "remember password" feature of Internet browsers; and
7. Lock the screen, or log off, if leaving the computer.

### **STUDENT DATA IS CONFIDENTIAL**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **NO EXPECTATION OF PRIVACY**

The district provides the network system, e-mail, and Internet access as a tool for education and research in support of the district's mission.

The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

1. The district network, including when accessed on students' personal electronic devices and on devices provided by the district, such as laptops, netbooks, and tablets.
2. User files and disk space utilization.
3. User applications and bandwidth utilization.
4. User document files, folders, and electronic communications.
5. E-mail
6. Internet access
7. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **EDUCATIONAL APPLICATIONS AND PROGRAMS**

District staff may request students to download or sign up for applications or programs on the students' personal electronic devices. Such applications and programs are designed to help facilitate lectures, student assessment, communication, and teacher-student feedback, among other things.

Prior to requesting students to download or sign up for educational applications or programs, staff will review "terms of use," "terms of service," and/or "privacy policy" of each application or program to ensure that it will not compromise students' personally identifiable information, safety, and privacy. Staff will also provide notice in writing of potential use of any educational application or program to the IT Director and Building Principal, including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students.

Staff should also, as appropriate, provide notice to students' parents/guardians that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of application or program.

## **ARCHIVE AND BACKUP**

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

## **DISCIPLINARY ACTION**

All users of the district's electronic resources are required to comply with the district's policy and procedures [and agree to abide by the provisions set forth in the district's user agreement]. Violation of any of the conditions of use explained in the (district's user agreement), Electronic Resources policy or in these procedures could be cause for disciplinary action up to and including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

## **ACCESSIBILITY OF ELECTRONIC RESOURCES**

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with the IT Director and Special Education Director.

## **FEDERAL NOTICES**

### **Annual Notification to the Public**

This page contains the mandatory notices that we are required to publish every year. ***Please take the time to read them and call your school at 360-268-9125 if you have any questions.***

### **Canine Inspections**

As per board policy 3250, students should be aware that their persons and personal property not stored in lockers (e.g. purses, backpacks, vehicles, etc.) may be subject to search when school officials have reason to believe that weapons, drugs, alcohol, or any other items/materials evidencing a violation of school policy/rule, or other laws or regulations that are contained therein. Our district has a contract with Northwest Interquest Detection Canines to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine handler.

These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcohol, over-the-counter, and prescription medications.

Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks, and other articles that are on campus are subject to inspection. All inspections will be conducted within the scope of the law and with the knowledge of the student.

Vehicles parked on school property may be subject to search for prohibited items as defined in school policy. The driver of the vehicle will be considered the responsible party if contraband is found.

### **Asbestos Notification**

As a part of the Asbestos Hazard Emergency Response Act (AHERA) the EPA Federal Register stipulates under 40 CFR, Part 773.84, that school districts ensure that workers and building occupants, or their legal guardians, be informed each year about the existence of the district's Asbestos Management Plan which outlines inspections, response actions and post-response action activities, including periodic re-inspection and regular surveillance activities. A copy of the Asbestos Management Plan is available for your inspection in our administrative offices during regular office hours by appointment. The Ocosta School District is intent on complying with federal, state and local regulations in an environment in which to learn and work.

## **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 is listed below on page 26. This is often the fastest way to resolve your concerns.

## **Complaint to the School District**

### **Step 1: Write Out 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](mailto:Equity@k12.wa.us) • **Fax:** 360-664-2967

**Mail or Hand Deliver:** PO Box 47200, 600 Washington ST SE, 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 email at [Equity@k12.wa.us](mailto: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](mailto:OCR.Seattle@ed.gov) • <https://www.seattle.gov/civilrights>

*Washington State Human Rights Commission*

1-800-233-3247 • TTY: 1-800-300-7525 • <https://www.hum.wa.gov/>

## **Directory Information**

The district may release directory information publicly without consent upon the condition that the parent or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. The district will not release directory information for commercial reasons. The district has designated the following as directory information: the student's name, home address, photographs,

telephone number(s), date of birth, parent/guardian names, grade level, dates of enrollment (dates of attendance/recent or previous schools), student ID, network user ID, student and parent/guardian email addresses, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number) or other personally identifiable information are not considered directory information.

Parent permission is not required for release of "directory information". However, if you do not want the school to release this information without your specific consent, please notify the school office at 360-268-9125 by September 28.

Additionally, the district may release a student's address and telephone number to law enforcement or CPS. (See Policy 3231P.)

### **District Policies and Administrative Regulations**

All Ocosta School District policies and administrative regulations are available for review in the Superintendent's office at 2580 S Montesano St, Westport, as well as on the district website: <http://www.ocosta.org>

### **Enrollment Information Available**

Enrollment legislation states the following: "Each school district board of directors annually shall inform parents of the availability of the districts and inter-district enrollment options and parental involvement opportunities. Information on enrollment options and inter-district acceptance policies shall be provided to nonresidents on request." See board policies 3120, 3120P, and 3141.

### **Family Educational Rights and Privacy Act**

Parents and students over the age of 18 have the right to:

1. Inspect and review the student's education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the act and this part;
5. Obtain a copy of the policy adopted under Sec. 99.6.
6. In the event of a student transfer to another educational institution, educational records will be sent upon request by the receiving institution. Also, subpoena requests will be honored after you have been notified. Student records will not otherwise be released by the Ocosta School District without expressed written consent.

### **McKinney-Vento Education of Homeless Act**

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

The Ocosta School District shares the commitment to identify our homeless children and youth and help these students overcome the devastating impact of poverty and homelessness through educational success. Ocosta School District's Homeless Liaison are the counselors at the elementary and JR/SR High (360-268-9125). For more information, visit the school's website at <http://www.ocosta.org/>.

### **Nondiscrimination Statement**

Nondiscrimination Statement: The Ocosta School District does not tolerate discrimination in connection with any programs, activities, or employment based on race, color, national origin, sex, sexual orientation, including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district Compliance Coordinator for State Law, Heather Sweet, 2580 S Montesano St, [hsweet@ocosta.org](mailto:hsweet@ocosta.org) 360-268-9125 x1001. You can report discrimination and discriminatory harassment to any

school staff member or to the district's Compliance Coordinator for State Law, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination 3210 policy and procedure, contact your school or district office or view it online at [www.ocosta.org/](http://www.ocosta.org/).

**Compliance Coordinator for State Law:** Heather Sweet, Superintendent  
2580 S Montesano St  
Westport, WA 98595  
hsweet@ocosta.org  
360-268-9125 x1001

**Title IX Officer:** Michael Cummings, Principal  
2580 S Montesano St  
Westport, WA 98595  
mcummings@ocosta.org  
360-268-9125 x3001

**Section 504 Coordinator:** Nicholas French  
2580 S Montesano St  
Westport, WA 98595  
nfrench@ocosta.org  
360-268-9125 x1005

An investigation will be carried out immediately.

The Ocosta School District encourages students, parents, and employees to work together to prevent acts of harassment of any kind by fostering a climate of mutual respect for others. Counseling and educational resources are available for students who are harassed as well as for students who have engaged in acts of harassment based on sex, race, or disability.

If a student or employee is found to have engaged in acts of harassment, he/she will be disciplined. Discipline may include various remedies, up to or including suspension or expulsion of students and termination of employment for employees.

The school district will not tolerate retaliation for reporting harassment and will take steps to protect those who wish to report harassment anonymously or confidentially. Nor will it tolerate false reports.

### **OSPI's Written Citizen's Complaint Procedure**

Citizens have the right to file complaints regarding violations of federal statutes or regulations that apply to Title I, Part A programs. More information about this process can be requested by contacting Heather Sweet, Superintendent at 360-268-9125 x1001 or be found at <http://www.ocosta.org>.

### **Progress Review**

Each year, schools receiving Title 1, Part A funds are required to communicate their progress to their parents. This is sent home to parents every January.

### **Prohibition of Harassment, Intimidations, and Bullying**

The Ocosta School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy and procedure 3207 for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contracts, unpaid volunteers, families, patrons and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

## **State Requires School Attendance**

By state statute we are required to inform you that, in the State of Washington, the parents of any child at least 8 years of age and under 18 years of age must send such child to attend the public schools of the district in which the child resides. Exceptions to this are a) Children released by the resident district to attend another public or approved private school; b) Children receiving home-based instruction; c) Children who have been excused from attending school by the school district superintendent because they are physically or mentally unable to attend school. See Student/Parent Handbook for more information regarding attendance/truancy.

## **Student Pictures and Videos in School**

Ocosta School District likes to celebrate student success and activities by including pictures of students in publications, broadcasts and on the district web page. If you do not want your child's pictures taken, please submit that request in writing to your school principal or the District Office. This request will be applicable for the entire 2023-2024 school year.

## **Title I: Parents Right to Know**

As a district that receives Title I funding, we must meet some new federal rules. These rules allow you to learn more about your child's teacher's training and credentials. At any time, feel free to ask the following:

Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching;

Whether the teacher received an emergency or conditional certificate through which state qualifications were waived; and

What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You can also ask about paraprofessionals working with your child. We can tell you whether your child receives help from a paraprofessional and whether he/she meets state qualifications and/or licensing requirements.

Our staff is committed to helping your child develop the academic knowledge and critical thinking skills he/she needs to succeed in school and in life. That commitment includes making sure that all of our teachers and paraprofessionals are highly qualified.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the District Office at 360-268-9125 x1001 or Principal Michael Cummings at 360-268-9125 x3001.

## **Parent Involvement Policy**

Each year, schools receiving Title I, Part A funds are required to notify parents and the community of our written parental involvement policy. The School/District Parent Involvement Policy is mailed home in August each year. Another copy can be requested by contacting 360-268-9125 x2004 or found at <http://www.ocosta.org> under district policy 4130.

## **Pesticide and Herbicides Control**

Pesticide and herbicides are periodically used on school premises: signs will be posted during the period of the application. Roundup is usually used during the first week of April and August when no students are attending classes. For information, contact Steve Schmeling at 360-268-9125 ext. 1008.

## **Tobacco, Substance Abuse, and Dangerous Weapons Policies**

The use of tobacco products on public school property, including buildings, grounds and vehicles is prohibited. The sale, possession or use of an alcoholic beverage, illegal substances or substances purported to be drugs on school grounds or in a reasonable proximity thereto, or at school sponsored events is strictly prohibited. Violators are subject to suspension and/or expulsion. Also, 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. Violators of the weapons policy will be expelled for a minimum of one year, will be reported to law enforcement, and parents/guardians will be notified. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis through a formal appeal process.

## Video Cameras/Audio Recording/Surveillance

Please understand video/audio recordings may be taking place within the school facility/buses as well as on other school district property. Law enforcement agencies and/or school personnel, or their designee, may view recorded/live activities. Illegal activities or school violations, captured by the surveillance system, will be addressed by the appropriate agencies. Cameras are not installed in classrooms, restrooms or locker rooms; however, they are installed in the staff lounge, library, gym, and computer labs. Audio and video surveillance is also installed on school buses and in school offices. Please understand you may be recorded while on Ocosta School District property.

## School Closures

In the event of severe weather or emergencies, school closures will be determined by 6:30 am. Notification is made to the news media as soon as a closure is determined. An automated phone call will be sent to all households of registered students. Please be sure your contact numbers are current.

Weather-related school closures or delays will be announced on the following media platforms:

KXRO/KDUX AM 1320

KGHO AM 1490: FM 95.3

KAYO/KBKW AM 1450: FM 99.3

KSWW FM 97.7

KING 5 TV

KOMO 4 TV

KIRO 7 TV

Q13

[www.flashalert.net](http://www.flashalert.net) (Seattle/W. WA region)

Ocosta Elementary School Facebook Page

Ocosta JR/SR High School Facebook Page

## Closed Campus

Ocosta School District policy designates our campus a 'closed campus.' Students shall remain on school grounds from time of arrival until close of school, including lunch break, unless officially excused.

## Child Find

Child Find is an educational screening of a child residing in the state, including:

1. Children with disabilities who are homeless.
2. Children who are wards of the State.
3. Children attending private schools, regardless of the severity of their disability; and
4. Children who are suspected of having a disability, or in need of special education and related services.
5. Disabilities or delays could be in the areas of speech, motor, academic or social skills. If you suspect your child of having delays and would like to participate in this screening, please call (360) 268-9125, x1006, to set up an appointment.

## Are Your Child's Vaccinations Current?

Washington State law requires all children to have immunization records for certain vaccine-preventable diseases in order to attend school. Skipping vaccinations or missing vaccine doses makes it more likely that your child can get sick or give an illness to another child. Therefore, we strongly encourage children to see their health care provider annually during the summer for a "Well Child Visit". At that time, be sure to ask if your child needs any immunizations before school starts in the fall. When they give immunizations to your child, always ask for a print-out of the CIS (Certificate of Immunization Status) form, sign it, and return it to the school.

According to state law (WAC 246-105-020), students must have completed the required immunizations and are due on or before the first day of attendance, which is **Wednesday, September 6, 2023**. Children not fully immunized by that date must, by state law, be excluded from attending school, preschool or child care until he or she meets the legal requirements of the law. Please review the immunization timeline charts posted on the district website at: [www.ocosta.org](http://www.ocosta.org).

A child may be exempt from the immunization requirements for medical, personal/philosophical, or religious reasons if they have a Certificate of Exemption (COE) on file that is signed and dated by the parent/guardian **and** a licensed healthcare

provider. The form can be found at the following Department of Health Immunization Website:  
<http://www.doh.wa.gov/YouandYourFamily/Immunization/FormsandPublications/Forms>.

In Washington, all children 18-years old or younger may get vaccines at low or no cost from their health care provider or county health department. Providers may charge an office visit fee and an administration fee to give the vaccine. If you cannot pay the administration fee, ask your provider to waive the cost.

Parents can now print their own child's Certificate of Immunization Status (CIS) through a new web portal called MyIR (My Immunization Record). This secure online system pulls data from the WA Immunization Information System (IIS). Health care providers in Washington State enter your child's immunizations into this system when they give your child a vaccination. Parents just need to print, sign, and submit the CIS form to the school or preschool/child care. Go to this website for more information about this new system: <https://wa.myir.net/>

Please call (360) 268-9125; ext. 2010, 2002, 3002 or 3007 for help or more information. Heather Sweet, Ocosta Superintendent.

### **School Lunch and Dinner Program**

The Ocosta School District will again be participating in the Community Eligibility Provision program for 2023-2024. The program allows schools who meet eligibility requirements to offer free meals to all students. This will ensure that all students will have access to the healthy food they need to be successful in school.

This program will benefit the district in a variety of ways. All children will receive a nutritious breakfast, lunch, and dinner at no charge and the district will be eligible for federal funds from a variety of grants. The district uses these grants to provide learning programs for your student.

**Every family** is asked to complete and return a simple Family Income Survey. The Family Income Survey will be distributed with registration packets at the beginning of the school year and again at conference times for those who might not have received one.

**Income surveys must be returned to your child's building by the end of September. Participation levels determine the district's continuing eligibility for federal funds.**

### **Dinner is Served**

The district will be providing dinner to any child under the age of 18 at the end of the After School Program Monday-Thursday. Any child may come to the elementary to receive a meal whether they attend the After School Program or not. Dinner is served at 4:45 pm before the evening bus run.

### **School Supplies**

Student supplies for students in K-6 will be provided by the district. Students may provide their own backpack or request one, if needed.

Students at the secondary level should bring basic supplies for their first day. Teachers will provide a list of required supplies if any are needed.

### **Weapons Free Campus**

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.

### **NON-DISCRIMINATION NOTICE**

The Ocosta 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 of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28.A640, District Office ([360-268-9125](tel:360-268-9125), ext. 1001) and Michael Cummings ([360-268-9125](tel:360-268-9125), ext. 3001); Section 504, Nicholas French ([360-268-9125](tel:360-268-9125), ext. 1005), and Compliance Coordinator for State Law, Heather Sweet ([360-268-9125](tel:360-268-9125), ext. 1001) at 2580 S. Montesano St., Westport, WA 98595-9746.

## **ELECTRONIC RESOURCES AND INTERNET SAFETY AGREEMENT**

After reading the Electronic Resources and Internet Safety procedure, please complete this form to indicate that you agree with the terms and conditions outlined in that document. Your signature is required before access may be granted. This document reflects the entire agreement and understanding of all parties.

As a student of the Ocosta School District and/or a user of the computer network, I have read and hereby agree to comply with Procedure 2022P in its entirety. I understand what is acceptable as outlined in the section, *Acceptable Network Use by District Students and Staff (Parts A Thru E)*. I further understand that any violation of the Conditions, Rules and Acceptable Use agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. In addition, disciplinary and/or legal action may be taken. By accepting this account, I agree to use this technology specifically for serving the district's business. I further understand that resources are occasionally limited, and access may not be available at all times.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## **2023-2024 STUDENT HANDBOOK SIGNATURE FORM**

**Dear Parent(s)/Guardian(s) and Student:**

Ocosta Jr./Sr. High School requests that students review the Student Handbook with their parents. We believe it is very important for students, as well as parents, to be aware of the guidelines and procedures students are held accountable for at Ocosta JR/SR High School. The handbook also provides important information regarding school activities, clubs, athletics, important phone numbers, graduation requirements and more.

Please take a few moments to review the contact information sheet your student has brought home including your emergency contacts.

Your signatures verify that you have been given a copy of the 2023-2024 Student Handbook and that you have had the opportunity to read and understand the contents, including **Attendance Expectations Letter and Procedures, beginning on page 26.**

**Please return this form to your Advisory teacher by Monday, September 11, 2023. Students who have not returned the signature form by Monday, September 11, 2023, will be notified by the office and asked to return a form as soon as possible.**

**Thank you for your cooperation.**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_