

Civility Policy

Ocean Charter School community members will treat one another with respect and expect the same in return. Any individual who disrupts school operations, uses obscenities or uses loud or offensive language will be reminded to communicate civilly. This policy promotes mutual respect, civility and orderly conduct among school employees, parents, and the public. This policy is intended to maintain as much as possible a safe, harassment-free workplace for our students and staff. Anyone who is unable to comply with this policy will be directed to leave the school premises.

Communication Protocols

Communication protocols are intended to help clarify how we at OCS communicate with each other. It is our intent to establish clear expectations among all members of our community so that communication is proactive, responsive, and respectful. We also acknowledge that establishing protocols that are manageable for all those involved is critical to creating a sustainable environment.

Teacher Communications

- **Parent/Teacher Conferences:**
Parent-teacher conferences will take place each year. To allow time for the conferences, there will be early dismissal every day during the parent-teacher conference week in November. Early Dismissal is also scheduled during intervention conferences in spring. Progress reports will be distributed after the close of each term for designated grades.
- **Email:**
Teachers may use class list groups that allow them to send group messages out to their families regarding curriculum, homework, plays, trips, etc. "Oceancs.org" email is not intended for back-and-forth communication about students; however, teachers may decide to do so on a class-by-class basis. Teachers will inform parents of their preferred method of communication at their first parent class meeting.
- **Email, Phone Calls, and Meetings:**
Parents may initiate communication with teachers via email or leaving a phone message with the office staff. Teachers will respond to emails or phone messages within two school days, except in extreme situations. Teachers and parents can schedule meetings (via zoom) as needed.
- **Bi-Monthly Teacher Communication to Parents**
Teachers will communicate bi-monthly with the families in their class via email. Teachers will share their method of communication with families at the first class meeting. Should the chosen method be problematic for a particular family, the teacher will work with the family to make the necessary accommodations.

- **Friday Folder Memo:**
The Friday folder memo or Community messages will be sent by administration via email and hard copies will be available in the school office. Information in the memo will include:
 - School announcements (e.g. Monthly Director's message and upcoming meetings and events)

Community Communications

The primary means of distributing school announcements, updates, upcoming meetings, and events is through the Friday Folder memo or additional Community messages sent by administration. Information is sent via the OCS-families MailChimp, with hard copies available by request at the front office. School announcements are also sent through the Parent Coordinator of Communication and individual class communication groups.

Communication Model

The Communication Model applies to all members of the Ocean Charter School community. Its purpose is to encourage school officials and community members to share in the responsibility of using effective avenues of communication, and to be clear and consistent in their communications with each other.

Whether one is providing or seeking information, communication practices at Ocean Charter School should perpetuate a climate of collegiality, mutual trust, and respect as per the Communication Protocols above. If a question or concern arises, please first speak directly with the individual(s) involved. If a parent/guardian has a concern involving a child that is not their own, the adult should speak to the parent of that child. The adult may also speak to the teacher or administration. The adult cannot confront the child directly on school grounds or at any school related activity or event. Discuss the problem or concern openly, and make every effort to work out a solution before moving up the chain of authority (i.e., from teacher to administrator to Board of Trustees).

Within the Ocean Charter School Community, there are five general areas of accountability and information:

- **Interpersonal Relationships:** Community members are encouraged to communicate openly with one another. All community members are strongly encouraged to resolve interpersonal disputes by speaking directly and respectfully with the other parties.
- **Procedures/Daily Operations:** The Executive Directors are the primary administrators of the school, and as such, is responsible for establishing procedures designed to regulate the daily operations of the school and carry out the policies adopted by the Board of Trustees. The Executive Directors shall make every reasonable effort to communicate school policies and procedures, or changes to school policies and procedures, in writing to the community. Procedural/daily operational questions can be answered by an office staff member or addressed directly with the Executive Director.
- **Pedagogy:** Pedagogical issues pertain to anything that occurs in the classroom, i.e. teaching, curriculum, classroom management, or teacher-student relationships. It is

the school's goal to work with parents/guardians in resolving questions or concerns they may have about their child's educational program. **Open communication with your child's teacher is the first step in any concern you may have.** Pedagogical issues may also be addressed to the Executive Director or Assistant Director.

- **Policies and Legal Issues:** The Board of Trustees has final legal, financial, and fiduciary responsibility for Ocean Charter School, and it retains final approval over all school policies. At its discretion, the Board may delegate the development of policy recommendations to a particular committee. Questions, comments, or requests for changes regarding school policies may always be addressed directly to the Board of Trustees at one of their regular meetings.
- **Independent Charter School (District):** Ocean Charter School acts as its own district, independent from Los Angeles Unified School District (LAUSD). Ocean Charter School is not accountable to LAUSD or California Ed Code without expressed adoption of policies by the Ocean Charter School Board of Trustees. LAUSD is not the legal arm of the school and does not oversee Ocean Charter School operations, policies and procedures. This handbook, under direct supervision of the Ocean Charter School Board of Trustees, outlines all methods of resolution.

Ombudsperson

A Board-appointed ombudsperson is available to assist with communication and informal dispute resolution within the school community. The ombudsperson acts as a neutral facilitator during discussions between the involved parties. Ms. Deborah Fryman is the ombudsperson. She may be contacted directly via phone at 310-621-7410 (cell) or e-mail at dfrymanmediation@gmail.com.