

O.C.E.A.N. K-12

*An Alternative Learning Experience School
in the Port Townsend School District*



OCEAN =

Opportunity Community Experience

Academics Navigation

2021-2022

Handbook

3939 San Juan Avenue, Port Townsend, WA 98368

website: <http://www.ptschools.org/schools/ocean>

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Port Townsend School District Mission and Vision

“Learning Through a Sense of Place”

Vision

We create and enable the culture, competence and conditions to ensure each student is prepared for meaningful work and engaged citizenship in our diverse and rapidly changing world.

Mission

Through community focused, maritime place-based projects, students develop effective thinking, effective action, and effective relationships. As a result, our students demonstrate meaningful accomplishments as engaged citizens.

Maritime Discovery Schools

The Port Townsend School District has a district wide initiative to integrate maritime and place-based learning projects into the curriculum across all grade levels and subjects. Students will participate in maritime and place-based projects through their regular course work and classes. Projects provide opportunities for students to be creative, be stewards and good citizens in the community, take on leadership roles, and build connections to our community.

OCEAN's Mission and Vision

<p>OCEAN</p>	<p>The OCEAN VISION: Port Townsend School District's OCEAN K-12 Program (Opportunity, Community, Experience, Academics, and Navigation) works in partnership with families and community to provide an alternative learning environment where each student develops the knowledge, skills and self-confidence to become creative, successful and engaged citizens.</p>
<p><i>Opportunity</i></p>	<p>Opportunity for families and teachers to form a partnership to educate their children. Opportunity for student growth academically, artistically, socially, emotionally.</p>
<p><i>Community</i></p>	<p>Establishment of community through multi-age classes and family events. Establishment of cross-generational mentorships within the OCEAN community and with the larger community.</p>
<p><i>Experiences</i></p>	<p>Commitment to hands-on learning that grounds academics in real world experience. Commitment to experiential learning opportunities that reflect the values and skills of our parent body and local community.</p>
<p><i>Academics</i></p>	<p>Focus on continuous academic improvement in core curricular areas. Focus on setting high academic standards and expectations and helping students achieve them.</p>
<p><i>Navigation</i></p>	<p>Facilitation for students to find their way around life's obstacles to learning. Facilitation for students to map pathways to success and future goals.</p>

Collective Agreements

In order to achieve the shared vision of our school OCEAN staff have made the following collective commitments:

Staff will:

- Provide parents with resources, strategies and information to help students succeed with their family commitment for their WSLP's through our monthly conferences, and monthly playlist
- Invite parents and families into class to help them feel they are part of our learning community and to share their expertise and experience with us.
- Communicate student progress to parents regularly, in conference, e.g. phone calls, e-mail, progress reports, etc.
- Plan and deliver engaging and challenging lessons aligned with the Common Core State Standards and Next Generation Science Standards
- Clearly explain expected learning targets to students
- Check regularly for learning to inform instructional decisions
- Provide timely feedback to students to improve learning
- Connect and engage local community partners to enhance our students learning and provide real world learning experiences for them.
- Differentiate learning to meet the diverse needs of our student population.
- Provide multi-age learning experiences for all students.
- Collaborate with colleagues around student progress using a data driven process when possible
- Develop and maintain student's Written Student Learning Plan
- Uphold OCEAN Principles and Safety Guidelines
- Come prepared/on time for all OCEAN classes
- Come prepared/on-time for all OCEAN conferences
- Provide assignments at appropriate level for students
- Provide feedback on progress and quality of work

Students will:

- Consistently attend classes and arrive on time
- Actively engage in classes by doing these three things: Think!, Try!, Participate!
- Turn in assigned work on time
- Self-advocate and ask questions when you don't understand
- Schedule time to fulfill your commitment to complete assigned tasks at home
- Read outside of school-aim for 30 minutes a day
- Study to prepare for quizzes and tests
- Budget time to prepare work for long-term project-based learning to meet weekly goals
- Maintain healthy eating and sleeping habits
- Uphold OCEAN Principles and Safety Guidelines
- Come prepared to all classes/conferences
- Come on time to all classes/conferences
- Maintain OCEAN paperwork (timesheets, WSLP reviews, etc.)

- Complete assigned weekly hours/assignments
- Maintain appropriate and positive school attitude
- Notify OCEAN staff of absences
- Notify OCEAN staff with visitor requests prior to class time
- Participate in required state and district assessments

Parents:

- Commit to deliver the at-home component of the instruction. They should use the monthly playlists and school provided materials to do this.
- Participate in monthly WSLP conferences with OCEAN teachers and support your students to meet their monthly goals.
- Complete the weekly timesheets to track at home instruction time, and turn in timesheets weekly or at monthly conferences.
- Ask questions to ensure parents understand the Common Core State Standards, and Next Generation Science Standard skills that students are working on at home.
- Work with teachers to solve problems and issues occurring in the at-home portion of your instruction and support.
- Ensure your child arrives to classes on time, well-rested, and well-nourished
- Provide a healthy environment for your child to study, read, and do homework
- Talk with your child about school. Send the message that you believe school is important and expect them to do well
- Provide instruction at home to meet individual WSLP goals and district & state requirements
- Uphold OCEAN Principles and Safety Guidelines
- Come prepared and on time to all conferences
- Help your child come on time to all classes/conferences
- Maintain OCEAN paperwork (timesheets, WSLP reviews, etc.)
- Provide study area and time for child to complete assigned weekly hours/assignments
- Provide school supplies and transportation as needed
- Notify OCEAN staff of absences

Ask for help if your family needs assistance-we are your partner in your child's education.

Culture of Equity Statement

OCEANl commits to championing policies and practices of cultural equity that empower a just, inclusive, and equitable learning environment- a culture of mastery. We recognize that some existing practices in the education system grant privilege and access unequally. We believe that equity is crucial to ensure that everyone has equal access to a full and vibrant life. In a culture of mastery, everyone on staff believes that all students have the capacity to meet high expectations and we are committed to maintaining systems of support to align with that belief.

Contacting OCEAN Staff

OCEAN Office 360-379-4272

3939 San Juan Ave, Port Townsend, WA 98368

Teachers:

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Kyle Reynolds, 360-379-4251, kreynolds@ptschools.org, Port. 801

Molly O'Brien, 360-379-5550, mobrien@ptschools.org, Port. 803

Counselor

Eliza Farrell, 360-379-4544, efarrell@ptschools.org

Administration

Sarah Rubenstein, Principal, 360- 385-6661, srubenstein@ptschools.org

Dr. Linda Rosenbury, Superintendent, 360-379-4501, lrosenbury@ptschools.org

OCEAN Calendar 2021-2022

Sept. 2rd	Back-to-School Night, 5:00 - 6:00
Sept. 7th	School Starts: Activity Logs & Course Studies begin
Sept. 7th - Sept. 10th	WSP conferences
Sept. 13th	All Classes begin
Sept. 27- Nov. 10	SBAC Testing (may modified class schedule)
Oct. 15th	<i>No School - Teacher Inservice</i>
Nov 11	<i>No School - Veterans Day Observed</i>
Nov 25th-26th	<i>No School - Thanksgiving Break</i>
Dec 20 - Dec 31	<i>No School - Winter Break</i>
Jan 3	School Starts
Jan 17	<i>No School - MLK Jr Day</i>
Jan 28	First Semester Ends
Feb 18	<i>No School - Weather Make-up Day</i>
Feb 21	<i>No School - Presidents' Day</i>
Apr 4-8	<i>No School - Spring Break</i>
Apr 7 - May 31	SBAC Testing (may modified class schedule)
May 27	<i>No School - Weather Make-up Day</i>
May 30	<i>No School - Memorial Day</i>
June 17	<i>Last Day of School</i>

Starting week one of school:

ELA K-8

Reading:

K- 8 All students should be reading or listening to stories daily. 30 minutes per day. Write a daily reading journal that summarizes what you read. Come prepared to talk about what you read.

Writing:

K-8: Write a story about a dog or cat that starts to talk. This can be your dog or a made up one. They can become president or just enjoy discussing how great fresh hamburger meat is.

English High School

9-12 - Write a 3-4 paragraph opinion letter or essay about a book you read recently and why you recommend (or don't recommend) the book.

Math:

K-5 Practice math basic operations - counting, adding, subtraction, multiplication and division. Write two things that you know very well and two things you want to learn next.

6-12 Pick up review packet of important math skills and complete. (will be available at open house).

Science

K- 5 Observe, draw and write: What is one thing in the natural world that interests you and that you can observe easily. Take time to observe, draw and describe what you see. What do you know already? What do you wonder?

6-8 Complete Survey and Pages 4-6 in Earth's Structure Workbook.

9-12 Complete Survey and news article assignment.

Social Studies / History:

K-8 Pick up a map of Africa. Begin to learn the names of the countries. Find library books about Africa and read and take notes.

9-12 Find a newspaper article about an important issue happening today outside our country. Print it out. Read it. Write a short (1 -2 paragraph) summary and one paragraph with your opinion about it. Write three questions you still have about this issue.

P.E.: Walking, riding a bicycle, skateboarding, swimming, soccer, softball, football, dance, climbing, stretching or yoga, a game of tag, lifting weights, heavy chores, etc.

Arts: Drawing, painting, sculpting. Play a musical instrument, make a musical instrument out of hollow pieces of wood, string and bucket, wire screen.

Enrollment

Enrollment Requirements

Students and families who want to enroll in OCEAN must meet the following requirements: Complete an application for the program and be accepted based on space available and district approved enrollment procedures.

1. Interview with OCEAN staff and/or Principal.
2. Students must have complete immunization records on file.
3. Reside in the Port Townsend School District or have signed an Inter District Transfer Form (required annually).
4. The certificated staff member will develop a Written Student Learning Plan (SLP) with the following data:
 - a. The beginning and ending dates of the plan
 - b. Description of the learning activities to be completed
 - c. Complete weekly Activity Logs that reflect student hours engaged in educational activities.
 - i. Full time student grades K-8 = 28 hours weekly
 - ii. Full time student grades 9-12 = 30 hours weekly

Enrollment Deadlines and Interest List

Open enrollment is available until the first Friday of school, for the 2021-22 School year, September 3. After the first Friday of the school year students will be accepted as space is available in the grade level. When space is not available an interest list will be maintained and if a space becomes available students will be notified in the order added to the list.

Testing and Assessment

Students are required to take all state tests. They will also be given other standardized tests to check performance level through the year.

Monthly Conferences/ Progress Reviews

It is required that parents comply with and attend monthly progress review deadlines and appointments. **Failure to do so will result in a letter of non-compliance and may result in dis-enrollment from the program.** If you need to reschedule an appointment, please call contact your conferencing teacher as soon as possible.

Parents and students must come prepared, with evidence, to the monthly progress review meeting. Failure to be prepared will be counted as a missed review and the appointment will need to be rescheduled.

Non-Compliance Procedures

Students and families must commit to doing the following:

- a. Students must attend class regularly and be making adequate progress as determined by the OCEAN teachers.
- b. Students must also comply with individual, class, behavior, and participation guidelines.
- c. Students/families must complete the weekly activity logs.
- d. Students/families must attend monthly conferences/ progress reviews
- e. Students/families must contact the teacher to excuse any class absences.

If the above requirements have not been met in accordance with the learning plan:

- a. A letter of noncompliance will be issued. This starts a probationary period.
- b. Dismissal from the program may result if the infractions have not been remedied during the 30 day probation period.
- c. Failure to meet the review requirement for two consecutive meetings will result in dismissal from the program.

Continued enrollment at OCEAN will be based on compliance, discipline/behavior, and adequate student progress.

Family Resource Meetings

OCEAN Family Resource Meetings help support the OCEAN staff in their pursuit of educational excellence for students and families enrolled in Port Townsend OCEAN K-12 Program. The goals of the meetings are information sharing, discussing the quality of the program and to assist with the design of holistic goals for the future benefit of the program. The OCEAN Principal, ORCA Leaders, OCEAN Families and students are all invited to attend and participate.

It will support the OCEAN Staff in fulfilling its Mission and Vision, and through supporting its School Improvement Plan.

Family Volunteer Opportunities

OCEAN K-12 is a community of students, teachers, and families. Together, we are all working to create the best possible educational experiences for our children. There are many ways that parents/families can get involved to help us. Please let us know if you are interested in any of the following activities:

1. **ORCA** - This is our “PTA” parent group. They are key to our fundraising and planning and are active in making community connections for OCEAN.
2. **FIELD TRIPS:** Coordinator: We are always looking for organizers to arrange for field trips and to coordinate drivers. Chaperones & Drivers: To drive for field trips, please complete the district paperwork, including a copy of your driver’s license, insurance statement and vehicle inspection. Additional non-driving chaperones are always welcome!
3. **CLASSROOM ORGANIZATION:** We can always use help with photocopying, mailings, organizing our library, art supplies, and book-shelves, creating databases for books and materials issuance.
4. **CLASSROOM SUPPORT:** Parents are welcome to come to class to work with students individually or in small groups. Please work with the teachers in advance. There are specific volunteer forms to complete.
5. **SHARING A SKILL:** Family members with special skills, interesting journeys, and diverse work experiences are invited to come share your expertise.
6. **FUNDRAISING:** There are many creative ways to raise money and many creative ways that we could use it! If you want to help support field trips, the purchase of special curriculum or classroom items, or provide special events, help us do a fund-raiser. Volunteers

District Volunteer Application

Any adult volunteer working in the classroom or joining a field trip will need to complete the district volunteer form, including verification of COVID vaccination. Forms can be found on the website. Any adults driving non-family members in a car or driving a school district van will need to complete the district volunteer driver process.

THANK YOU FOR BEING PART OF THE OCEAN COMMUNITY!

Field Trip Guidelines

All field trips in OCEAN are parent accompanied. We do have the ability to take a few unaccompanied students on trips with me. Students wishing to do this must have excellent attendance and behavioral record. While on the trip students must follow all directions and safety guidelines. Failure to do this will result in students not being about to attend unaccompanied.

Attendance

Students who choose to attend OCEAN classes need to attend classes. Missing one class is like missing a week of school. If an absence is unavoidable, please call to let us know why you will not be here. All absences need a parent excuse by phone, email or note. To be an Excused absences it must meet the criteria in WAC 392-401-020 and in Policy 3122.

Students who are frequently tardy or miss class may be dropped from the class and will complete their studies on an independent basis.

Truancy

Beginning with the 2021-22 school year, OCEAN will be required to follow the state truancy rules. Valid justification for a missed weekly contact must fit the excused absence criteria in WAC 392-401-020 and in Policy 3122.

After 1 missed weekly contact without valid justification: We will contact the student's parent/guardian of the potential consequences of additional missed weekly contacts. (WAC 392-550-040)

After 2 consecutive or 3 cumulative missed weekly contacts without valid justification: We will schedule a conference with the parent/guardian and develop an intervention plan.

At 5 consecutive or 6 cumulative missed weekly contacts without valid justification: We will file a truancy petition with the Office of Juvenile Court. Court must stay the petition. Refer parent and child to a community engagement board (CEB) or other coordinated means of intervention. (WAC 392-550-040)

Lunch & Snacks

To support healthy nutrition, students are welcome to access the breakfast and lunch program at Blue Heron School. Free & reduced rates are available for families who qualify. There is no cafeteria in OCEAN, so students eat in the classroom if they have sack lunches, or in the Blue Heron Commons if they are accessing school lunches.

With this in mind, we expect that all students will be respectful of others as they eat. Many of our students have dietary restrictions, so we ask that you please limit sharing of food, and be aware of these restrictions when bringing a class treat. We also ask that students limit their beverages to single serving size and not bring energy drinks or other heavily-caffeinated beverages.

Visitors

Visitors who are respectful of the OCEAN Class Guidelines may visit and participate appropriately in class activities with instructor permission. Contact the class instructor before bringing a visitor so that we may be prepared with sufficient materials. Visitors who are brought without prior permission or who are disruptive to the educational process may be asked to leave the school premises. Adult volunteers must complete the district volunteer background check and application.

High School Class Credits

Class attendance and participation count toward your course grade. Classes are considered enrichment and enhancement to your studies to help provide a more meaningful experience with the topic. Attendance is maintained in all classes. Some experiential classes depend upon attendance for credit.

Credits, in the form of Carnegie Units, are used to determine a student's passage through required course material. OCEAN credits are counted toward Port Townsend School District's High School Diploma. All of our graduation requirements are the same as Port Townsend High School's requirements. While some course materials will differ, the general concepts and expected competencies are comparable.

Students are also expected to meet state graduation requirements by setting up a High School & Beyond Plan, earn a minimum total of 24 credits for class of 2019 & beyond, complete and present a Culminating Project, Senior Presentation, and meet the state exams (HSPE/Smarter Balanced) and EOC (End of Course) standards in order to graduate.

We cannot yet offer Competency-Based credits; so time must be logged, according to the Carnegie Unit principles. Each course must comprise seat-time (activity log hours), products (assignments) and mastery (assessments), as illustrated below.

High School Course Grading

High school courses are graded on a scale of **A, B, C, P**, or Not yet Completed (**NC**), with "+" and "-" as modifiers (except A+).

Students have one year from time of grade submission to complete a course, or it will be remain as a No Credit (NC) on their transcript. Teachers may use P for courses made up after more than one semester's time has lapsed. Summer Session counts as an interim semester.

- A** Excellent quality; neat, complete and accurate; little room for improvement. Student has excelled in mastery of the concepts. (90-100%)(Standard 4)
- B** Very Good quality; neat, complete and accurate; some improvement possible. Student has strong comprehension of most concepts. (80-89%)(Standard 3.5)
- C** More than minimum effort; satisfactory presentation and completeness of products. Student has good comprehension of most concepts. (70-79%)(Standard 3)
- P** Work was completed to a satisfactory level (70% or better)(Standard 3-4) to close a credit previously left open for more than one semester's time.
- NC** Student has not yet met the minimum requirements in time or products; products are incomplete or missing. Student has not mastered concepts. (<70%)(Standard 1-2)

Or, Student did not complete in-progress work and more than one year has elapsed.

Grades are determined through assessments, teacher evaluation of products, student self-evaluations, and conferencing with the parent and/or student.

Semesters

Courses are presented in a semester-long format, with 0.5 credit offered per course per semester. Students must earn a 70% or better grade, with 70% or better completion, and completed activity logs (timesheets) in order to earn credit.

The Components of High School Credit

High School Credit through OCEAN is comprised of three key parts, surrounding a fourth:

Time +Product + Mastery

These are achieved through effort.

Time: One semester credit requires 75-90 documented hours. One full year credit requires 150-180 documented hours

Definitely, time is a result of effort, and the more hours put into a course, the higher the output in quality and products. Documentation is provided through weekly activity logs.

Products: Students will have a variety of assignments that are part of the course requirement. Quality completion of these projects, worksheets, reports, etc. will increase the sense of pride in work done well.

Mastery: Through conferencing and classes, students will be regularly assessed on their comprehension of course material. This may be done through written tests, essays, take-home exams, class discussions, or interviews during conferences. It is our responsibility as teachers to verify that you have not just put in the hours, but that you have gained new knowledge and skills from the effort.

High school credit is earned through the time invested (class and at home as written on activity logs) assignment completion, and mastery of academic skills.

High School Graduation

The diploma offered through our program is a **Port Townsend High School diploma**. Students will be required to complete all state and Port Townsend School District graduation requirements associated with their graduation year in order to earn a diploma.

PARTICIPATE IN REQUIRED STATE ASSESSMENTS

All students must participate in testing for English Language Arts, math and science on state and national exams, or a state-approved alternative or an assessment for students in special education. Exam requirements vary by graduation date. Please contact the high school counseling office with questions.

GRADUATION PATHWAYS

Students have multiple ways to demonstrate college and career readiness to meet or exceed standard in a variety of pathway options, including:

- Meeting standard on state assessments
- Meeting standard using SAT or ACT exam scores
- AP Courses and/or exam scores
- College level credits earned in approved courses
- Transition Courses
- ASVAB Score
- Sequence of approved CTE courses

An explanation of each option is available through the counseling office, in school board policy 2410, and is published on the list of graduation requirements which are provided to students annually.

COMPLETE A CULMINATING PROJECT

A successful culminating project is a combination of three phases of learning: research, a project and a presentation. In this process, students will identify, research and complete a meaningful project which connects them to an area of interest for career exploration or will have a positive impact on their school, community or world. The identification of a 'topic' is selected at the start of a student's senior year. The research is completed through senior English and the project is supervised through senior CWP. The final phase of this program occurs in May of senior year where seniors give a presentation to a teacher and community panel sharing their project, portfolio items and plan for the future. Students who do not have English 12 and/or CWP on campus will receive help through the "Culminating Project Seminar."

EARLY GRADUATION REQUIREMENTS

Students wanting to earn credits to graduate early can take courses by correspondence at their own expense.

DEFERMENT OF GRADUATION REQUIREMENTS

A student who maintains a full academic schedule may be eligible to defer completion of certain graduation requirements until their schedule allows enrollment in the required courses. For example, an orchestra student who is also enrolled in English, math, science, foreign language, and history (a full time academic schedule) could request to DEFER their occupational education requirement until their schedule allowed enrollment in an occupational education course.

PHYSICAL EDUCATIONAL REQUIREMENT

1.5 credits of physical education are required for graduation. Students may have their PE fulfilled by completion of five (5) PTHS sports seasons. 3 seasons = 1 year. 2 seasons = 1 semester. This option, however, does not grant credit. Reference RCW 28A.230.055 for further information. Students may also be required to demonstrate knowledge and basic competency of health and wellness standards as part of the PE waiver process.

ADDITIONAL CREDIT OPTIONS

Students may earn up to 6 credits for study outside of school, through independent contracts and correspondence or home school study. Elective credits may be earned for study outside of the regular curriculum. With prior permission from the school, students may earn elective credits in areas such as work experience, private music instruction, or other areas of enrichment.

Correspondence Courses: Credits may be granted through approved and accredited correspondence schools. Application information is available in the counseling office.

Running Start: Running Start is a program which permits eleventh and twelfth grade students to enroll in courses or programs in a community college or technical college without paying college tuition. Both high school and community college or technical college credits may be obtained for successfully completed courses. Evidence of

successful completion of each course will be included in the student's public high school records and transcripts. The college determines whether the student qualifies for admission. As part of this process, the student may be required to take the "Asset Test" administered by the college. Cost of transportation to and from the community or technical college and cost of college books and other student owned or consumable supplies are the responsibility of the student.

It is noteworthy to point out that Running Start instructors and community college officials DO NOT inform parents of student progress. Running Start students must accept complete responsibility for their attendance and academic performance. For specific information regarding these options, contact high school counselors.

School Supply List For At Home Learning

Each student and family can decide what supplies will help support learning. Below are suggested supplies for home learning.

Suggested Student Supplies (K-12):

box of 16 crayons (elementary)

pencils & pens

scissors

colored pencils

felt-tip markers

glue/glue sticks

Also, for secondary (5-12)

Planner

calculator (preferably a scientific calculator - not statistics)

binder with lined notebook paper or folders with pockets

single-subject spiral notebooks (one for each course)

MATH/SCIENCE:

compass, protractor & straight edge (Geometry)

graph-paper composition books for math and science (lined paper is acceptable with graph paper available for particular assignments required it)

If this is a hardship, please let us know. We have supplies at school we can share.

Safety Guidelines

For your own safety and as a role model to the younger students on our campus

Getting Here and There

- follow school bus safety rules and be respectful on public transportation
- wear a bicycle helmet when bicycling
- look & listen before crossing streets
- stay on known paths & streets

On Blue Heron School Campus

- walk your bike on campus - park it in designated areas
- carry your skateboard (no skateboarding on campus)
- use walkways & crosswalks
- walk inside buildings and keep to the right
- use appropriate language - remember, there are impressionable young people here

In class - in the Portables, in the Main Building, and in the Community

- promote mental & emotional safety by being kind and helpful toward others
- follow teacher directions
- stay with the class unless directed otherwise by the adult in charge
- keep hands, feet and objects to yourself
- stay out of cabinets and unapproved areas except when following teacher directions
- follow teacher instructions for personal technology use (cell phones, iPods, etc.) and for school technology (computers, cameras, etc.)

State Law States:

NO Tobacco, Drugs, Alcohol, Weapons nor Harassment on Port Townsend District campuses or during School District events.

(Parents and students age 18 & older: Please refrain from smoking in the parking areas or within view of the school buildings and students.)

OCEAN K-12 is a drug-free, weapon-free, tobacco-free campus (including vaping, E-cigarettes and Juuls), and an alcohol-free campus. Security cameras are placed both inside school buildings and outside on the grounds and in parking areas. This is not a surveillance system, as cameras are not continuously monitored, but a security system so that footage of our campus may be reviewed to document incidents and identify individuals who may be involved in inappropriate acts. Currently, 89% of high schools in the United States are equipped with a security camera system. See Board Policy 6505 and 6505P for more information.

Students, visitors and staff are required to comply with policies and procedures regarding keeping our campus a drug-free/weapon-free/tobacco-free/alcohol-free zone.

Any individuals found in violation are subject to suspension or expulsion (when a student) up to and including arrest. For adult visitors and parents, please be aware that even though Washington State has legalized marijuana possession and use by some adults, marijuana and related paraphernalia is not to be brought on campus at any time by any individual.

School district policies outline specific language regarding these expectations:

Student Conduct Code Violations for Alcohol and Other Drug Use: Policy 3241 and 3241P, 2121 and 2121P

Tobacco: Policy 4215 and 4215P

Safe and Drug-Free Schools: Policy 5201 and 5201P

Applicable State Laws

RCW 69.50.204 Schedule 1; RCW 69.50.435; RCW 28A.600.420; RCW 66.44.270; RCW 28A.210.310

Safe And Drug-free Schools & Community Act Of 1994

It is important that all parents, staff and students understand that, by district policy and state and federal law, no firearms/dangerous weapons are permitted at any school facility (including buses), or at school-sponsored events. (RCW 69.50.204 Schedule 1), (20 U.S.C. 3161 et seq. Drug-Free School and Communities Act of 1994).

Port Townsend School District recognizes that the abuse/use of alcohol, narcotics and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavior problems, often results in diminishing academic performance, and can prevent the fullest physical, intellectual and emotional development of each student. Programs of education, prevention, intervention and after care are supported by Port Townsend

School District, in collaboration and cooperation with public and private agencies. Intervention and corrective actions for students are listed in Policy and Procedure 2151.

Tobacco (Policy 4215/4215p)

Port Townsend School District recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district and all adult members of the community have an obligation as role models to refrain at all times from tobacco use on school property and at school activities.

Any use of tobacco products or nicotine-delivering devices by staff, students, visitors and community members shall be prohibited on school district property and at school activities. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles. Employees and students are subject to discipline for violations of this policy and school district employees are responsible for the enforcement of the policy.

Dress Code

OCEAN K-12 follows the Port Townsend High School Dress Code. This is especially important as classes are held on a middle school campus.

The student dress code supports equitable educational access for all students. We acknowledge students as individuals and students' dress should respect the school and district's intent and responsibility to ensure the health, safety and mental well-being of all students.

OCEAN K-12 expects that all students will dress in a manner that is appropriate for the school day or for any school-sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

Administrators shall use reasonableness and have the discretion to determine the appropriateness of attire. Special exceptions may be made for students, in certain circumstances, with a documented health condition, or other needs.

School staff will enforce the dress code consistently, to the best of our ability and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identify, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress code expectations are in effect at all times on the school campus, as well as at any school-sponsored event, off campus.

Dress Code

A. Basic Expectation for dress:

1. Certain body parts must be covered for all students at all times.
2. Clothing must be worn in a way such that buttocks, the pubic region, and breasts are fully covered with fabric that is not able to be seen through.
3. Students must wear the following as part of their school outfit:
 - a. A shirt (with fabric in the front, back and on the sides under the arms) and
 - b. Pants, or equivalent (i.e. a skirt, dress, sweatpants, leggings or shorts) and
 - c. Shoes that are safe and appropriate for weather, course assignments, and other conditions (i.e. athletics/PE, shop, science lab, etc.)

B. Other clothing items:

1. Students may wear hoodies, hats/decorative head bands, but if the teacher expresses concern that the hoodie/hat/headband is impeding the student's focus (due to ears or eyes being covered), the teacher may require the student to remove the hood/hat/headband in the classroom.
2. Sunglasses are not to be worn indoors. It is understood that students who wear glasses with transition lenses will have an adjustment period once coming inside.
3. Students should not wear their school issued athletic uniform to school unless directed to do so by the coach for a special event (i.e. team game day attire, or cheer outfit). Specialized athletic wear that violates the dress code, but is appropriate for the sport (i.e. swimsuit, volleyball shorts) will not be worn to school as clothing.

C. Students Are Not Allowed to Wear the Following Clothing or Accessories:

1. With offensive images or language, including profanity, hate speech, pornography, misandry or misogyny
2. That denote, suggest, display, advertise or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities
3. That may interfere with the operation of the school, disrupt the educational process, invade the rights of others or create a reasonable foreseeable risk of such interference or invasion of rights
4. That reasonable can be construed as being or including content that is racist, lewd, vulgar or obscene
5. That reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech or threats to others
6. That could be considered dangerous or could be used as a weapon

7. That conceals the face (except as a religious observance)

Enforcement

School staff shall enforce the dress code respectfully and as consistently as possible, using the requirements below. No student shall be denied attendance at school for failing to abide by the dress code. Students who are referred to the office for a violation will be provided three options to be dressed in a manner that is in alignment with the dress code:

1. Students will have the option to put on their own alternative clothing, if already available at school (i.e. a sweatshirt or coat to cover up an inappropriate shirt)
2. Students will be provided with temporary clothing from the principal's office
3. Students will have the option to call their parent/guardian and arrange for other clothing to be brought to them at school.

Part-Time Students

Students wishing to take classes on other campuses should **first** meet with the OCEAN Counselor/Teacher to coordinate schedules and enrollment. We encourage students to choose OCEAN *or* on campus at Blue Heron or PTHS, as a combination schedule is disruptive to both learning communities, as such, we have limits in place. We will work with families on an individual basis for particular academic needs.

Students taking classes at other schools will need to access that school's bulletin for information about schedule changes, events and opportunities. While OCEAN staff will help to keep students informed, it is the student's responsibility to verify class times to avoid absences or tardies. Any absences should be excused within 24 hours by sending a note or calling the school's attendance office. Copies of the Blue Heron and PTHS handbook are available at the main office window and also on-line and provide more information about school policies.

Athletics

OCEAN K-12 students are eligible to participate in any district sport. An ASB Card is required for participating in PTHS Sports programs. Sports information can be found on the Blue Heron Middle School and PTHS websites.

Consequences / Discipline

We fully anticipate that students will stay in the OCEAN for many years, and as such, we take a holistic view of discipline, often treating students as we would our own children, guiding them toward positive citizenship rather than following a strict step

process of discipline. As such, the progression of consequences is used as a guide, much time spent in the first section before more severe penalties are imposed.

Students are expected to follow the principles, guidelines and expectations of OCEAN K-12 and the rules and laws that pertain to being on a school district campus. Academic concerns will include Intervention Plans and may include modified schedules or course load.

Students who choose to do otherwise will face the following consequences:

1. Verbal or written warning and reminder of principle/rule.
2. Conference discussion with parent/guardian.
3. Loss of Opportunity.
4. Revision of Plan through conference.
5. First Letter of Non-Compliance.
6. Loss of Opportunity.
7. Second letter of Non-Compliance and Review of suitability to program, possible conference/CARE Team meeting with OCEAN staff and/or administration.
8. Third and Final Letter of Non-Compliance; Exit to traditional school campus or other educational option.

In the event of a major disciplinary action, Loss of Opportunity and Letter of Non-Compliance and/or suspension may be issued immediately, as required by state and district

District Non Discrimination Statement

Port Townsend School District No. 50 does not discriminate in any programs or activities on the basis of race, creed, religion, color, immigration status, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district provides equal access to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator for State Law (RCW 28A.640/28A.642): Amy Khile, 1610 Blaine Street , (360) 379-4603, akhile@ptschools.org

Title IX Officer: Laurie McGinnis, 1610 Blaine Street, (360) 379-4602, lmcginnis@ptschools.org

Section 504/ADA Coordinator: Shelby MacMeekin, 1610 Blaine Street, (360) 379-4535, smacmeekin@ptschools.org

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 policy and procedure, contact your school or district office or view it online here: [http://ptschools.org/board___supt/board_policies_and_procedures/series_3000_-_students\(3210\)](http://ptschools.org/board___supt/board_policies_and_procedures/series_3000_-_students(3210))

District Tip Reporting Service

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

1. Phone: 360.406.4637
2. Text: Text your tip to 360.406.4637
3. Email: 1280@alert1.us
4. Web: <http://1280.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Vector Terms of Use and Privacy Policy, is available online at <http://1280.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature

- Distributing sexually explicit texts, e-mails, or pictures

Making sexual jokes, rumors, or suggestive remarks

- Physical violence, including rape and sexual assault

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

http://ptschools.org/board___supt/board_policies_and_procedures/series_5000_personnel (5011)

Complaint Options: Discrimination And Sexual Harassment

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Note: The appeal procedure above is based on the Washington State School Directors Association’s

(WSSDA) Sample Nondiscrimination and Sexual Harassment Procedures (3210P and 3205P). WAC 392-190-070 requires each school district to provide an option to appeal the district’s decision to a party or board that was not involved in the initial complaint or investigation.

Complaint to OSPI

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

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

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

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

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

Medication

All school districts in the State of Washington are required to have the approval of parents and physicians to allow the school district personnel to administer prescription or over-the-counter medication to students on school premises. This permission must be given for each instance and the permission statement is not to be a blanket statement. Students may obtain a form from the school office that will facilitate this procedure. No medicine, including over-the-counter drugs will be given without this form being filled out and returned to the school.

Health Concerns

Students who become ill during the day should report it to the teacher. The school will contact parents/guardians or the emergency telephone number listed on a personal data to obtain permission for these students to go home. A school nurse is not always available. Basic first aid materials are on hand.

Students with Disabilities

Complaints regarding discrimination relative to a disability, as it pertains to Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, are addressed in Policies and Procedures 2161 and 2162. Questions about IDEA or 504 should be directed to the Director of Learning Support Services at 360-379-4366.

Prohibition Of Harassment, Intimidation And Bullying

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:
Physically harms a student or damages the student's property;

Has the effect of substantially interfering with a student's education;
Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section required the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

BEHAVIOR/EXPRESSIONS

Harassment, intimidation or bullying can take many forms including but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical or political views provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

RETALIATION/FALSE ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Complaints regarding discrimination, harassment, intimidation or bullying are addressed through Procedure 3207. Please refer to this procedure to find the form for reporting a harassment complaint.

YOU HAVE THE RIGHT TO SAY "NO"

- If a person's behavior makes you uncomfortable, it is important that you let them know.
- Tell the harasser that his or her advances are unwelcome and you want the advances to stop.

- Don't feel forced to submit just because the harasser is stronger or in a position of power.

YOU HAVE THE RIGHT TO BE TREATED WITH RESPECT

- Your response should be respected and accepted. There are people who believe a "no" is really a "yes" and therefore do not accept refusal.
- It is important to understand that you may not be the only victim. Seek help from a staff member or an administrator.

YOU HAVE THE RIGHT TO SEEK HELP AND REPORT!

- Keep notes of the harassment if it continues. Write down the time(s) and places as well as statements and behaviors made.
- Report the harassment to a staff member or an administrator.
- Talk to counselors or administrators for information and assistance.

HOW TO AVOID STUDENT CONFLICTS

- Do not believe everything you hear.
- Rumors: Have no part in rumor spreading behaviors.
- Respect others.
- Avoid verbal confrontations, insults or put downs.
- Do not invade people's space by standing too close, staring or using threatening body language. Do not touch or push.
- If you think there may be a problem, talk to a counselor as soon as possible.
- Seek the advice of an adult. They will help you.
- Avoid physical confrontation. If you feel threatened, walk away. If you stay, you are choosing to be actively involved in the conflict.

Emergency Preparedness

Staff and students at OCEAN K-12 practice safety drills each month. We practice four different types of drills throughout the school year: fire drills, earthquake drills, lockdown and/or lockout, and shelter in place.

Each fall, staff members are trained on our emergency protocols for these drills, some of which may include evacuating the classroom and if needed, evacuating the campus.

In the event of an actual emergency, students will not be dismissed from school unless a parent, guardian or other individual designated by name, comes for the student.

No student will be allowed to leave with another person unless we have written permission from the parent or guardian, or that person is listed on the student's emergency contact information in our files. All parents, guardians, or designated parties who come for students must sign the student out with the office, or at the designated evacuation site.

Immunizations

All students must present, on or before their first day of attendance, proof of: a) full immunization, b) initiation of a schedule of immunization, or c) a certificate of exemption. The immunization must include polio, diphtheria, whooping cough, tetanus and measles. Students who do not have updated/current immunizations may be excluded from school.

Emergency Home Contact

Emergency phone numbers for every student are important, especially when accidents or illnesses occur. Without accurate data, it may be impossible to notify parents/guardians. It is vital to keep records up-to-date. Parents can update their contact information with any changes in home, work or emergency telephone numbers at any time in their Skyward account.

Emergency Closure

OCEAN offers several ways to get weather-related school closure information.

- OCEAN Facebook (you do not have to have a Facebook account to view this site.)
- The School District website
- TV Stations: KOMO 4, KING 5, KIRO 7, PTTV CH 98
- Radio Stations: KPTZ 91.9 FM, KOMO 1000 AM, KVI 570 AM, KMPS 94.1 FM,
 - KPLU 88.5 FM