

Welcome to



Wildcat Country!

OCOSTA ELEMENTARY SCHOOL

2580 S Montesano St
Westport, Washington 98595
(360) 268-9125 ext. 2000
Elementary Attendance ext. 2017
End of Day Notes ext. 2018
Spanish Line ext. 2020

The Ocosta School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28.A640, Dr. Cindy Risher (360-268-9125, ext. 2001) and Nicholas French (360-268-9125, ext. 1005); Section 504, Chris Pollard (360-268-9125, ext. 3001) and Compliance Coordinator for State Law, Heather Sweet (360-268-9125, ext. 1001) at 2580 S. Montesano St., Westport, WA 98595-9718.

OCOSTA ELEMENTARY SCHOOL

2580 S Montesano St, Westport, WA 98595 360-268-9125

September 2019

To the Ocosta Elementary Family,

Welcome back to Ocosta Elementary School. We are excited about this upcoming school year! Teachers and staff have been working hard to prepare for the 2019-2020 school year, and we cannot wait for our students to join us. We have new teachers and new students to meet this year and many new and wonderful things to learn. We would also like to invite families and friends of Ocosta students to volunteer at the school to help us meet all of our needs. If you are interested in volunteering please contact the front office.

As we begin the year, remember school safety is our highest priority. Please follow the directions of our teachers and staff members to make sure everybody stays safe. Student arrival and departure will take place through the activity entrance doors just north of the front office. Buses will be unloading and loading students on the sidewalks in front of the school. Parents may drop off students in the roundabout in front of the portable or along the front curb after 8:00. The parking lot is not a safe place for student drop off since it is not supervised. Also, all building access for non-students is through the front office. No other doors will be open during the school day.

School dismisses at 2:40 to accommodate all the late-start Wednesdays scheduled this year. Also, please be mindful dismissal may take a little longer the first few days of school causing students to arrive home later than usual. This should be resolved within a few days as students become accustomed to end-of-the-day procedures.

Please take the time to review the information in this handbook with your student within the next day or two. We suggest you keep the handbook as a handy resource when you have questions arise during the school year. A *Positive Behavior Intervention and Support Handbook* will also be sent home with students to help you understand how we expect students to behave while at school and with their friends.

The principal's door is always open to parents, students and community members. You are encouraged to call, write, or come in and discuss any concerns or educational ideas. It is best to set up an appointment, to ensure there is adequate time to meet together. Join us in challenging students to become educated, successful citizens. It is crucial our parents are a part of the learning at Ocosta Elementary. Get involved and play a part in making the 2019-2020 school year great!

Sincerely,

Dr. Cindy Risher
Principal, Ocosta Elementary School

General Information

School Hours

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. Announcements can also be received through Remind messages. To receive these messages, text @ocost to 81010 or download the Remind app and search for Ocosta Elementary School. The school's automated phone system will also be used to make announcements throughout the year. 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, <http://www.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 **7:45-8:05**. Students who only want milk, and not a full lunch, will be charged \$0.25.

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 truanancies 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.

An absence is defined by WAC 392-401-015 as the following:

- (1) A student is absent when they are:
 - (a) Not physically present on school grounds; and
 - (b) Not participating in the following activities at an approved location:
 - (i) Instruction;
 - (ii) Any instruction-related activity; or
 - (iii) Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
- (2) Students shall not be absent if:
 - (a) They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;
 - (b) Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - (c) The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
- (3) A full day absence is when a student is absent for fifty percent or more of their scheduled day.
- (4) A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

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 checkout 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.

Excused Absences

According to WAC 392-401-020, absences for the following reasons must be excused:

- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- Family emergency including, but not limited to, a death or illness in the family;

- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding, court-ordered activity, or jury service;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless or foster care/dependency status;
- Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status; and
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
 - Ocosta School District Policy No. 3122: Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon the approved activity and
 - Participation in school-approved activity or instructional program. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

Pre-Approval for Student Absences

Any missed instruction is potentially detrimental to a student's learning. Even with class packets and make-up work, time away from a teacher impacts how well a student has access to new content. Families are encouraged to make vacation plans during school holidays to preserve student's access to teacher lead instruction. Families may request that an absence be excused by completing a Pre-Approved Absence Request. If approved, the student's attendance will be marked as "Excused-PA" for excused pre-approved and will count as an absence since the student is not in attendance at school. The following guidelines will determine if an absence will be approved by the principal:

- The student has a minimum average of a C or is making adequate progress towards mastery as determined by classroom assessments in all classes at the time of the request.
- The student does not have more than two unexcused absences per trimester or semester.
- The total days absent for the academic year shall not exceed more than 10% (18 days).
- The request is made at least two weeks in advance.

The student and parent are responsible for communicating with teachers regarding missed assignments. Students will have the number of consecutively missed days plus one, up to five days to make up missed assignments. For example, if a student misses three consecutive days of school all assignments are due by the fourth school day after the student's return. If a student misses ten consecutive days, all assignments are due by the fifth day after the student's return. It is important for students to catch up in a timely manner in order to access current standards and to not continue to amass missed assignments.

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. Student 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.

Excessive Tardies and Early Check-outs

Students who are frequently tardy or leave school early miss valuable learning time that adds up over the course of the year. Students who have excessive tardies or early check-outs may be kept in from recess at the teacher's discretion to makeup missed instruction.

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 1:30pm.

Please call 268-9125 ext. 2018 prior to 1:30 or e-mail lhatton@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 some students arrive at school too early. There is no supervision for students arriving prior to 7:45 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

KSWW-Raymond: 97.7 FM

KGHO-Aberdeen: 1490 AM & 95.3 FM

KING TV 5

KAYO/KBKWAM-Aberdeen: 1450 AM

KOMO TV 4

KAYO-Aberdeen: 99.3 FM

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 second through sixth grades are assessed three times per year using the Measures of Academic Progress (MAP), which is an online test. Students in third through sixth are also assessed by the state in the spring using the Smarter Balanced Assessment.

Mathematics

Engage New York is the primary curriculum material for mathematics instruction at Ocosta Elementary. For those with access to the internet, www.engageny.org is the primary help site for math assistance. From here select your student's grade level in the math section. This site can assist parents in helping their students with mathematical concepts and offers additional practice for students. Students are expected to learn their basic math facts in addition, subtraction, multiplication and division as appropriate to their grade level. Students are assessed on these facts multiple times per year. Students in second through sixth grade are also assessed in the math content areas three times per year using the Measures of Academic Progress (MAP). 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 Dynamic Indicator of Basic Early Literacy Skills (DIBELS) as well as other (MAP, SBA, etc) assessments. 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 the 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, religious, or philosophical 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 School Procedures

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.

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 that 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 current law stresses students are not to be chronically absent. This means any absence, of any kind exceeding 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 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 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.

General facts

- No child should be allowed to miss valuable school time because of head lice or nits.
- Head lice are not a source of infection or disease; they are simply a nuisance.
- The adult louse (one) is 2 to 3 mm long (the size of a sesame seed).
- While the louse lives on the head, it feeds by injecting small amounts of saliva and taking tiny amounts of blood from the scalp every few hours.
- The saliva may create an itchy irritation. With the first case of head lice, itching may not develop from 4 to 6 weeks, because it takes some time to develop a sensitivity to louse saliva.
- Head lice infestation in an individual is likely to have been present 4 to 6 weeks by the time it is discovered.
- Research supports students with active head lice should remain in class. This poses little risk of transmission to others. Parent/guardian should be notified by telephone or note home at the end of the school day regarding the need for prompt proper treatment.
- Head lice usually survive less than 1 day away from the scalp and eggs cannot hatch at room temperature.
- Head lice are not a sign of poor hygiene, dirty hair or lack of parental care. Washing hair does not kill head lice, as they can survive under water for several hours. Anyone with hair – long or short, clean or dirty – can get head lice.

Transmission/detection

- Lice do not hop, jump or fly; they crawl. Transmission in most cases occurs by direct contact with the head of another infected individual.
- It is important not to confuse nits (eggs) with dandruff, hair casts, hair spray droplets, scabs, dirt or other insects. Nits are more difficult to remove because they are “glued” on the hair.
- The standard for diagnosing head lice is finding a live louse on the head.
- Routine classroom or school wide screening for live lice has not been proven to have a significant effect on the incidence of head lice in a school community over time.
- Head lice infestations have been shown to have low contagion in classrooms.

Treatment and Prevention

- Contact your health care provider as to using either an over-the-counter or prescription medication.
- Pediculicide spray should not be used. Furniture, carpeting, car seats, and other fabric-covered items can be vacuumed.
- One of the best ways to protect others from head lice is for parents/guardians to check their own children at home on a regular basis. If lice are found, they need to be treated.

Frequently Asked Questions

Why doesn't Ocosta School District change the head lice policy to not allow lice or nits?

Both the Centers for Disease Control and the American Academy of Pediatrics do not recommend “no nit” policies. Exclusion of students for any reason is shown to increase truancy and decrease academic performance. Ocosta School District wants to reduce these barriers and keep children in the classroom.

Is it easy to get head lice?

Head lice are spread by direct head-to-head contact. Lice do not jump or fly. They are harder to get than a cold, flu, or strep throat.

Do head lice spread disease?

No. Head lice do not spread any known disease.

Does keeping a clean house help stop head lice?

Cleanliness has no effect on the spread of head lice. Lice actually prefer clean hair to dirty hair.

Do I need to remove every single nit to get rid of head lice?

Nits that are more than ¼ of an inch from the scalp have already hatched and pose no risk of spreading lice.

Don't most kids get head lice at school?

Head lice are spread by direct head-to-head contact. It is more likely from family members, sleepovers, or close playmates.

Can head lice be spread from hats and helmets?

Head lice are not often spread by hats or helmets. Hairbrushes and bedding are more often how they can spread.

Why doesn't our school do head lice checks on all children?

Head lice rarely spread at school. Taking time out of the school day to check for head lice takes away from important instructional time. Routinely checking your family members and close friends is more effective.

Should I treat everyone at home if my child has head lice?

Only the person with live head lice should be treated. Lice shampoos are insecticides and can be dangerous for people if used too often. Check every member of your household for head lice and only treat those who actually have lice.

Can my pets get head lice and then spread it?

Human head lice only infect humans. You cannot give your pet head lice and pets do not carry head lice.

Should I use a bug bomb or insecticide on my home to get rid of the lice?

Do not spray insecticide in your home or on clothing. These can be dangerous to people. Head lice that fall from the head will die by the next day.

Can nits that have fallen out of the hair hatch and then spread to another person?

Nits are "stuck" to the hair shaft and very difficult to remove. They do not fall off the hair. Once a nit hatches the larvae must find a human head or it will die within hours.

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 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

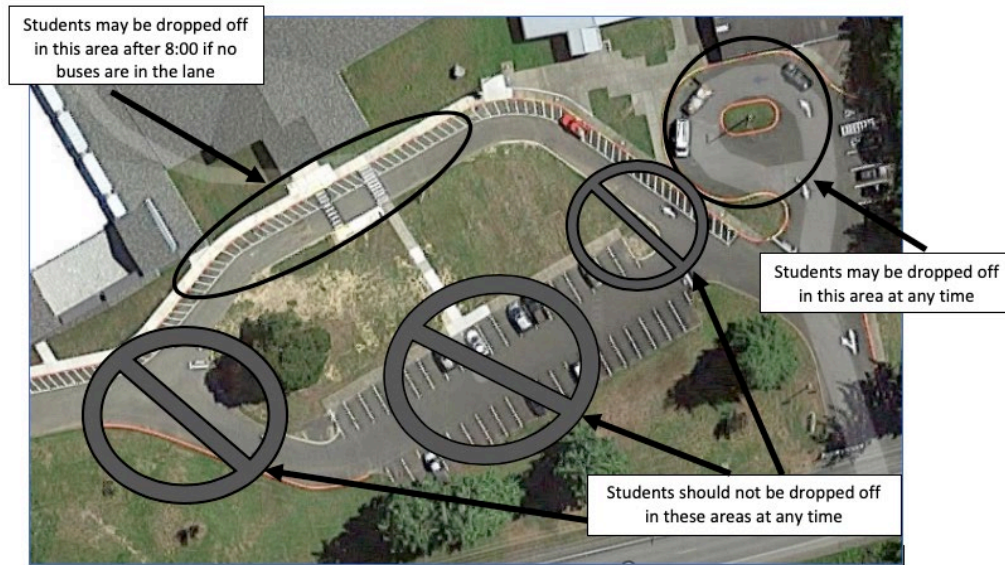
All students will enter through the activity entrance doors in front of the cafeteria and gym area. Students who are dropped off will need to walk to the activity entrance to the north of the front office doors. For security purposes, all other outside doors are locked. Students who arrive after 8:10 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 1:30 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 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 7:45. 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 Remind 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 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. Make up 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 9.41.280 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 meets the first Wednesday of the month. Many activities, including Missoula Children's Theater and Halloween Carnival, 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.

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, Cory Criss – 360-268-9125, 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.

Discipline Process

Problem Solving

Students will receive help solving their problems from a staff member. The solution may include peer mediation, individual/group activities, etc. Students may take self-initiated time-outs to avoid conflicts. Self-initiated time-outs should not interfere with work or classroom task completion and will need to be part of a written plan. The staff member will help students with planning and mediations.

Recovery

Recovery is designated for students to take time-outs in order to address behavior that interrupts their learning. Recovery can happen in the classroom, another classroom, or in the school office. Once the student is prepared to return to class, they may do so. The teacher is responsible for letting the parent know the student required Recovery that day and maintaining documentation of the incident. Notification may be by phone, by mail, or by letter home with the student. If a student requires Recovery frequently he/she will be referred to the Intervention Team.

In School Suspension

Students may be referred to in school suspension (ISS) at the discretion of the principal after conferring with the teacher and student. Various factors will be considered if a referral to ISS is issued including but not limited to the following: severity of the incident, impact on safety and learning, student's disciplinary history, and/or any documented special needs. Parents will be notified by the principal if an ISS referral is made.

Referral Process

The staff agrees severe behaviors are unacceptable in our school as they interfere with safety and the educational process. Student behavior will be addressed through a referral system to the principal. The following will constitute the process:

- A referral, stating the reason, recommendations, etc. will be completed and sent to the office with the student. The student will go to the office to wait until the principal is available.
- The teacher or principal will notify parents either by phone or in writing of the behavior referral.
- The student will be sent back to the classroom after the action plan is developed.
- The teacher will be notified when the action plan has been completed and the final copy of the referral will be kept in a student's electronic disciplinary file.

A referral list will be kept in the school office including student name, referring person, date, and time. The principal will follow the district guidelines for discipline as outlined in Ocosta School 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

Jessica Todd 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.

Federal Notices 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 all notices and call your school at (360)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 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 above. This is often the fastest way to resolve your concerns.

Complaint to the School District

- **Step 1:** Write Out Your Complaint
- In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint by mail, fax, email, or hand delivery to the district superintendent or civil rights compliance coordinator.
- **Step 2:** School District Investigates Your Complaint
- Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days, unless you agree on a different time period. If your complain involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.
- **Step 3:** School District Responds to Your Complaint
- In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance

with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response, unless you agree to a different time period.

Appeal to the School District

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

Complaint to OSPI

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

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

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

Mail or Hand Deliver: PO Box 47200, 600 Washington ST 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 268-9125 by September 28. Additionally, the district may release a student's address and telephone number to law enforcement or CPS. (See Policy 3231P.)

District policies and administrative regulations

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

Enrollment information available

Enrollment legislation states the following: "Each school district board of directors annually shall inform parents of the availability of the 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 of 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.

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 Jessica Todd (268-9125, ext. 2004) For more information, visit the school's website at <http://www.ocosta.org>.

Nondiscrimination statement

Nondiscrimination Statement: The Ocosta School District does not tolerate discrimination in connection with any programs, activities, or employment based on race, color, national origin, sex, sexual orientation, including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district Civil Rights Coordinator, Ms. Heather Sweet, 2580 S Montesano St, hsweet@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.org.

Civil Rights Coordinator:

Nicholas French, Director of Teaching and Learning
2580 S Montesano St
Westport, WA 98595
nfrench@ocosta.org
360-268-9125 x1005

Title IX Officer:

Dr. Cindy Risher, Elementary Principal
2580 S Montesano St
Westport, WA 98595
crisher@ocosta.org
360-268-9125 x2001

Section 504 Coordinator:

Christopher Pollard, JH/HS Principal
Cindy Risher, Elementary Principal
2580 S Montesano St
Westport, WA 98595
cpollard@ocosta.org
crisher@ocosta.org
360-268-9125 x3001 / 360-268-9125 x2001

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.org>.

Parent involvement policy

Each year, schools receiving Title I, Part A funds are required to notify parents and the community of our written parental involvement policy. The School/District Parent Involvement Policy is mailed home in August each year. Another copy can be requested by contacting Jessica Todd at 268-9125, ext. 2004 or found at <http://www.ocosta.org> under district policy 4130.

Pesticide and Herbicides Control

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

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 every January.

Prohibition of harassment, intimidations, and bullying

The Ocosta School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is 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 identify, mental or physical disability, or other distinguishing characteristics.

State requires school attendance

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

Student pictures and videos in school

Ocosta School District likes to celebrate student success and activities by including pictures of students in publications, broadcasts and on the district web page. If you do **not** want your child's pictures taken, please submit that request in writing to your school principal or the District Office. This request will be applicable for the entire 2018-2019 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 Cindy Risher at 268-9125 x2001 or Principal Christopher Pollard 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 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/Western WA region)

Ocosta Elementary School Facebook Page

Closed campus

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

Child Find

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

- 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 (360) 268-9125, ext. 1006, 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.org.

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

<http://www.doh.wa.gov/YouandYourFamily/Immunization/FormsandPublications/Forms>.

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

Parents can now print their own child’s Certificate of Immunization Status (CIS) through a new web portal called MyIR (My Immunization Record). This secure online system pulls data from the WA Immunization Information System (IIS). Health care providers in Washington State enter your child’s immunizations into this system when they give your child a vaccination. Parents just need to print, sign, and submit the CIS form to the school or preschool/child care. Go to this website for more information about this new system: <https://wa.myir.net/>
Please call (360) 268-9125; ext. 2010, 2002, or 3002 for help or more information.

Heather Sweet, Ocosta Superintendent

School lunch and dinner program

The Ocosta School District will again be participating in the Community Eligibility Provision program for 2019-2020. The program allows schools who meet eligibility requirements to offer free meals to all students. This will ensure that all students will have access to the healthy food they need to be successful in school. This program will benefit the district in a variety of ways. All children will receive a nutritious breakfast, lunch and dinner at no charge and the district will be eligible for federal funds from a variety of grants. The district uses these grants to provide learning programs for your student. **Every family** is asked to complete and return a simple Family Income Survey. The Family Income Survey will be distributed with registration packets at the beginning of the school year and again at conference times for those who might not have received one. **Income surveys must be returned to your child’s building by the end of September. Participation levels determine the district’s continuing eligibility for federal funds.**

Dinner is served ...

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

Kindergarten & preschool registration

Parents may register their children for preschool or kindergarten anytime between 8-3:00 pm after August 29th. If registration hours are not compatible with your schedule, you may request paperwork by calling 268-9125, ext. 2002, and it will be sent to you. Preschool children must be age 4 by August 31 and kindergarten students age 5 by August 31. 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, ext. 2002.

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.

Building offices reopen on August 21st

The high school and elementary offices will re-open August 22nd for business. Parents can register their students, purchase ASB cards, yearbooks, and parking permits at that time. Schedules will be available in September.

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.

OCOSTA ELEMENTARY SCHOOL

2580 S Montesano St, Westport, WA 98595 360-268-9125

BUS ROUTE FORM

Name of Student: _____

Name of Parent/Guardian: _____

Home Phone: _____ Cell Phone: _____

Grade: _____ Teacher: _____

Does student NEED transportation services? Yes No

Pick Up Address: _____

Drop Off Address: _____

Does student have a second address (Daycare/Relative) that they go to on occasion?
 Yes No

Name and Address of Daycare/Relative _____

Relationship: _____ Phone: _____

All Kindergarten students **MUST** have a parent outside with them for Pick Up and Drop Off.
Ocosta Transportation will contact the Parent/Guardian with approximate times of Pick Up and Drop Off.
If you have questions, please call Cory Criss at 268-9125 ext. 4001.

If there is a change to your child's transportation for the day,
please call 268-9125, ext. 2018, **BEFORE** 1:00.

Parent/Guardian Signature: _____ Date: _____

FOR OFFICE USE ONLY

Route # _____ Stop # _____

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Volunteer Confidentiality Agreement

What you hear or observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the student and the school team.

In order for our building to be a safe secure place for our students to learn and grow, we ask that parents working within our school show respect for students and teachers alike by honoring our request for keeping information regarding students and teachers confidential. The Family Educational Rights and Privacy Act (FERPA) provides students and families privacy protection under federal law. Sharing information outside of school violates students' rights.

I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration.

What I hear or observe about students or staff while volunteering at Ocosta Elementary will remain confidential. While performing volunteer services for Ocosta Elementary, I am bound by laws and policies which protect the privacy of student information I am given access. I agree to keep this information in the strictest confidence and the failure to do so may result in my being denied the opportunity to volunteer. I understand that I may only take photographs of my child(ren).

Printed Name: _____

Signature: _____

Date: _____

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.

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2580 S Montesano St, Westport, WA 98595 360-268-9125

September 2019

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 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.org>). 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 2019-2020 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,

Dr. Risher and the Ocosta Elementary Staff

Student Name

Teacher

Student Signature, grades 3-6

Date

Parent Signature

Date