

Welcome to



Ocosta

OCOSTA ELEMENTARY SCHOOL

2580 South Montesano Street
Westport, Washington 98595
(360) 268-9125 ext. 2000
Elementary Attendance ext. 2017
End of Day Notes ext. 2018

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. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A640, Holly Samuelson (360-268-9125, ext. 2001); Title IX Michael Cummings (360-268-9125, ext. 3001); Section 504, Nicholas French (360-268-9125, ext. 1005), and Compliance Coordinator for State Law, Heather Sweet (360-268-9125, ext. 1001) at 2580 S. Montesano St., Westport, WA 98595-9746.

OCOSTA ELEMENTARY SCHOOL

2580 S. Montesano St., Westport, WA 98595-9746 • 360-268-9125 (P) • 360-268-2540 (F)

Engaged-Productive-Committed
TOGETHER
We Are Ocosta

September 2023

Welcome back to all our Ocosta Elementary Families!

This year is going to be great for all our Wildcats! I am looking forward to the upcoming school year and the opportunity to support all of our students, families, and staff.

I hope this letter finds you enjoying the rest of your summer and that you and your children will be eager to start in September. The first day of school for grades 1st-6th is September 6th, Kindergarten's first day of school is September 8th, and Preschool begins on September 18th.

The Ocosta Elementary staff has already begun preparing for the 2023-2024 school year! One of our schools goals will be to continue to focus on attendance. Being at school on time and attending school each day makes a big difference in a child's learning process. We appreciate your support to help us focus on this goal.

The elementary doors open at **7:50** (used to be 7:45) with breakfast served until **8:10**. Classroom instruction begins at **8:10** and ends at **2:40** for all students. If your child is not riding the bus, please be sure to drop off and pick up your child in the roundabout at the designated times to ensure all students are safely monitored. The transportation department will be contacting families with your drop off and pick up information.

All Ocosta Elementary students are provided breakfast and lunch at no cost to the student. For students wishing to purchase milk, please send 30 cents with your child and have them go to the office to add these funds to their meal account. If your child plans on purchasing milk every day, please consider making a \$5.00 or \$10.00 payment to make it easier for all!

The district will be supplying all elementary students with school supplies. Please plan on sending your child to school with a **backpack** and **water bottle**. Please also plan to send **headphones**, if possible, for students to use with their Chromebooks. Students are welcome to bring any extra school supplies they would like to use.

The following are some other important reminders for the school year:

- Absences: 360-268-9125, ext. 2017
- Transportation changes (before 1:00 PM): 360-268-9125, ext. 2018
- Transportation department: 360-268-9125, ext. 4000
- Late start Wednesdays will continue this year:
 - 9:30-2:40

- More information will be provided prior to the first Late Start day.
- Early Dismissal: This is a change! Students used to be dismissed at 10:50. The new time will be 11:20. We will communicate this again with each Early Dismissal.
- The district calendar is posted on the school districts website: www.ocosta.org.
- On **Friday, August 25th** you will be able to log in to Skyward Family Access to complete your Annual Information Update. We ask that this be completed for new students as well so that we can ensure that all of their information was uploaded correctly. If you do not know your login or password, please contact Lesley at 360-268-9125 ext 2002 or lhatton@ocosta.org. Once this update is complete you will be able to click on the link to find out your student's teacher.

We are also planning to continue monthly family fun nights. Your child will bring home information as these times are scheduled. To keep up with everything going on at Ocosta Elementary school be sure to follow our Facebook page, download the Ocosta School District app, and be sure your contact information is current in order to receive auto-dialer calls and push notifications.

On behalf of everyone at Ocosta Elementary, we are looking forward to a wonderful school year!

If you have any questions or needs, do not hesitate to contact me or your child's teacher. Please know that my door is always open to you. I welcome your conversation and positive input throughout the year.

Sincerely,

Holly Samuelson
Ocosta Elementary Principal
360-268-9125, ext. 2001
hsamuelson@ocosta.org

General Information

School Hours

| | |
|----------------------------|------|
| Breakfast K-6 | 7:50 |
| Start Times for Grades K-6 | 8:10 |
| Dismissal for Grades K-6 | 2:40 |

Preschool Hours

Monday -Thursday
8:15-10:50am; 11:50-2:40pm

School Announcements and Communication

A variety of communication tools are available to keep parents and community members aware of school related events. You can follow Ocosta Elementary School on Facebook to see updates, announcements, and photos from school events. The school's automated phone system will also be used to make announcements throughout the year. Be sure the school has current contact information to receive these calls. You can also download the Ocosta School District app for news and push notifications. To contact the school, please call the front office to be directed to the appropriate staff member at (360) 268-9125. All school staff also e-mail accounts which can be found under the Staff Directory listing on the school website, Ocosta.org.

School Breakfast and Lunch Program

The district food services program provides a nutritious breakfast and lunch for all students at no cost to the student. Please complete the family survey to ensure our program can continue. This form is sent home the first week of school to be completed by each family. **Breakfast** is served daily from **7:50-8:05**. Students who only want milk, and not a full lunch, will be charged \$0.30.

Fresh Fruit and Vegetable Program

Ocosta Elementary has been selected to participate in the USDA "Fresh Fruit & Vegetable Program." This program provides students with a variety of free fruits and vegetables throughout the school day. As part of the program, students also receive opportunities to try out new fruits and vegetables during an afternoon break. Please encourage your student to try out new tasty and healthy foods.

Student Records**Enrollment**

Students who are five on or before August 31 are eligible to attend our full day kindergarten program. The student's birth certificate and current immunization records are required for enrollment. Registration after the start of the school year takes place in the school office during regular school hours. Upon completion of the registration packet, and prior to admission, the school principal/designee will review the information and may request additional information or clarification. It is important for the OES staff to know if your student receives any special services through an Individual Education Plan (IEP), 504 Plan, or gifted education plan. If your student has medical concerns requiring attention during the school day, the school will need information. Providing all requested information is current and accurate, placement procedures can usually be completed in one day, allowing the student to begin classes the following day. Failure to provide accurate information may result in your student not being admitted into school until all the necessary information is provided.

Change of Address, Phone Numbers, or Emergency Contacts

When there is a **change** in an address, phone number, or emergency contact person, please let the office know **IMMEDIATELY** so this information can be updated in the student database. Current contact information is important in ensuring a parent, guardian, or emergency contact can be reached in case of student emergency. Incorrect information creates delays in reaching parents and guardians.

Attendance, Arrival, and Check-outs

Ocosta Elementary School recognizes regular school attendance is essential to student success. Daily attendance and participation are critical components of the learning process.

Student Absences

Student attendance is vital for the success of our students. Washington State law (Chapter 312, Laws of 1995, Regular Session) requires school districts to report unexcused absences or trancies to the Office of Superintendent of Public Instruction at the end of each school year. If an enrolled student has two unexcused absences in a month, or five in a school year, school districts are REQUIRED to take specific actions to ensure attendance improves. Parents of students who are chronically absent will be contacted in writing by the principal and a meeting with the parent may be requested to identify ways to improve the student's school attendance. We will follow any updates to attendance laws or policies as they are revised and directed from the State and OSPI.

Students will be considered tardy if they arrive after 8:15 but before 8:45. Students will be considered absent for half a day if the student arrives after 8:45 but before 11:30 or arrives on time but is checked out after 11:30. Students checked out between 2:10 and 2:40 will be considered as an early check-out and not considered as absent.

When your student is absent from school, please call our Attendance Line at 268-9125 ext. 2017 or send a written note stating the reason why he/she was gone. We are required by law to keep these records. In addition, a representative of the school will make a daily phone call to each household of students who are absent.

Tardies

It is important that your student attends school on time. Late arrivals cause interruptions to class and students miss lunch count, class directions, and instruction. Students who arrive after 8:10 should check-in at the front desk and receive a tardy slip to be admitted to class.

Early Check-outs

If it becomes necessary for your student to be excused early, please call or send a note of explanation to the teacher or the school office. Students must be signed out in the office when checked out early. Parents or other authorized adults will wait in the office when checking a student out.

Transportation Changes

When it is necessary to change your student's normal pre or post school routine, a note from the parent is required. Transportation changes should be limited to help prevent miscommunications or misunderstandings leading to students being unaware of transportation plans. Parent notes should provide the following information to ensure each student is safe and accounted for:

- The student's name.
- Date of the change.
- Applicable address where the student is to be dropped off if different from the home address.
- If being picked up by a non-parent or non-guardian, the name of the adult checking-out the student.
- Parent phone number to be used in verifying the change in transportation.

Students are not allowed to call home from the front office at the end of the day in order to request changes, parents need to call in before 1:00pm. **Please call 268-9125 ext. 2018 prior to 1:00 or e-mail lhatten@ocosta.org** if you need to change a student's after school destination. Changes made after this time may not be processed previous to school being let-out.

Withdrawing Your Student

Families sometimes find it necessary to move during the school year. It is important that the school receives prior notification of student withdrawal. Ocosta will forward student records upon receiving a request from the new school. We will make every attempt to provide families with the information needed to enroll in a new school, such as copies of immunization records and student progress reports. Please give the office at least three business days to complete your request for this information.

Student Arrival

A concern of the elementary staff is that some students arrive at school too early. There is no supervision for students arriving prior to 7:50 a.m. Teachers may come early to prepare for the day but are not at school to supervise students during this time. Please help us with this concern and ensure the safety of all students.

Late Starts Due to Inclement Weather

Weather conditions sometimes require us to start school late to provide safe transportation for all students within our district. If we need to begin school later than the usual time the following methods are used to broadcast those announcements: Facebook (Ocosta Elementary School), Ocosta Elementary School Remind account, automated phone calls, and local broadcast media. You can also receive closure notification by calling the school district at 268-9125 ext. 1000.

We will do our best to broadcast delays through as many sources as possible, however, weather and emergency conditions sometimes make it difficult to ensure that every resource is utilized. The following radio and TV stations are notified by 6:30 a.m. and will broadcast the delay: (changes in broadcast ownership or availability may change)

KXRO/KDUX-Aberdeen: 1320 AM
KGHO-Aberdeen: 1490 AM & 95.3 FM
KAYO/KBKWAM-Aberdeen: 1450 AM
KAYO-Aberdeen: 99.3 FM

KSWW-Raymond: 97.7 FM
KING TV 5
KOMO TV 4

Academics

Common Core State Standards

The state of Washington has adopted the Common Core State Standards to replace the Washington State Standards. OES has implemented these standards in daily instruction. For more information you can go to the following link: <http://www.k12.wa.us/CurriculumInstruct/LearningStandards.aspx>

Reading

Ocosta Elementary uses the JOURNEYS curriculum as the core materials for reading instruction. Reading standards are available online under curriculum at the Superintendent of Public Instruction website at www.k12.wa.us. Students in the kindergarten through sixth grades are assessed three times per year using i-Ready, an online assessment and instruction program that helps teachers provide all students a path to proficiency and growth in reading. Students in third through sixth are also assessed by the state in the spring using the Smarter Balanced Assessment.

Mathematics

Ready math is the primary curriculum material for mathematics instruction at Ocosta Elementary for grades K-5 and Illustrative for grade 6. Students are expected to learn their basic math facts in addition, subtraction, multiplication and division as appropriate to their grade level. Students in kindergarten through sixth grade are also given the online benchmarked assessment in the math content areas three times per year using i-Ready. Students in third through sixth grade are also assessed by the state using the Smarter Balanced Assessment (SBA).

Response to Intervention (RTI)

RTI is a framework to provide additional support in the areas of reading, mathematics, and behavior to students at Ocosta Elementary. All students are assessed using the i-Ready benchmark assessments three times a year. Students' performance results are used to determine the most appropriate interventions for each student's daily RTI time.

Reporting of Student Progress

There are two parent/teacher/student conferences during the school year. These fall and spring conferences are designed to give parents and teachers an opportunity to discuss student progress and any

other emotional, social, or physical needs the student may have. Parents are also encouraged to call, write, or visit with their student's teacher at any time during the year if there are questions. Report cards are prepared for students three times per year.

Highly Capable Program

Ocosta Elementary has a Highly Capable program for students in kindergarten through sixth grade. Students must meet eligibility requirements for this program. Anyone may recommend a student for testing into the highly capable program. Testing for this program is done in late September and early October. Please see the elementary principal for questions regarding the requirements and process for this program.

Field Trips

At Ocosta we recognize that field trips are a vital element of student learning. We encourage parents to volunteer on these trips. In order to volunteer, parents must have a current Washington State Patrol background check on file and be over the age of 21. Chaperones will be asked to ride the bus to the location and provide their own sack lunch. Meals and gift shop items should not be purchased by chaperones to prevent conflicts with students who may not have access to these items. In order for chaperones to adequately supervise our Ocosta students, siblings are not allowed on field trips. Due to the lack of parking, chaperones must park in the high school parking lot.

Student Health and Medical

Immunization

The State of Washington requires every student to be fully immunized against certain diseases such as diphtheria, tetanus, polio, rubella, measles, varicella, and hepatitis B unless their parents request an exemption for medical or religious reasons. If a student has an exemption on file and an outbreak of illness occurs, students with the exemption may not be allowed to attend school. A record of immunizations MUST accompany enrollment. Students may not complete enrollment until they have current immunizations and there is a record of immunization on file. Students without current immunizations have 30 days to complete immunizations and submit records to the school. School principals will determine whether or not the child may attend school during this time.

Health Information

Periodic vision and hearing screening are routine appraisals of students' health. Parents are notified of test results only when there are recommendations to be made. These are screening services only and do not take the place of regular examinations performed by your doctor.

Existing Health Concerns

If your student has a major health concern that may require emergency care, a life-threatening health condition which would put the student in danger during the school day if a medication or treatment order is not in place, or which may hinder his/her learning abilities or school participation, please consult with the school principal and school nurse prior to school starting. Examples of such problems might be diabetes, epilepsy, allergies, hearing or vision difficulties, heart conditions, etc. A healthcare plan may be developed by the school nurse. This plan will be followed in an emergency.

Medication

All students who must take medication (including over-the-counter medications, cough drops, etc.) while at school are required to do the following:

- Submit an *Authorization Form*- An authorization form completed and signed by your student's physician or health care provider is required for all medications (forms are available in the school office).
- A new *Authorization Form* is required for any changes in medication.
- All medications must be in the original container and be labeled.

As recommended by the Attorney General of Washington State, all school districts in the state follow these guidelines:

- Oral medication is defined as either prescription medication or over-the-counter medication. There is no distinction between them.
- All oral medication must be accompanied by signed permission from both the parent and physician/dentist. Permission must accompany the medication on the day it is to be given.
- All medications must be in the original container.
- All medications are to be kept in a locked cabinet in the health room.

Student Sickness

Students with a temperature of one-hundred (100) degrees or higher will be sent home from school and must remain home until they have a normal temperature for twenty-four (24) hours. Any request for a student to be excused from activities must be accompanied by a note from your physician or discussed with the principal. Parents are responsible for the care of students who become ill. It is important the school be able to contact you or another adult who will assume responsibility in case of illness or an emergency. Parents are responsible for updating emergency information to ensure prompt notification.

Staying in During Recess

Students who are well enough to come to school should be well enough to go outside with proper clothing. We will make provisions for those students who must stay in with a note from their physician because of an illness or injury.

HEAD LICE FACTS & PROTOCOLS

From the OSPI Infectious Disease Control Guide, pages 75-78

Head Lice (*Pediculus humanus capitis*)

School Staff/Nurse Responsibility

1. Reporting to your local health jurisdiction is not required.
2. **Immediate or long-term exclusion is no longer recommended.** Students with live head lice can remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has begun. Students can return to school with nits following treatment. Nits may persist after initial treatment, therefore, students with nits should be allowed back in school the next day. Successful treatment should kill crawling lice.
3. Notify parent/guardian of the suspected case. Suggest resources for parents on how to treat head lice, such as those available through the Washington State Department of Health Lice Web page: <http://www.doh.wa.gov/CommunityandEnvironment/Pests/Lice.aspx>. Other local health departments not listed on this site may also have materials available to share with families and staff (see Appendix XII for a listing of Washington State health jurisdictions).
4. Refer to a licensed healthcare provider for evaluation of secondary infection (such as skin infections from scratching), if suspected.
5. Maintain and support confidentiality for the student.
6. Utilize standard precautions
7. Refer to district infection control program protocol and policy for infectious diseases.
8. All family members should be examined and treated simultaneously to avoid re- infestation.
9. Discreetly manage lice infestations so that the student is not ostracized, isolated, humiliated, or psychologically traumatized.
10. Dispel head lice myths.
11. Routine or periodic classroom and schoolwide screenings are no longer recommended.
12. Students should be discouraged from close head-to-head contact with others.

13. Follow-up with the student and family to ensure that the infestation is being addressed appropriately until the infestation has ended.
14. Have pro-active policies and procedures in place for dealing with head lice in schools. Communicate the policy to parents and staff.
15. Advocate for discontinuation of “No Nit policies.” Inform school administrators of current scientific research, evidenced based practice, recommendations from experts, and for reasons stated below.

NOTE

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate discontinuing “No Nit” policies (which require students to be free of lice and nits before returning to school). Such policies are not effective in controlling head lice outbreaks for the following reasons:

- Many nits are more than ¼ inch from the scalp, which means they have already hatched and have left an empty casing, or will not hatch because they are too far away from the warm scalp to survive the nit stage.
- Nits are naturally attached or “glued” to hair shafts and are unlikely to transfer to other students.
- Unnecessary absenteeism negatively affects students, families, and schools.
- Misdiagnosis of nits is common during nit checks conducted by non-medical personnel.

SCHOOL PROTOCOLS

When a student is suspected of having lice or nits, please refer the student to the nurse or designated employee trained by the nurse to do such checks for a private, personal assessment. Universal precautions are to be used to avoid transmitting the lice to others.

When a student is confirmed to have lice the student’s parent/guardian will be notified, along with information on the care options for treatment. Other students cohabiting with the identified students will also be checked with a private, personal assessment. Students should be discouraged from close head-to-head contact with others. When the student returns to school a designated staff member will check the student to verify that he/she is head lice free. The student should be re-examined 8 to 10 days after returning to school to determine there are no more live lice.

If only nits (eggs) are found upon inspection of the student’s head, a telephone call to the parent/guardian should occur to determine if the student has been recently treated for head lice and to encourage the family to remove as many of the nits as possible.

When there are 3 or more cases of head lice or nits identified in a single classroom within a relatively short time period the whole class may be screened. This screening should take place toward the end of the school day. The screening may take place within the classroom or in small groups in the school nurse office.

Though lice and nits are a nuisance they are not an infection or a disease, which means that they are not a reason for missing school. When home contact is made in regards to lice and nits the school will not hinder families from removing their student from school for the remainder of the day to address the issue immediately. An absence of this kind will be excused. However, please remember that current law stresses that students are not to be chronically absent. This means that any absence, of any kind that exceeds 9 days in a semester, or 18 days in a year is a chronically absent student. Students who are chronically absent are potentially subject to the district's attendance practices, which may include the Community Truancy Board and/or BECCA Bill filing.

Please remember that the first two days of an absence due to head lice are excused, and students should be provided with homework and an opportunity to make up for the work missed. The principal will review any absence beyond two days on a case-by-case basis to determine if the absence is excused.

If you have any questions, please contact the school nurse at (360) 268-9125 ext. 2010 or (360) 268-9125 ext. 3007.

Student Insurance

The purchase of accident and dental insurance will be available to students in preschool through sixth grade. Insurance information will be sent home with the students early in September. If you need additional information, please call.

School Safety

Visitors

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

All doors to the building will be locked during the school day. Visitors must use the main entrance for access to the school via a controlled access door. Upon entry, visitors will present a photo ID to the office staff if going beyond the reception area. Visitors will be issued a "visitor's badge" to be worn while on the Ocosta campus. District staff have been directed to stop anyone in the building without a badge and ask them to report to immediately report to the office. These procedures allow for increased safety and accountability. Visitors should sign-out in the office before departing the campus.

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

School Bus Guidelines

- Students should be at their appropriate bus stop 5 minutes before the scheduled arrival time of the bus. The school bus may be 5 minutes earlier or 5 minutes later than scheduled.
- Once aboard the bus, all students are expected to follow the directions of the bus driver and all bus rules.
- All students MUST have written permission turned into the office or call the office if your child needs to go to a location other than his/her regular destination.
- Preschool and Kindergarten students MUST have a Parent/Guardian outside with them for pick up and drop off.
- Students shall not bring large bulky items or items that can cause harm to other passengers onto the bus. Such items include, but are not limited to unicycles, breakable containers, sticks, large musical instruments, flammables, weapons, items that cannot be held on the lap or placed between the legs, etc.
- Students shall use seat belts on buses, when available.
- Student misconduct shall constitute sufficient reason for disciplinary action or suspension from Transportation Privileges.

School Entrance and Exit

All students will enter through the activity entrance doors in front of the cafeteria and gym area. Students who are dropped off will need to walk to the activity entrance to the north of the front office doors. For security purposes, all other outside doors are locked. Students who arrive after 8:10 should enter the main office doors and check-in at the front desk. If a parent needs to pick up a student, they must check-in with the office. The school will need to be notified by 1:00 of any transportation changes to allow time for a notice to be sent to the student.

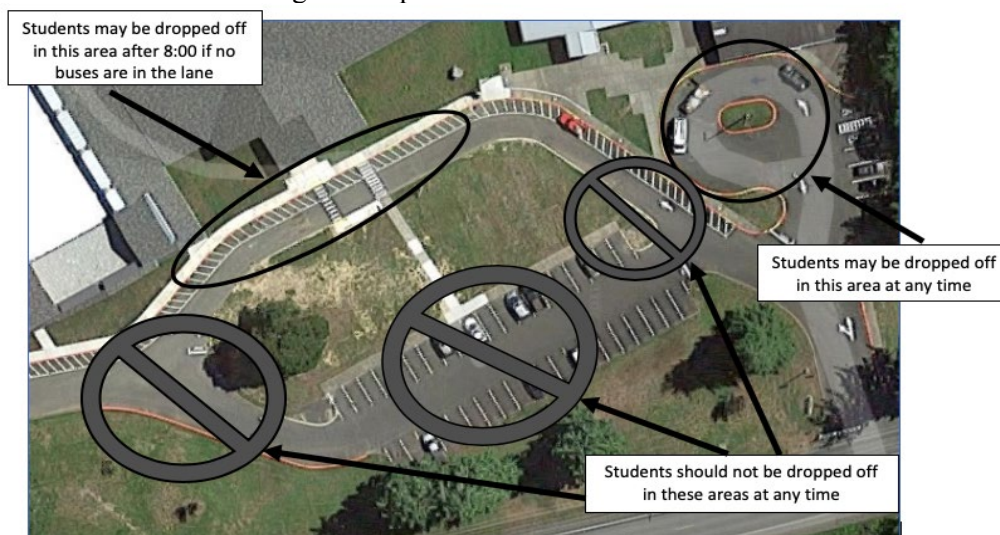
Parking on Campus

Visitors during the day should park in the roundabout, the front parking lot, or the high school parking lot. Please do not park in the loading area in front of the school as this obstructs the flow of traffic. There are

multiple bus routes throughout the day picking up or dropping off students.

Morning Drop Off

- Students may be dropped off in the roundabout throughout the morning.
- Students may be dropped off at the curb in front of the school after 8:00am **if no buses are in the lane.**
- If buses are in the lane after 8:00, students should be dropped off in the roundabout.
- If cars and buses happen to be in the bus lane at the same time, one should not pass the other.
- If you need to come into the building, park in the lot rather than at the curb to prevent blockage to the flow of traffic.
- Since there is not someone to monitor students crossing the bus lane, do not drop off students to walk to the building from the parking lot or around the drive entering/exiting the parking lot.
- Remember to be aware of possible foot traffic at all times and maintain a slow speed on campus.
- Limit distractions while driving on campus.



Before and After School Supervision

Ocosta Elementary does not provide childcare before or after school. To ensure the safety of all students, drop-offs should not occur any earlier than 7:50. We do not allow students on the school premises after school unless previously arranged between the teacher and the parent.

Emergency Drills

Emergency drills are scheduled throughout the school year and are required by state law. At least one drill or practice is expected every month. All drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms. Parents will be notified that a drill has occurred after its completion via the school's Apagegy and Facebook accounts.

Gum, Valuables, and Personal Items (Electronics & Sporting Equipment) at School

Gum is not allowed at school at any time due to damage caused by improper disposal. Toys (including balls and other sports equipment), large sums of money, electronics, and other valuable items should be left at home. Ocosta Elementary and the staff are not responsible for lost or stolen items including but not limited to: Cell phones, money, toys, electronics.

Cell phones and music/game devices are not to be used during the school day. Cell phones are not necessary during the school day and should remain turned off and in students' backpacks. Cell phones may be taken up by school staff if the device causes a disruption in the classroom or other school setting. Students may not listen to music in any area of the school since this limits their ability to hear and follow

directions safely.

The school is not responsible for damage or loss of any personal items brought to school. Sharing is a part of the preschool and kindergarten curricula; therefore, those students are allowed to bring toys but only on specified sharing days. Students are prohibited from riding or being in possession of bicycles, skates, skateboards, etc., at school or school activities. These items can be disruptive and present a safety hazard, violators may face school discipline. Due to allergies, pets are not permitted as show and tell items, even if accompanied by a parent

Dress and Appearance

Students should dress appropriately for school and recess activities. Dress and appearance must not present health or safety problems or cause disruption. Makeup and perfume are not appropriate for students to wear at school. Students are expected to come to school or school activities well groomed. All footwear should be able to function outside in the recess areas, in the classroom, and during PE courses. Shoes with high heels, formal shoes, dress-up shoes, and tall boots may not be appropriate. Students may bring shoes to change into for PE, recess, or other school events. In all but the most severe weather; students go outside for recess; they should come to school prepared for outside activities. The school clothing closet will not be used for elective purposes. The closet is available to students whose clothing becomes damaged or soiled while at school.

A neat, clean, and safe appearance fulfills our dress standards. A student is not appropriately dressed if his/her appearance causes a disruptive influence, either to oneself or others, while in the pursuit of the educational process. Clothing such as short shorts, crop tops, tank tops, pajama bottoms, adult themed, and violent or gang-related apparel is not allowed. Should a student come to school with such apparel, parents will be requested to bring more appropriate clothing for the student. Headgear is not to be worn in the buildings except on special designated days, for religious practice, or medical necessity. This includes hats, hoods, sweatbands, sunglasses, visors, scarves, and bandanas. The administration has the authority to make changes at any time to the above dress code based on either disruption, safety, or health reasons.

Tip Reporting Service

Safety is a top priority at Ocosta Elementary. The school uses SafeSchools Alert to allow parents, students, and staff to report safety concerns to the administration. A link on the school and district websites provides directions for making reports utilizing phone, text, e-mail, or website notification. This service allows for anonymous reporting of bullying, harassment, drugs, vandalism, or any other safety concern. All reports will be investigated and documented.

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.

Weapons- and Tobacco-Free Campus

It's a violation of district policy and state law for any person to carry a firearm or weapon (including replicas) on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. All violations of this policy and RCW 9A.41.280 are reported annually to the Superintendent of Public Instruction.

In addition, in accordance with district policy 4215, any use of tobacco products (including "vaping") by staff, students, visitors, and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district

buildings, grounds, and district-owned vehicles.

Parental Involvement

Parent and Community Involvement

Ocosta School District recognizes parents play a vital role in assisting their student's learning. We encourage parents and guardians to be active in their student's education. We understand parents have valuable insights when making academic decisions for their student and in overall school planning and decision making. The district provides activities designed for families such as Family Fun Nights, Teacher Conferences, etc., to encourage parent participation. The school provides a written agreement within this handbook so parents know and understand the school expectations.

Parents Contribute to School Success

The family is the student's first teacher. Good behavior habits and positive attitudes toward school begin at home. Parents can contribute to their student's success in school by:

- Ensuring prompt and regular school attendance and complying with attendance rules and procedures.
- Talking with your student daily about school activities and showing an active interest in their assignments.
- Teaching the student about respect for the law, those in authority, the rights of others, and for property.
- Working with the school in carrying out recommendations made in the best interests of the student.
- Reinforcing desirable, positive character traits.
- Being sure your student gets plenty of sleep and eats a healthy breakfast either at home or at school.
- Attending parent conferences and other school activities with your student.
- Sending or returning required signed notes and assignments to school.
- Keeping in contact with the school if there are concerns or problems.
- READ with your student daily. Reading with your student can be the best reading instruction they ever get.

Student/Parent/Teacher/Principal Agreement

Through our School Improvement Plan, parents, students and staff have developed a Student/Parent/Teacher/Principal Agreement. It is very important that we all work together and abide by the agreement. Please spend time discussing with your student what the agreement means and the role of each person. Please sign and return the document. Together we can work on creating an environment where respect and positive decision making occurs.

PTO

Ocosta Elementary has an active Parent Teacher Organization. The PTO will conduct meetings and notify participants of meeting dates and times prior to the meetings. Many activities, including Missoula Children's Theater, are sponsored by this group. If you are interested in joining or assisting please contact the school office for more information or the PTO Facebook page at: <https://www.facebook.com/ocostapto/>.

Volunteers

Teachers welcome parent and community volunteers. General duties of volunteers include helping and working with individual students, preparing art projects, working in the library, etc. Let us know if you would like to volunteer. A background check is mandatory and helps us ensure the safety of all students. Volunteers must maintain confidentiality for all student information. In order to safeguard all of our students' safety, all volunteers MUST sign in with the office. More information on this process will be provided by the office if needed. Classroom volunteers must be approved by the principal and the classroom teacher. Volunteer privileges may be revoked by the principal at the recommendation of the teacher, if the parent or community member violates the volunteer agreement, or other cause at the

principal's discretion.

Student Behavior and Expectations

Together, the Ocosta staff, students, and parents are promoting a discipline policy emphasizing positive expectations and preventive management. Our school follows a school wide philosophy set forth through Positive Behavior Interventions and Supports (PBIS). The Ocosta PBIS plan will be shared with parents in an additional document. The school-wide plan establishes consistent behavior expectations across all school settings and includes a system for positive incentives and natural consequences. Each student has the final responsibility for his/her own behavior. Parents and the school will work together closely to teach and reinforce the skills necessary for students to successfully meet school expectations. Student discipline procedures outlined in the Ocosta School Board policy 3241 and 3241P will be implemented school-wide.

The Ocosta Discipline Plans include the following components and implementation strategies:

Preventive Management

- Teaching building-wide procedures and routines.
- Interesting, relevant, and skillful teaching.
- Behavior interventions using natural consequences.

Clear Expectations

At Ocosta Elementary the staff believes in having high expectations for all students.

The following is the Wildcat Way:

At Ocosta Elementary we are

Safe

Respectful

Responsible

Kind

These expectations will be taught, practiced, reinforced, and re-taught. Specific behaviors will be taught in the classroom, playground, hallway, library, buses, etc.

Reinforcement and Recognition of Appropriate Behavior

- Awards for demonstrating positive character traits such as kindness or respect.
- Verbal recognition from peers and staff.
- Calls or notes home to parents.

Classroom and School Rules

In order for teachers to maintain a positive learning environment it is important for each classroom to develop routines, procedures and expectations for student behavior in addition to the expectations set by the school-wide PBIS plan.

- Classroom rules/consequences, etc. will be developed in each classroom.
- Classroom discipline procedures will be given to the principal.
- School rules will be explained and reinforced in the classroom.
- Social skills will be consciously and consistently taught in the classroom.
- Teachers will deal with classroom discipline issues according to the procedures developed in the classroom. Teachers will keep documentation, including interventions that have been tried, both successfully and/or not.

School Bus Guidelines

Transportation Supervisor, Jessica Sandvigen - 268-9125, Ext. 4001

Students should be at the appropriate stop approximately five minutes before the scheduled arrival time of

the bus. Once aboard the bus, all students are expected to follow the directions of the bus driver and all bus safety guidelines, which are made available to parents and students each year. Please keep in mind that the primary concern of each driver is the safe transportation of your student to and from school. If you have a large group of students who may be riding the bus, please contact the transportation supervisor a week prior to ensure there is adequate space available.

Bus Rules

It is important that all students follow the bus rules to ensure a safe ride for all riding the bus.

- Follow directions given by the driver.
- Students assist in keeping the bus clean.
- Only small (lap size), safe articles are allowed on the bus.
- Maximum window opening: black line with approval from the driver.
- Remain seated while the bus is in motion.
- Board and unload in a safe, orderly manner.
- School authorization required to change buses or stops.
- Quiet, courteous behavior is required.
- Hazardous items and tobacco products are prohibited.

Students are not allowed to walk to school. If a student lives adjacent to the school please contact the school for procedures to arrive and leave campus.

Playground Guidelines

- Students need to play in designated areas.
- Students need a pass to be in the building during recess; one student per pass.
- Treat others with respect, in words and actions.
- Toys, including electronic items, are not allowed at school or at recess. Metal or wooden baseball bats and hard balls are not allowed. Sharp objects (pen, pencil, umbrella, etc.) could hurt someone and should be handled carefully at recess. If in question, check with the recess aide.
- Any food or beverage items should be consumed in the cafeteria and should not be taken to the playgrounds.
- Hands and feet to yourself as rough play is dangerous to others.
- On the blacktop students are not allowed to race or chase.
- The directions of the recess aide will be followed at all times.
- Students receive specific instruction each year on appropriate play on the “Big Toy” areas. Those instructions are to be followed or “Big Toy” privileges will be removed.

School Materials and Equipment

It is expected our students will take care of textbooks, computers, tablets, or any other non-consumable educational materials. Students who are in violation of appropriate use of technology may lose those benefits for a time period determined by the principal along with the teacher. If any of the above mentioned materials are damaged, lost, or stolen it is the responsibility of the students and parents or guardians to pay fines for replacement or repair.

Assemblies

School assemblies are an important feature of a student’s education. Students should give their undivided attention to any speaker or performer at the beginning and throughout the assembly. Students are expected to show appreciation and respect by being attentive. Inappropriate behavior resulting in a student being removed from an assembly will result in disciplinary action and/or possible exclusion from future assemblies. Parents are welcome to our assemblies and should check-in with the front office for a visitor’s badge. Additional family rewards and recognition are best delivered at home after the assembly.

Student Discipline

“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include:

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees

The Superintendent shall establish and make available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of the district’s rules of student conduct, including behavior standards that respect the rights, person, and property of others. Students and staff are expected to work together to develop a positive climate for learning.

Minimizing exclusion, engaging with families, and supporting students

Unless a student’s presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. The accompanying procedure will identify a list of other forms of discipline for staff use. However, staff members are not restricted to that list and may use any other form of discipline compliant with WAC 392-400-025(9).

School personnel must make every reasonable attempt to involve parents and students to resolve behavioral violations. The district must ensure that associated notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions are in a language the student and parents understand; this may require language assistance. Language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district’s use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning.

As described in the procedures, the district will offer educational services to students during suspension or expulsion. When the district administers a long-term suspension or expulsion, the district will timely hold a reengagement meeting and collaborate with parents and students to develop a reengagement plan that is tailored to the student’s individual circumstances, in order to return the student to school successfully. Additionally, any student who has been suspended or expelled may apply for readmission at any time.

Staff authority

District staff members are responsible for supervising students during the school day, during school activities, whether on or off campus, and on the school bus. Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent will identify other staff members to whom the Superintendent has designated disciplinary authority. After attempting at least one other form of discipline, teachers have statutory authority to impose classroom exclusion for behaviors that disrupt the educational process. Because perceptions of subjective behaviors vary and include implicit or unconscious bias, the accompanying procedures will seek to identify the types of behaviors for which the identified district staff may administer discipline.

Ensuring fairness, providing notice, and an opportunity for a hearing

When administering discipline, the district will observe all of the student's constitutional rights. The district will notify parents as soon as reasonably possible about classroom exclusion and before administering any suspension or expulsion. The district will provide opportunities for parent participation during an initial hearing with the student. The district will provide parents with written notice, consistent with WAC 392-400-455, of a suspension or expulsion no later than one school business day following the initial hearing. As stated above, language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district has established procedures for review and appeal of suspensions, expulsions, and emergency expulsions, consistent with WAC 392-400-430 through 392-400-530.

The district has also established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation.

Development and review

Accurate and complete reporting of all disciplinary actions, including the behavioral violations that led to them, is essential for effective review of this policy; therefore, the district will ensure such reporting.

The district will periodically collect and review data on disciplinary actions taken against students in each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042, including students who qualify for special education or Section 504. The data review will include classroom exclusion, in-school and short-term suspensions, and long-term suspensions and expulsions. The district will invite school personnel, students, parents, families, and the community to participate in the data review. The purpose of the data review is to determine if disproportionality exists; if disproportionality is found the district will take action to ensure that it is not the result of discrimination and may update this policy and procedure to improve fairness and equity regarding discipline.

Distribution of policies and procedures

The school district will make its discipline policies and procedures available to families and the community. The district will annually provide its discipline policies and procedures to all district personnel, students, and parents, which may require language assistance for students and parents with limited- English proficiency under Title VI of the Civil Rights Act of 1964. The school district will ensure district employees and contractors are knowledgeable of the discipline policies and procedures.

The principal will follow the district guidelines for discipline as outlined in District Policy 3241.

Student Supports

Special Programs

A variety of special programs are available at Ocosta Elementary. Each program has specific eligibility requirements for students to participate.

- Federally funded Title 1 Regular and Title 1 Migrant supplement our basic education and state funded

Learning Assistance Program (LAP) monies. These programs assist in attaining state mandated academic standards.

- Bilingual services for translation are available upon request.
- Special Education services assure that all students with disabilities, as defined in RCW 28A 15 020, shall have the opportunity for an appropriate education at public expense. Special Education services are available for students who qualify under the state guidelines. Parents or school staff may make referrals.
- Some of our students may qualify for assistance in the area of occupational/physical therapy or speech and/or oral language development. The students receiving services will meet as required by their Individual Education Plan. Students must qualify under state and federal guidelines for these services.

Counseling Services

Ben Toney is the Ocosta Elementary school counselor. The counselor works with classes, groups, and individual students. The school counselor can provide a list of resources for families who may have a student who has needs outside of the parameters of a school counselor. The counselor is available during school hours at 268-9125 ext. 2004.

Library

Students are encouraged to use our library. It is important for youngsters to understand the necessity of returning books by the due date and in good condition. There are no fines for overdue books, but students may be required to pay for lost or damaged books. A limited number of books may be checked out at one time.

Kids at Hope

At Ocosta we believe that all students are capable of success, no exceptions! “Kids at Hope” is a philosophy based on the belief that all students can be successful and all adults within the school community look for the strengths of the students to build on those strengths. Staff at Ocosta hold each student to high expectations and provide students with opportunities to succeed.

Celebrating Special Occasions

Each teacher decides how birthdays and other special occasions may be celebrated in the classroom. Please check with the classroom teacher **BEFORE** bringing special treats to school. If you wish to provide a nutritious snack item for the celebration, please provide store-bought, packaged items. Homemade items cannot be served to students.

Ocosta Elementary School



Positive Behavior Support Manual PBIS 2023-2024

Dear Parents and Guardians,

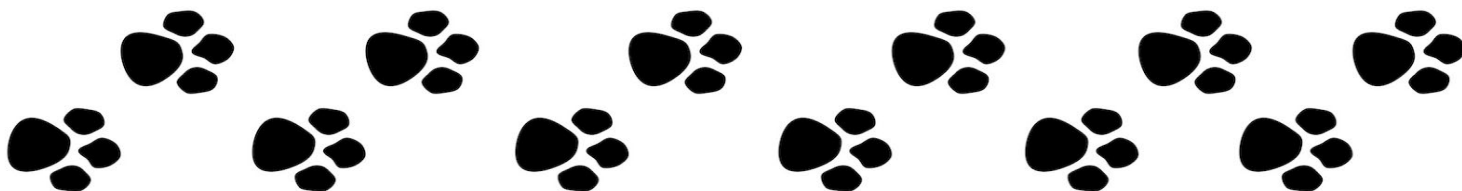
The Ocosta Staff is excited to continue the development and implementation of the PBIS program. It is at our Wildcat core to ensure students succeed academically and emotionally. In order to do that we will create a safe, nurturing environment for students to learn. Teaching behavioral expectations and rewarding students for following those expectations is an important part of the Ocosta School District's initiative for Positive Behavior Intervention and Supports or PBIS. The purpose of the school and district wide PBIS plan is to establish a climate in which appropriate behavior is the norm. Rather than focusing on what not to do/be, we will focus on the preferred behaviors/characteristics. Consistency from class to class and with adults plays a critical role in creating a positive school climate.

We have also added a new digital piece to our program! Using the PBISRewards program, all faculty are able to provide "pawsitive" points to all our students, no more washed or lost points! Students accumulate points for meeting the expectations of being Safe, Responsible, Respectful and Kind. Then they get to "spend" those points on little prizes or neat experiences. Parents, keep on the lookout for more information on how you can monitor points through the parent app.

Thank you for your continued support!



The Ocosta Elementary Staff



2023-2024 PBIS Team

Administrator: Holly Samuelson-Principal, hsamuelson@ocosta.org

Universal Team Members:

Stephanie Idso-First Grade, sidso@ocosta.org

Brittany Madding-Academic Coach/Interventionist, bmadding@ocosta.org

Annie Atkinson-Kindergarten, aatkinson@ocosta.org

Jennifer Wright-Graham-ELL, jwright@ocosta.org

Sandy Sweeney-1st, ssweeney@ocosta.org

Liisa Waara-2nd, lwaara@ocosta.org

The team's job is to meet twice a month and examine school wide behavior trends. We do this by using relevant data collected from teachers, students, and academic records. We also set the character themes, and dates for celebrations and family events.

Ways to Stay Updated



Ocosta Elementary Page

Ocosta Counseling Page

Ocosta PTO Page

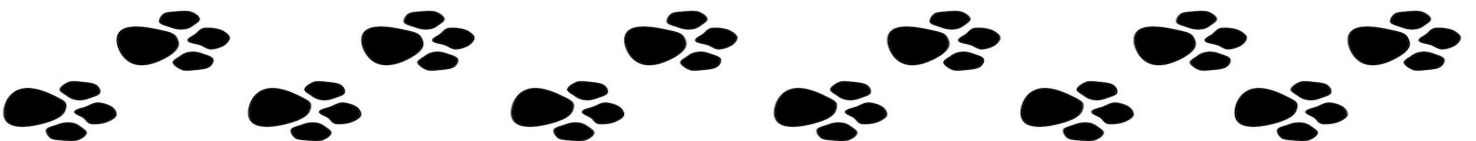
Ocosta Lighthouse Project Page

Ocosta School District: www.ocosta.org

or

Apptegy App

Student Take Home Folder



Wildcat Standards and Behavior Expectations

Ocosta Elementary has developed a *Behavior Matrix* which includes the tenets of the *Wildcat Way*. Ocosta Wildcats are *Safe, Respectful, Responsible* and *Kind*. Each tenet is broken down into specific areas of the school and each section has explicit expectations for each space.

During the first week of school, students are informed and practice the *Wildcat Way*. Teachers take time to explicitly go over each expectation in each area of the school. We are attaching a copy of the Student Matrix to assist in the development of a *Common Language* between home and school.

| | |
|--------------------|---|
| <i>Safe</i> | Being aware of oneself and surroundings. |
| <i>Respect</i> | Due regard for the feelings, wishes, rights, or traditions of others. |
| <i>Responsible</i> | Taking ownership for the things you are supposed to do. |
| <i>Kind</i> | A desire to do good things and bring happiness to others. |

Parent/Guardian Involvement

At Ocosta, we are a team, which includes you, the parents/guardians, and in order for the PBIS program to be a success, we need your support. By reinforcing positive behaviors at home, you can support the Wildcat Way. It's easy to help! Here are a couple of things you can do.

- Talk with your students about the Wildcat Way on a daily basis. Find time in the mornings before school to remind your Wildcat that at Ocosta we are *Safe, Respectful, Responsible* and *Kind*.
- Use the Common Language.
- Ask your student if they received any “pawsitive” points and ask *how* they earned them.
- If contacted because of a behavior misstep, please review school and your home expectations with your student.

Wildcat Student Behavior Matrix

| | SAFE | RESPONSIBLE | RESPECTFUL & KIND |
|-----------------------|---|---|---|
| All Areas | <ul style="list-style-type: none"> Be aware of others. Be aware of your surroundings. | <ul style="list-style-type: none"> Give your best effort! Follow expectations. Ask for help. | <ul style="list-style-type: none"> Listen to adults for instructions. Use respectful tone of voice and words. |
| Hallways | <ul style="list-style-type: none"> Walk to the right and with purpose. Keep your hands and feet to yourself. Walk facing forward. | <ul style="list-style-type: none"> Walk with purpose. Have everything you need before you leave. Have a hall pass. | <ul style="list-style-type: none"> Follow adult instructions. Smile or wave at others. Voice level 0. |
| Cafeteria | <ul style="list-style-type: none"> Walk. Hands and feet to yourself. Eat and clean up. Remain seated until dismissed. Be aware of others and surroundings. | <ul style="list-style-type: none"> Begin eating after sitting down. Leave your table and the floor clean! Dump your tray in the appropriate receptacles. | <ul style="list-style-type: none"> Listen to adults for instructions. 1 at a time through the line. Wait your turn. Use good table manners. |
| Breakfast | | | |
| Lunch | | | |
| Playground | <ul style="list-style-type: none"> Keep hands and feet to yourself. Running is ONLY for the grass. | <ul style="list-style-type: none"> Line up promptly when the whistle blows. Gather equipment. | <ul style="list-style-type: none"> Listen to adults for directions. Include and share with others. Share equipment. |
| Bathroom | <ul style="list-style-type: none"> Voice level at a 0. Hands and feet to yourself. Wash your hands. | <ul style="list-style-type: none"> 1 pump of soap. Paper towels in trash. Hush, flush, wash. | <ul style="list-style-type: none"> Respect privacy! Clean up after yourself. Get in, get out. |
| Buses | <ul style="list-style-type: none"> Follow bus safety rules. Stay in assigned seat. Hands and feet to self. | <ul style="list-style-type: none"> Gather items before getting on/off the bus! | <ul style="list-style-type: none"> Listen to the bus driver. Use kind words and tone of voice. |
| Entry and Exit | <ul style="list-style-type: none"> Go to assigned entry. Hands and feet to self. | <ul style="list-style-type: none"> Walk with purpose to the designated destination. | <ul style="list-style-type: none"> Listen to adult directions. |
| Technology | <ul style="list-style-type: none"> Eat and drink away from the chromebooks. | <ul style="list-style-type: none"> Take care of your Chromebook. Stay on task. | <ul style="list-style-type: none"> Be kind and appropriate when communicating online. Use kind words. |

Federal Notice for Student Handbook

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 268-9125 if you have any questions.*

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.

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.

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. This is often the fastest way to resolve your concerns.

DISCRIMINATION

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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator: Heather Sweet, hsweet@ocosta.org , 360-268-9125, ext. 1001

Title IX Officer: Holly Samuelson, hsamuelson@ocosta.org , 360-268-9125, ext. 2001

Section 504 Coordinator: Nicholas French, nfrench@ocosta.org, (360-268-9125, ext. 1005

Address: 2580 S. Montesano St., Westport, WA 98595

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

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

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

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 have occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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

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

Mail or Hand Deliver: PO Box 47200, 600 Washington ST 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.

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 • <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 e-mail 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 30. 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.k12.wa.us/>

Enrollment information available

Enrollment legislation states the following: "Each school district board of directors annually shall inform parents of the availability of the district's 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: Inspect and review the student's education records; 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; 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; 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; and Obtain a copy of the policy adopted under Sec. 99.6.

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.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law. Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.

The following staff person may be contacted to seek access to your child's record:

Elementary: Lesley Hatton
360-268-9125, x2002
lhatten@ocosta.org

Secondary: Registrar
360-268-9125, x3003
registrar@ocosta.org

You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Elementary: Lesley Hatton
360-268-9125, x2002
lhatten@ocosta.org

Secondary: Registrar
360-268-9125, x3003
registrar@ocosta.org

3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure. You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5902

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 is Ben Toney (268-9125 x2004) For more information, visit the school's website at <http://www.ocosta.k12.wa.us/>.

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 Civil Rights Coordinator, Nicholas French, 2580 S Montesano St, nfrench@ocosta.org 360-268-9125 x1005. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights

Coordinator, listed above. You also have the right to file a complaint. 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.k12.wa.us/.

Civil Rights Coordinator: 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

Holly Samuelson, Principal
2580 S Montesano St
Westport, WA 98595
360-268-9125 x2001

Section 504 Coordinator: Nicholas French, Director of Teaching and Learning
2580 S Montesano St
Westport, WA 98595
nfrench@ocost.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 268-9125 x1001 or be found at <http://www.ocosta.k12.wa.us/>.

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. Copies of the School/District Parent Involvement Policy can be requested by contacting Nicholas French at 268-9125 x1005 or found online at <http://www.ocosta.k12.wa.us/> 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. Mosquito spraying usually takes place on school grounds the first week of April and August when no students are attending classes. Parents should watch the South Beach Bulletin for updates on spraying dates. Students, staff and community members should stay off grass areas the maximum time posted when a treatment has been scheduled. For information, contact Steve Schmeling at 268-9125 x1008.

Progress review

Each year, schools receiving Title I, Part A funds are required to communicate their progress to their parents. This is sent home to parents during March conferences.

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 physical 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, contractors, 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.

Prohibition of Registered Sexual Offenders on School Property Policy

Per district policy 6514/6514P, ALL sex offenders, pursuant to RCW 4.24.550 and RCW 9A.44.130, are restricted from being on school property. Legal action will be pursued for those who violate board policy.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the student or student’s parent; Mental or psychological problems of the student or student’s family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

Protected information surveys of students

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Ocosta School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Ocosta School District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Ocosta School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below in order to be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution;

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education

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 2020-2021 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 Principal Dr. Cindy Risher at 268-9125 x2001 or Principal Michael Cummings at 268-9125 x3001.

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 beverages, 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 parent/guardian 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 (Seattle/W.WA region)

Ocosta Jr/Sr High and Elementary School Facebook Pages

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: children with disabilities who are homeless; children who are wards of the State; children attending private schools, regardless of the severity of their disability; and children who are suspected of having a disability, or in need of special education and related services. 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 268-9125 x1006, to set up an appointment.

Is your child current on vaccinations?

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 within 30 days of the start of school. Students start school at Ocosta on September 4, 2019, so please make sure your child has the required immunization vaccinations **completed on or before October 16, 2019.**

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.k12.wa.us.

A child may be exempt from most* 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. (*WA Exception: As of April 17, 2019, the Washington State legislature passed a bill removing the personal belief exemption from vaccinations for Measles, Mumps, and Rubella.) The form can be found at:

<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 268-9125; x2010 or x3007 for help or more information.
Heather Sweet, Ocosta Superintendent

Orientation night - 7th grade class

An orientation night will be held for students entering the 7th grade and their parents on August 23rd at 5:30 in the high school commons.

School Breakfast, Lunch and Dinner Program

The Ocosta School District will again be participating in the Community Eligibility Provision program for 2022/2023. 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 and lunch 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.

Kindergarten & preschool registration

Parents may register their children for preschool or kindergarten anytime between 8-3:00 pm after August 19th. If registration hours are not compatible with your schedule, you may request paperwork by calling 268-9125, x2002, and it will be sent to you. Preschool children must be age 4 by August 31st and kindergarten students age 5 by August 31st. In addition, preschool students must be ECEAP qualified. Birth certificates and immunization records are required by the first day of school, but are not necessary at the time you register. If you have any questions, please call our elementary office at 268-9125, x2002.

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. If a student at the Jr/Sr High School is unable to provide his/her own supplies, please contact the school counselor, Donald Jenkins, at 268-9125 x3004.

Building Offices Reopen on August 19th

The high school and elementary offices will re-open August 23rd for business. Parents can register their students, purchase ASB cards, yearbooks, and parking permits at that time. Schedules will be available in September.

Use of School Elevator

The building principal, or his/her designee, may authorize and issue an elevator key to any Ocosta School District student or staff member with a handicapping condition when the handicapping condition is such that use of the stairs is impractical. The key is not to be removed from the building and the building principal shall establish a process to ensure that the key is returned by the end of the day. Only the individual with the handicapping condition shall be authorized to use the elevator. Others must use the stairs unless the building principal determines that some assistance is needed, and then he/she will assign a student or staff member to assist.

To request or arrange for use of the elevator, please contact the building principal, Michael Cummings, at 268-9125 x3001, during regular school business hours.

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.

General Volunteer Guidelines

Hints for Working with Students

1. Be yourself. It will take time and patience for everyone to feel comfortable.
2. Call the students by name. Ask the teacher what they prefer the students call you.
3. Make certain the student knows your name.
4. A few minutes of casual conversation is a good way to begin with a student.
5. Be enthusiastic about what you are doing. Your interest in the activity will be conveyed to the student.
6. Be a good listener. Students may share ideas about their home or school problems. Listen and remain neutral, refrain from advising. Maintain confidentiality. If you have a concern from your conversation with a student, please share with the classroom teacher or principal.

Hints for Becoming Part of the School Team

1. Follow the directions given to you by the classroom teacher and the principal. DO NOT make changes in directions unless permission is given.
2. Respect the confidentiality of school records, student work, and student behavior.
3. Refer all discipline problems to the teacher.
4. Feel free to ask questions about your responsibilities. If possible, ask questions before or after classes are done. Questions asked during a class interrupt the teacher's instructional time.
5. Offer suggestions about improving or enhancing the volunteer program to the Principal. Help the school to evaluate the volunteer program.
6. Be flexible. The amount of time needed for the volunteer program varies.
7. Be reliable. Stop at the office to sign in before going to the classroom. Advise the school as soon as possible when you will be delayed or unable to help on a given day. In addition, only come on days when a teacher has coordinated with you.
8. Be punctual. Students and staff have tight schedules, which necessitate timeliness. Arrive at the time agreed upon and depart just as promptly.
9. Be a model for the students. Dress appropriately.

Volunteering in the Classroom

If you are in the classroom and a student is having problems, please report this to the classroom teacher so that he/she can take care of the problem. You may be asked to assist a teacher – to be an extra pair of hands, or an extra pair of eyes. We want you to feel comfortable in the situation in which you are volunteering. If you find yourself in a situation in which you feel uncomfortable, please let the teacher or principal know and you will be removed from that situation. We want this to be a positive experience for both you and the students here at Ocosta Elementary. Volunteers are urged to give students positive comments whenever possible.

A Volunteer's Code of Ethics

- Respect the confidentiality of the teacher and the students, and refrain from discussing them outside the school setting.
- Practice tolerance and understanding towards the children and teachers with whom you come in contact.

- Be dependable. Follow through on tasks by attending at the times or dates arranged. Inform school of your absence as far in advance as possible.
- Read and sign a statement of confidentiality, which is included in this package.

Volunteer Procedures

1. **ALL VOLUNTEERS ARE EXPECTED TO USE THE FRONT ENTRANCE and PICK UP A VISITOR TAG FROM THE OFFICE STAFF AT THE FRONT DESK.** To promote school security, volunteers are asked to sign in and out in the visitor register located at the front desk.
2. **WORK ROUTINES WILL BE EXPLAINED BY THE SCHOOL STAFF WITH WHOM EACH VOLUNTEER WORKS.** School personnel will provide on- the- job training.
3. **PLEASE RESPECT THE TEACHING-LEARNING PROCESS BY NOT USING YOUR TIME AT SCHOOL FOR AN INFORMAL PARENT-TEACHER INTERVIEW.** Please make other arrangements to discuss your child's progress with the teacher.
4. **FAMILIARIZE YOURSELF WITH THE RULES AND ROUTINES OF THE SCHOOL AND THE CLASSROOM.** Relax and take the opportunity to get to know your environment and routine. This will take some time, and don't be afraid to ask if you have any questions.
5. **AS A VOLUNTEER, YOU ARE NOT EXPECTED TO BE RESPONSIBLE FOR THE ACTIONS OF THE CHILDREN OR FOR THE ADMINISTRATION OF DISCIPLINE TO THEM.** If a child continues to be disruptive after one request for cooperation, seek assistance from the teacher.
6. **BE OPEN AND HONEST IN YOUR COMMUNICATIONS TO THE STAFF AND ADMINISTRATION.** If you feel that problems exist, help us to identify them by communicating with us. If you have questions or concerns, please discuss these with the staff member, and if necessary, with the volunteer coordinator or the school administration.
7. **PLEASE MAKE OTHER ARRANGEMENTS FOR SIBLINGS.** Experience has shown that trying to divide your attention between the volunteer task at hand and keeping an eye on the little ones does a disservice to both.
8. **PICTURES MAY ONLY BE TAKEN OF YOUR CHILD(REN).** Please do not take pictures of other students and post to social media, such as Facebook, Snapchat and/or Instagram.
9. **AS A VOLUNTEER, YOU SHOULD NEVER PUT YOUR HANDS ON STUDENTS.** Only staff members with the appropriate training should ever use physical restraint. Volunteers should also be mindful of touching students in other ways such as guiding a student by the arm and hugs. High fives and fist bumps are more appropriate ways to encourage a student.

OCOSTA ELEMENTARY SCHOOL
2580 South Montesano Street South, Westport, WA 98595 360-268-9125

September 2023

Student Handbook Acknowledgement

The Student Handbook provides important information related to student learning, expectations for student behavior, and other information related to student and parent rights. The student handbook is reviewed with all students by teachers during the first days of school or upon entrance to Ocosta Elementary. As a parent or guardian, you agree to support the school in adhering to the guidelines and policies included, and understand the handbook includes summaries of State and District policies. Full versions of all policies can be found on the State website (<http://www.k12.wa.us>) and District website (<http://www.ocosta.k12.wa.us>). Policies and procedures may need to be revised during the course of the year, and parents will be notified in writing by the school principal at such time changes are made.

If you need assistance reading or understanding the student handbook, please contact the school.

By signing below, you acknowledge receiving a copy of the 2023-2024 Ocosta Elementary School student handbook. Please review the handbook with your student before signing and returning this page only to your student's teacher.

Thank you,

Holly Samuelson and the Ocosta Elementary Staff

Student Name

Teacher

Student Signature, grades 3-6

Date

Parent Signature

Date