

DAYTON

Junior & Senior High School Student/Parent Handbook



Pirate Nation

Dayton School District #8 Non-Discrimination, Accessibility, and Compliance with Standards

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Board policies are available at each school office and the district website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

The Dayton School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation¹², age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI, and Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; and the Americans with Disabilities Act Amendments Act of 2008;; and Title II of the Genetic Information Nondiscrimination act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Dr. Amy Fast, Superintendent, Dayton School District Office, PO Box 219, Dayton, OR 97114-0219; Phone (503) 864-2215

Procedure for filing a complaint can be found on the district's home page at [Dayton School District Website](#). Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

Dayton School District # 8 Nondiscrimination, Accessibility and Compliance with Standards

****As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.**

MENSAJE IMPORTANTE PARA LOS PADRES:

Si desean asistencia con la traducción y entendimiento de la información relacionada a la escuela, por favor de ponerse en contacto con la Oficina de la Escuela Preparatoria al (503-864-2273)

2023-2024 Dayton Junior High and High School

Acknowledgment of Receipt of Handbook and Directory Information Selection

I understand and consent to the responsibilities outlined in the Student Code of Conduct as outlined in the Dayton Junior and Senior High School Student/Parent Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct they shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name or the name of the student's parents or other family member's; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relate; or other such information that would make the student's identity easily traceable.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public.

I also understand that the district is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal, and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

I have checked those types of directory information listed below that I wish the district to withhold:

- ☐ Student's name ☐ Student's address ☐ Student's telephone listing ☐ Student's electronic address
- ☐ Student's photograph ☐ Student's date and place of birth ☐ Student's major field of study
- ☐ Participation in officially recognized activities and sports ☐ Weight and height of members of athletic teams ☐ Student's dates of attendance ☐ Student's grade level ☐ Student's honors and awards received
- ☐ Student's most recent previous educational agency or institution attended

Additionally, I do ☐ do not ☐ authorize my secondary student's name, address and telephone number be released to military recruiters. I do ☐ do not ☐ authorize my secondary student's name, address and telephone number be released to institutions of higher education.

The Dayton JH/HS Handbook can be accessed on the *Parent Resource* page of the District website.

_____ I will use the online version of the Dayton JH/HS Student/Parent Handbook

_____ I am requesting a printed version of the Dayton JH/HS Student/Parent Handbook

By signing below, I acknowledge receipt and agree to abide by the Dayton Junior and Senior High School Student/Parent Handbook.

Parent Signature

Date

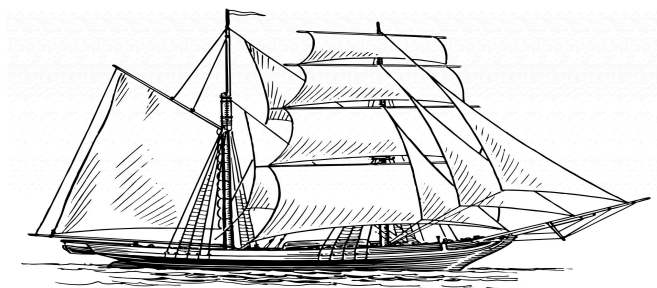
Student Signature

Date

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*Dayton Pirates...
Formed through GRIT and INTEGRITY -
ENGAGING to create our future.*



School Colors

Cardinal and Black

School Mascot

Pirate

DHS Alma Mater

Fair Dayton High,
We pledge to thee,
Our honor and fidelity,
Both now and in the years to be,
A never failing loyalty,

Fair Dayton High,
Thy name shall be,
Written high in liberty,
Now, uncovered, swear thy every son,
A pledge to Dayton High.

DHS "Fight Song"

Cheer, Cheer for ol' DHS
We've got a team that we know is best
Cheer our mighty team on high
Tear down the rafters from the sky

Whether the odds be great or small
Ol' DHS will win overall
As our mighty team goes marching
Onward to Victory

DAYTON JUNIOR & SENIOR HIGH SCHOOL
Showing heart and developing minds through....

Do What's Right

- *Do what's right for students, parents, staff, and community
- *Respond to the scholastic/personal/transitional need of all DJH members

Do Our Best

- *Demonstrate scholastic and personal excellence

Treat Others As We Would Like To Be Treated

- *Respect the beliefs and feelings of others
- *Minimize ridicule/ maximize praise

Rigor

Doing our best
Expecting outstanding results
Demonstrating academic/personal excellence

Relevance

Doing what's right
Preparing for tomorrow, today
Discovering what matters
Connecting learning to interests

Relationships

Treating others as we want to be treated
Demonstrating fairness
Respecting what others value



DHS Coat of Arms

Following rules of heraldic customs, Dayton High School's Coat of Arms has been designed to illustrate the activities and achievements of our students, as well as the close relationship, which exists between our community and school. It reflects the pride we have in our history and the faith we have in our future.

The **CREST** of the Coat of Arms is a pirate, symbolizing school spirit and serving as the school mascot.

The **MANTLING** is an oak leaf cluster representing the oak trees lining Ferry Street, adjacent to the school.

The **SHIELD** is divided into three parts by curvy lines, representing the Yamhill River emptying into the Willamette River. This symbolizes early Dayton grain shipments and Dayton's reputation as the largest river harbor in Oregon.

The **SCALES** symbolize the perfect balance between academics and activities.

The **BLOCKHOUSE**, located in the city park is a symbol of our pioneer heritage. It was moved from Grand Ronde in honor of General Joel Palmer, Superintendent of Indian Affairs and founder of Dayton.

The **WINGED FOOT AND ATOMIC SCHOLASTIC SYMBOL** represents the high level of athletic and academic achievement.

The **SCROLL** bears the name of the school.

DAYTON HIGH SCHOOL SCHOOL GOALS

The goal of Dayton High School is to accept responsibility for the development of each child into an adult who can confidently participate fully, learn continually and contribute meaningfully to our world while being satisfied with his/her role in life. The following goals will contribute to the achievement of the overall goal. They are listed without priority.

Dayton High School will:

- Identify basic skills and provide the student with optimum opportunities for the mastery of these basic skills upon which he/she can build further academic and life skills.
- Provide direction and opportunities for the student to develop critical thinking, problem solving and decision making processes.
- Provide an environment that will help the student select, fulfill, and evaluate goals directed at present and future livelihood and happiness.
- Help the student make a place for him/herself in a complex and changing world.
- Develop a student's fullest potential and pride in his/her unique capabilities by helping him/her recognize individual strengths and limitations.
- Help the student be aware of and respect the values, traditions, and lifestyles of his/her culture and the cultures of others.
- Help the student realize that every living thing has value and is worthy of respect.
- Help the student realize that his/her decisions affect other people so that he/she will be responsible and accountable for his/her actions.
- Make optimum use of equipment, facilities, and personal and community resources in the education of all learners in the community.
- Provide learning experiences that are rewarding, motivating and meaningful.
- Assess student progress using a variety of appropriate data sources.
- Continually adapt educational and evaluation programs to each learner's needs and capabilities in a meaningful way.
- Help the student develop a positive self-image.
- Help the student become adaptable.

SCHOOL OPERATIONS

Admissions

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services will be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently become a resident of the district.

While parents have the option of placing their students in a private school or obtaining additional services, such as tutoring, from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education Act (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

Animals In The School

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the administration that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

Assemblies and Night Evening Programs

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

Our students are expected to exhibit good manners and show respect to those performing. The audience should remain seated and quiet during the program so as not to interfere with the viewing pleasure of others. If a student must leave during the performance it should be cleared with a staff supervisor in advance.

Assembly of Students

Students shall be permitted to hold student meetings and to gather informally on school property in accordance with the following guidelines:

1. Meetings shall be scheduled in advance;
2. Normal class activities shall not be interrupted without administrative approval;
3. The meeting shall not be such as may be likely to incite hazards to person or property;
4. The meeting shall be sponsored by school officials or an official school club or organization;
5. No speaker who openly and knowingly advocates breaking the law shall be invited to speak;
6. Guest speakers must be invited under the approval of the school principal.

Assignment of Students to Schools

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office or counselor for additional information.

Attendance and Citizenship Recognition

It is important to recognize the achievements of our students in the areas of attendance and citizenship. The following awards and activities are used to promote good attendance and exemplary behavior among students in our school:

1. Perfect Attendance - Any student with perfect attendance during a school year (exclusive of school-related absences) will be eligible for a fifty percent discount on the purchase of a student body card for the following year. In addition, students with perfect attendance during their freshman, sophomore or junior years will be eligible for a 10% discount off of the price of a class ring. Students with perfect attendance during their senior year will be eligible for a courtesy pass to attend Dayton High School home athletic events during the year following their graduation.
2. Exemplary Citizenship – Students will be recognized throughout the year for their consistent displays of outstanding citizenship.

Closed Campus:

Dayton High School operates under a closed campus policy which means once students arrive at school they remain on campus until school is dismissed (*Open Campus during break and lunch for HS ONLY). This also means no visitors will be allowed on school grounds.

Dayton JH Schools will be a closed campus which means once students arrive at school they remain on campus until school is dismissed. There is no home lunch or off-campus lunchtime option for any students. This includes not going to Center Market during the school day.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse or building principal so that other students who have been exposed to the disease can be alerted. A student with certain school restrictive diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting.

The following restriction may be removed by a school nurse: covid-19, chicken pox, cholera, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu.

Parents with questions should contact the school office.

Copy Machine

The school office copy machine is primarily for business and instructional use. The use of this machine will be limited to school academic and activity copies only.

Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fees, Fines and Charges.

Dances/Social Events - Junior High

The rules of good conduct and grooming shall be observed for school dances and social events. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Junior High dances and parties are open only to Dayton JH students, unless otherwise promoted prior to the event. No JH students, from Dayton or elsewhere, will be allowed to attend Dayton HS dances/parties unless otherwise promoted prior to the event. DJH dances are for DJH students only. If a dance is designated to allow DJH students to bring guests, DJH students must sign their guests up in the office the week prior to the event to allow time for DJH staff to confirm that visiting students are in good standing at their resident school. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. DJH students who have an alternate placement must inform the office of their desire to attend one day in advance, allowing DJH to check eligibility requirements prior to attending. All JH dances/parties will operate under the following guidelines:

- 1) Once students enter the dance/party site they are expected to stay the entire time. Anyone leaving before the official end of the activity will not be readmitted.
- 2) Students are expected to remain at the school until the conclusion of the activity. Students leaving school prior to the conclusion of the activity must have parent permission, in person, or via a phone conversation with a Junior High staff member who is supervising the dance/party.

Dances/Social Events - High School

The rules of good conduct and grooming shall be observed for school dances and social events. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Students are expected to obey any rules set by the supervising staff at the dance.

High School students may bring guests to dances if cleared by school administration by noon on the last school day prior to the dance. Guests must be students at other local high schools, with the exception of Homecoming and Prom for which guests must be under the age of 21. Any exception to the guest limitations must be cleared through administration. Once cleared, their names will be placed on a guest list and upon showing a student body card, may be admitted by the chaperones. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. High School dances are typically held from 8:00-11:00 p.m. and always with prior approval from administration.

No students will be readmitted to a dance after leaving the building unless pre-arranged with a school chaperone.

Sponsoring organizations must clean all areas used, returning them to the condition in which they were found or a \$20.00 clean-up fee will be charged.

Distribution of Materials (Including Signs and Posters)

All aspects of K-12 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration. Materials not under the editorial control of the district may be subject to administrative review, restriction or prohibition, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias.

Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

All materials requested for distribution require approval of the administration.

The district may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

A non-approval may be appealed to the superintendent; If the material is not approved by the superintendent within three days is considered non-approved. This non-approval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

Dress Code - Expectations for Student Attire

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruptions, and avoid safety hazards. Dress and grooming should never interfere with anyone's right to learn and teach in a safe and professional environment.

- Anything worn on the head must not obscure the face unless worn for religious or medical reasons.
- Clothing should not reference violence, illegal activity, or discrimination.
- Pants/skirts/shorts should be secure on or above hip bones.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments (waistbands and straps excluded).
- Admin reserve the right to deem an article of clothing offensive, inappropriate, or demeaning

Tops and bottoms that fall within the above criteria are required at all times.

In addition, students are required to wear footwear at all times. In some classes, such as technology, science, and physical education, particular types (not brands) of footwear may be required for safety reasons. Footwear that is a safety hazard or has the potential to damage property will not be allowed, i.e., cleats, shoes with spikes on the soles in school hallways or classrooms.

Exceptions to this policy may be made for some types of school activities as approved by the administration. Students will remove hats during the Pledge of Allegiance and the National Anthem as a gesture of courtesy. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the building principal and may be denied the opportunity to participate if those standards are not met.

Emergency Drills – Fire, Earthquake, and other Emergency Drills

Instruction on fire, earthquake, safety threats, dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for students in grades K-12. At least one fire drill, which include routes and methods of exiting the school building, will be conducted within the first 10 days of the school year. At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety. A map/diagram of the fire escape route to be followed is posted adjacent to all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment. Any person using an automated external defibrillator (AED) must call or direct another responder to call 9-1-1 or such other emergency phone number serving the area immediately prior to using the AED and must follow emergency procedure protocol as outlined in the training and adopted by the district.

Emergency Procedures and Disaster Plans

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation.

Every effort will be made by the district to contact parents when emergencies occur. However, since parents may not be at home, it shall be the policy to retain children and faculty at the school buildings in case of extreme emergency when less than one hour of warning time is known. Parents may come to the school premises to pick up their children if they so desire.

Emergency School Closure Information

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

Extracurricular Activities

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer. Interested students should contact the office for additional information. See Athletics/Activities

Fees - High School

Student Body Fee	\$20	Yearbook (optional)	\$35
Dual Credit	\$25-\$35	Sports Participation Fee	\$100/Sport*
Family Sports Pass	\$70	Mechanics/Welding Fee	\$15 for supplies
SAFE Fee	\$15 Grade 9, \$15 Grade 10, \$15 Grade 11 and \$15 Grade 12 for SAFE Grad Night Trip		
PE Shirt	\$10 for additional Pirate Shirt - required for PE class - 1 shirt provided by the school		
Electronic Device	\$25.00 for each device. After an incident we strongly encourage you to maintain a \$25 balance in order to keep costs down. Not maintaining a \$25 balance may result in paying the unsupplemented price. See <i>Dayton Chromebook User Agreement</i>		
Instrument Rental	\$50 will be charged for each District-owned musical instrument rented per year.		

Fees - Junior High

Student Body Fee	\$15	Yearbook (optional)	\$20 (approximate)
PE Lock	\$8 (optional)	Sports Participation Fee	\$75/Sport*
Family Sports Pass	\$70	Mechanics/Welding Fee	\$15 for supplies
Electronic Device	\$25.00 for each device. After an incident we strongly encourage you to maintain a \$25 balance in order to keep costs down. Not maintaining a \$25 balance may result in paying the unsupplemented price. See <i>Dayton Chromebook User Agreement</i>		
Instrument Rental	\$50 will be charged for each District-owned musical instrument rented per year.		

Note: Sports participation fees must be paid, or arrangements made to pay, prior to the first contest of the current sports season.

*A student may participate in a 3rd sports season without paying the designated sports fee, provided the parent submits a *Third Sports Free/Parent Volunteer Form* to the athletic director indicating that they have volunteered at least 10 hours of service to the school district during the current school year.

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits.

Required fees or deposits may be waived if the student and parent are unable to pay. Application for such a waiver may be made, in writing, to the school principal or athletic director.

Fees, Fines and Charges

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

- Club dues;
- Security deposits;
- Materials for any class project a student intends to keep, in excess of minimum course requirements;
- Personal physical education and athletic equipment and apparel;
- Voluntary purchases of pictures, publications, class rings, graduation announcements, etc;
- Student accident insurance and insurance on school-owned instruments;
- Instrumental rental and uniform maintenance;
- Student identification cards;
- Lock or locker deposits;
- Fees for use of towels provided by the district for P.E. classes or athletics;
- Field trips considered optional to the district's regular school program;
- Admission fees for certain extracurricular activities;
- Participation fees or "pay to play" for involvement in activities.

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the district, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing.

Debts not paid within 10 calendar days of the district's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines and charges owed to the district may be waived at the discretion of the principal or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

Such requests must be received no later than 10 calendar days following the district's notice. All such restrictions and/or penalties shall end upon payment of the amount owed.

Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

Flag Salute/National Anthem

Students will be provided an opportunity to honor the United States flag at various times throughout the years by reciting The Pledge of Allegiance or listening to the National Anthem. Individuals who do not participate must maintain a respectful silence.

Food/Drink in Building **Before staff members allow snacks and other food items in the classroom they are expected to consider food allergies of students.*

Junior High

Food/Drink will be allowed in classrooms based on individual teacher discretion. Food is not allowed in the hallways or gym. Students are expected to eat breakfast and lunch in the cafeteria area, although lunches may be transported to classrooms for meetings, tutorial assistance or official school business. Students are required to monitor their own litter and spills.

High School

Food/Drink may be allowed in classrooms based on individual teacher discretion. Food and drink are allowed in the building however individuals are required to monitor their own litter and/or spills. Students are expected to eat in designated areas, unless they are attending meetings under official school business.

Exchange Students

The school may enroll a maximum of two students from other nations from those exchange programs officially recognized by the Board. Admission of exchange students will be made only at the beginning of the school year. All arrangements for admission must be concluded by the end of the third week of August, prior to the beginning of the school year. Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers. Foreign exchange students may be awarded a *Cultural Exchange Diploma* upon satisfactory completion of the school's prescribed course of study as defined in Board policy.

Freedom of Expression

One of the basic purposes of schooling is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under our Federal and State Constitutions. Students, as citizens, have the right to free expression but must bear the responsibility for the consequences of such expression.

Since schooling is a learning experience, the matter of free expression must also be viewed as part of the learning process. Therefore, when school officials have reason to believe that a student is unaware of the possible consequences of his/her expression, the school may find it necessary to review publications and speeches of students and to advise them on matters of libel, slander, journalistic ethics, and the

probable effect of statements, writing and behavior on the orderly operation of the school and its educational purpose. Therefore;

1. Students are entitled and encouraged to express their personal opinions in a reasonable manner.
2. Students may choose not to participate in ceremonies as long as the manner of nonparticipation does not disrupt the educational process.
3. Any publication sponsored or in any way funded by the school shall be known as a school publication. Libelous, profane or obscene matter or language, or threats of harm to persons or property are prohibited from all school publications.
4. All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Fundraising

Student organizations, clubs, or classes, athletic teams, outside organizations, and/or parent groups may occasionally be allowed to conduct fundraising drives. An application for permission must be submitted to the principal before the event.

All funds raised or collected by or for school approved student groups will be received, deposited and accounted for through the school bookkeeper in accordance with Oregon Law and applicable district policy and procedures. All such funds will be expended to support the school's extra-curricular activity programs. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

Hall Passes

Students are required to possess a valid hall pass when out of the classroom during instructional time. Students without a valid hall pass are subject to disciplinary action.

Homeless Students

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Maria Del Rayo, who is the district's liaison for homeless students.

Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious, philosophical beliefs and/or medical exemption, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

Vision Screening

The parents of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

Dental Screening

The parent of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has, within the previous 12 months received a dental screening.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or
3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

Infection Control/HIV, HBV, and AIDS*:

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

HIV, HBV, AIDS-Students:

A student infected with HIV, HBV or AIDS setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

If the district is informed, the district is also prohibited from releasing information, by law, unless the infected person, or parent, gives permission for such release. If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

Human Sexuality and Sexually Transmitted Disease Instruction:

An age-appropriate plan of instruction about human sexuality, AIDS, HIV, and sexually transmitted diseases has been included as an integral part of the district's health curriculum. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome; HCV - Hepatitis C Virus

Insurance

Dayton High School does not carry medical/accident insurance on its students. It is strongly recommended that optional student insurance be purchased in the office if the student is not covered by private insurance. Students participating in the extracurricular athletic program must purchase "School Medical/Accident Insurance" or sign an insurance waiver assuring the school of private coverage.

Late Start Mondays:

Each Monday, school will start two hours late. This model allows for teacher teaming and development of Professional Learning Communities, reduces the time teachers are out of their classrooms for in-service, and improves student achievement. Students are expected to be in their 1st period class by 10:00 AM. Buses will run a two-hour late schedule, and students will catch their bus at the regular stop. Breakfast will be served beginning at 9:40 AM on Late Start Mondays. Bus riders will follow the same procedure as any other day.

Litter

A clean campus and building increases student pride and helps create a good impression for the community. It is everyone's responsibility to keep the campus litter free. When asked to assist by picking up litter, a student is expected to cooperate without complaint.

Lockers

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. Lockers may be routinely searched and or inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. The district will not be responsible for the loss of, or damage to, personal property.

Students may not mark or put anything on the inside or outside of lockers that cannot be removed or cleaned (i.e., scotch tape or stickers). Students are to store all their personal belongings inside their

lockers. Books, backpacks, athletic bags and other personal items are NOT to be left in the halls. Locker combinations will be changed once during the school year at the request of people assigned to that locker for a cost of \$1.00. If your locker fails to work, it should be reported to the office immediately.

Students will be held financially responsible for damage to their locker. Students are prohibited from disabling the locking mechanisms on school lockers. Such action will be considered deliberate misuse of property or (in severe situations) vandalism. Students are assigned a locker for their personal belongings and may not move to another locker without permission from the office. Lockers are to be closed and locked at all times. If students do not wish their lockers to lock, they must contact the office and a custodian will remove the lock.

Lost and Found

The office staff receives articles that have been found and holds them for a reasonable period of time to be claimed by owners. Students should mark their belongings and avoid leaving them in the halls, gym or building. All belongings should be kept in a locked locker. TAKE TIME TO CHECK THE LOST AND FOUND WHEN YOU LOSE SOMETHING! The district will not be responsible for the loss of, damage to, personal property.

Meal Program (Lunch & Breakfast)

The district participates in the National School Lunch Program (NSLP), National School Breakfast Program (NSBP), Summer Food Service Program (SFSP) and Commodity Programs. We offer meals at no charge to all students in our district. Dayton School District is an equal opportunity provider. Additional information can be obtained in the office.

Meals are priced as follows:

	GRADES 6-12	ADULTS
BREAKFAST	FREE	\$2.50
LUNCH	FREE	\$4.00
MILK - EXTRA	\$0.60	\$0.60

The school food service may make food substitutions, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary needs. Such determinations are made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.

Medical Statement for Children with Special Dietary Needs Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include:

1. An identification of the medical or other special dietary condition which restricts the child's diet;
2. The food or foods to be omitted from the child's diet; and
3. The food or choice of foods to be substituted.

A student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will

attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. [The district may refer delinquent meal charges to third parties for collection.]

Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Medications

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis¹, or a need to manage hypoglycemia, asthma, or diabetes.

Students may be permitted to take medication, and/or self-medicate at school, at school sponsored activities under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations and the following.

District-Administered Medication

Requests and parental permission for the district to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675

Written instructions of the prescriber are required on all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber, meets the requirement for written instructions, with permission from the prescriber, if the information above is included.

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer non prescription medication.

All medication to be administered by the district is to be brought to school in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

In situations when a licensed healthcare professional is not immediately available, trained personnel, designated by the district may administer to students, epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law

Self-Medication

Students in grades K-12, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting;; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

All medications must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication. Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing non-prescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

Pre-measured Doses of Epinephrine: A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises, who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

Release Time for Religious Instruction

Students may be excused from school for religious instruction, not to exceed two hours for grades 1 through 8 and five hours for grades 9 through 12 in any school week

Parental Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

- Encourage students to put a high priority on their education and to commit to making the most of the educational opportunities the district provides;
- Keep informed on district activities and issues;
- Become a district volunteer. For further information contact the principal;
- Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Parking

It is a privilege for students to drive vehicles to school. Students must obey all traffic laws and signs and park only in designated school spaces. In an effort to maintain positive relationships with our neighbors, students are not allowed to park in residential areas near the school.

General student parking during regular school hours will be assigned to the parking lot next to the softball field. Parking privileges, nearer to the school, may be granted to students based upon academic performance and/or special recognitions.

Students' vehicles parked in fire zones, no parking areas or parked erratically may be towed away at student's expense. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies or school rules.

Pediculosis (Head Lice)

A student with a suspected case of head lice will be referred to the school nurse or administrator for assessment. A student found with live lice may be excluded from school. A parent of the student will be notified and treatment will be requested. Students with a severe infestation will be excluded immediately until treated.

Personal Electronic Devices, Cell Phones, and Social Media

Students may possess personal electronic devices only as authorized by the administration. A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

Students permitted to possess a personal communication device under the following guidelines: 1) devices are not to be seen, heard, or used during class time, unless permission is given by a teacher as outlined by administration, 2) students may use their own devices at their own discretion during their lunch period and/or between classes. Students who misuse devices to take photographs, play music, or record video while on district property or while engaged in school sponsored activities will be subject to disciplinary action. Students must obtain verbal consent of the individual before taking images, video or sound recordings.

The district will not be liable for personal electronic devices, including headphones, brought to district property and district-sponsored activities. The district will not be liable for information or comments posted by students on social media Web sites when the student is not engaged in district activities and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the building principal will be subject to disciplinary action. The device may be confiscated but not limited to the following consequences:

- First Offense – Staff confiscates the device for the period
- Second Offense – Device is confiscated to the office for the day
- Third Offense – Device is confiscated to the office until retrieved by a parent or guardian
- Fourth Offense – Device is confiscated to the office pending a parent or guardian meeting with administration

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Release of Directory Information - Board Policy JOA

The following information shall be known as directory information: the student's name, date and place of birth, photo, address, participating in official school activities, weight and height of athletic team members, dates of attendance, degrees or awards received and most recent previous educational institution attended may be made available to the public. Typical examples include academic honor roll, recognition awards, or sports/activities rosters. The Dayton School District will not give directory information unless the requesting person's identity and intent are clearly known.

Release of Records to Military Recruiters and Institutions of Higher Education

The district must, by law, release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the

district withhold this information. A parent may, by written notice to the school, prevent the school from publishing any or all such information relating to his/her child without prior written consent.

School Closure and Delay Information

In the event of unsafe conditions for buses, the transportation manager of First Student will make a recommendation to the Dayton School District Superintendent. A decision will be made by 6:15 AM to open schools on time, to delay the starting time, or to close schools. In the event of possible school delay or closure due to inclement weather or unsafe road conditions please view one of the following web sites:

Web Addresses:

- Dayton SD information only:
www.flashalert.net/news.html?id=113
- Regional information:
www.katu.com/weather/closings
www.koinlocal6.com/weather/default.aspx
www.kgw.com/weather/severe-weather/school-closings
www.kptv.com/category/210164/school-closings

Senior Activities

All activities of the senior class are restricted to those students who hold senior standing, having earned 18.50 units. The end of the year senior activities such as early release, senior skip trip, cement signing, graduation exercises and the grad-night party are restricted to graduating seniors only. All non-graduating seniors are expected to attend school through the entire school calendar year.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Student Education Records

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district officials responsible for education records.

"Education records" are those records related to the student maintained by the Dayton School District. The Dayton School District will conform to state and federal regulations regarding the maintenance, access and release of education records as well as preserving confidentiality and challenging the content of those records.

A student's records requested by another school will be transferred within 10 working days of the receipt of the request. Permanent records shall include:

1. Full legal name of student;
2. Name of school;
3. Student birth date;
4. Name of parent;
5. Date of entry into school;
6. Name of school previously attended;

7. Subjects taken;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, IEPs, etc.

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's educational records provided the records remain in the sole possession of the maker.

Rights of Parents and Eligible Students

Request for Education Records: The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's educational record.

Inspection and Review of Records: The district shall permit an eligible student or student's parent(s) or a representative of a parent if authorized in writing by the eligible student or student's parent(s) to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The parent(s) or eligible student shall comply with the following procedure to inspect and review a student's education record:

1. Provide written, dated request to inspect a student's education record.
2. State the specific reason for requesting the inspection. The written request will be permanently added to the student's education record.

The district shall comply with a request for access to a student's education record within a reasonable period of time, but in no case more than 45 days after it has received the request. The district shall respond to a reasonable request or explanation and interpretation of the student's education record. The district shall not destroy any education records if there is an outstanding request to inspect and review the education records.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-220(5)(b)(D), the eligible student or student's parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of their choice.

If so requested, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only the actual costs of reproducing the record. The district shall not provide the eligible student or student's parent(s)

with a copy of test protocols, test questions and answers and other documents described in ORS 192.501(4).

Access/Release of Education Records: By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order or parental plan, state statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes the rights. Parents of a minor, or an eligible student (if 18 or older) may inspect and review education records during regular district hours.

Amendment of Student Records: If an eligible student or student's parent(s) believe the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights, he or she may ask the building principal of where the record is maintained to amend the records.

Obtaining a Copy of Policy Affecting Student Records: A parent or eligible student may request receipt of a copy of district policy through the building principal. Such a request should identify the policy number of subject matter that the parent or eligible student wants to have copied. The principal shall forward copied material within three school days of request.

Location of District Policies: All district policies are available for review by residents of the Dayton School District. Policy books are available in each administrator's office. Neither policy books nor individual policies may be removed from the school building. Copies of individual policies may be made pursuant to above.

Provision for Hearing to Challenge the Content of Education Records: Parent of a minor, or eligible student (if 18 or older) may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearing panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the eligible student or student's parent(s); and
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point(s) of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the Hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the

Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, in Washington, D.C. 20202.

A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office.

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

Student/Parent Complaints

Public Complaints: Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district's complaint procedure is on the district's website.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator/supervisor. The administrator/supervisor shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved within 10 working days of the meeting with the administrator, supervisor, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of their findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from, or otherwise left the district.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal the district's final decision to the Deputy Superintendent of Public Instruction as under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023[(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

Discrimination Complaints: A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the District Compliance Officer - Dr. Steve Sugg, School Superintendent.

Division 22 Education Standards Complaints: Any resident of the district, parent of a student attending district schools or a student attending a school in the district may make an appeal or complaint, alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, the complainant will follow the complaint process outlined in Board policy KL – Public Complaints and any accompanying administrative regulations.

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints: Complaints by students or parents about instructional materials should be directed to the building principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a Reconsideration Request Form for Reevaluation of Instructional Material may be requested from the school office. The principal, or designee, will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, composed in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Students with Disabilities Complaints: A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the Special Services Director.

Placement/Enrollment of Homeless Students Complaints: In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

Students with Sexual Harassment Complaints:

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members, or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program.

"Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

The district's sexual harassment policy is posted on the district's website and in all [grade 6 through 12] schools

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and

Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials;

sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a non hostile learning environment;
2. Staff member is protected and to promote a non hostile work environment; or
3. Third parties who are subjected to the behavior are protected and to promote a non hostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the staff member who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this

policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in [all grade 6 through 12 schools] [all schools]. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., reports complaints, rumors, etc) shall be presented to district officials such as the principal, compliance officer or superintendent All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights; of the student;, student's parents, staff member, person or person's parent who filed the complaint
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue; including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about the services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and

6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.
7. Notice that students who report information about possible prohibited conduct and students who participate in an investigation under Board policy, GBN/JBA – Sexual Harassment, may not be disciplined for violations of the district’s drug and alcohol policies that occurred in connection with the reported prohibited conduct and discovered as a result of the ensuing report or investigation, unless the student gave another person alcohol or drugs without the person’s knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students’ parents, staff members at each school office, at the district office, and members of the public on the school or district website.

Step 2 The District official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant, of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the

complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Talented and Gifted (TAG) Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District : Sexual conduct by district employees contractors, agents, and volunteers is not to be tolerated. All district employees are subject to this Board policy JHFF/GBNAA – Reporting Requirements Regarding Sexual Conduct with Students.

Sexual conduct,” means verbal or physical conduct or verbal; written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are: 1) sexual advances or requests for sexual favors directed toward the student; or 2) of a sexual nature that are directed toward the student, have the effect of unreasonably interfering with a student’s educational performance, or create an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the

services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the licensed administrator designated for each school building to receive sexual conduct reports, and the procedures designed will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at Dayton JR/HS is Dr. Steve Sugg. In the event the designated person is the suspected perpetrator, Chris Wytoski, the Board chair shall receive the report. When Dr. Steve Sugg takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools. This training will be offered separately from the training provided to district employees.

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

Supervision of Students

Adult supervision is provided to students during regular school hours 8:00 AM - 3:00 PM on Tuesdays through Fridays and 10:00 AM-3:00 on Mondays. This includes students while traveling on district –provided vehicles, to and from school, and while engaged in district-sponsored activities.

Traffic Safety Education

Traffic safety education is provided to all eligible resident students upon application to the district and as resources permit. Instruction is divided into three components, in-class, behind-the-wheel instruction and observation. In-class time consists of 30 hours taught either before or after school, as arranged through a partnership with the Willamette Education Service District (WESD). Behind-the-wheel instruction consists of six hours of practice driving and is scheduled through the WESD instructor. The third component consists of six hours of observation. An entry shall be made on the permanent record of each student who completes the course, including dates the course was taken and the final grade achieved. A tuition rate for the course is established annually between the WESD and the district. No resident student will be denied enrollment based solely on the ability to pay tuition. Eligible students may contact the office for additional application or waiver or reduction of fee information.

Transfer of Students

Parents may request a transfer of their student to another school in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

Transportation of Students

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. **All students must do their best to keep themselves and other riders safe on the bus.** Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules:

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance service animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Students will answer to coaches, teachers and chaperones who are responsible for maintaining order on trips. Coaches, teachers and chaperones: (1) must know bus regulations before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be enacted when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.

2. Second Citation: The student is suspended from the bus until a conference, arranged by [the transportation supervisor], has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of students with disabilities.

Travel Services

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services may be permitted with approval of the superintendent or designee on school property. Any district-approved seller of travel must meet the district's criteria for such vendors.

Valuables or Money

Students are discouraged from bringing large sums of money or valuables to school. If this cannot be avoided, students are encouraged to check the money into the office safe for the day and arrange for other valuables to be kept in a secure office area. Students should report any and all thefts to the Principal or other school administrator for investigation.

Vehicles/Bicycles/Skateboards on Campus

Vehicles parked on district property are under the jurisdiction of the district. The district may require that before parking privileges are granted the student show that they hold a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy.

Parking on district property is a privilege and not a right. Please understand that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards, rollerblades, scooters or similar devices may be confiscated by school authorities and placed in the administrator's office for parents to retrieve. Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property unless special permission is given by the administrator for a specific activity.

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles or skateboards, or to injuries caused in the use of them.

Visitors

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering the school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Guest passes will not be issued unless there is a reason that is educationally justifiable, and the pass will be arranged and issued through an administrator. For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain and may be charged with trespassing. Students will not be permitted to bring visitors to school without prior approval of the principal. Young children, infants or dropouts will generally not be allowed as visitors. No visitations will be approved the last week of the quarter or for more than one day and visitations must be approved by the principal in advance of the visit. Students will not be allowed to leave without parent permission and will be given an excused or unexcused admit slip upon return per ORS 339.065. Part time students may not be on campus other than their regularly scheduled class time.

ACADEMIC POLICIES

Academic Grading Philosophy

Effective grading is essential for learning and student success. Beginning with clearly articulated learning goals, grading gives students timely, detailed feedback and provides parents with communication regarding academic progress.

- ***Grade Reports*** Grade reports are issued at the end of each quarter 6-8th grade and at the end of each semester in grades 9-12. Interim progress reports will also be provided. The grade report indicates the student's progress and achievement. Marks are based on class participation, test grades and daily work. Students are encouraged at any point in the grading period to discuss their progress and achievement with teachers.

Due Dates

- Extensions of Due Dates must be requested by students before the date the assignment is due.
- IPR cut-off date is the due date for retakes and work done during that time.
- Maintain high priority to the individual student's needs for extensions or help turning around bad habits and to show growth.
- Communicate regularly to students how to bridge the gap from emergent to proficient, etc.

Retakes

- The purpose of retakes is to allow students to demonstrate their learning of the concepts after taking time to redo and study.
- In order to be able to retake, a student must take the first attempt so staff have the data to know where a student has proficiency gaps to relearn before retakes are allowed.
- IPR cut-off date is the due date for retakes and work done during that time. There could be an option for a personal plan for an exemption, but those would only be given with prior arrangement (to help build the students agency and practice skills).
- In order to retake the assessment the "practice" work needs to be done at a proficient level. This allows for an accountability piece as well as the steps to real understanding.

Grading Scale

A (100%-90%) Through extensive evidence, the student consistently surpasses the proficient level and demonstrates an in-depth understanding of the standard.

B (89%-80%) The student regularly meets the standard and demonstrates a working knowledge of essential skills, while there are some weaknesses, the strengths are dominant.

C (79%-70%) Though the student is occasionally demonstrating a working knowledge of the essential skills that encompass the standard, there are still more weaknesses than strengths.

D (69%-60%) The student rarely demonstrates a working knowledge of the essential skills that encompass the standard, there are more weaknesses than strengths

F (59%-0%) Students lack evidence of essential skill demonstration, and there are significant omissions or errors evident.

*Students with a grade of "I" at the end of a semester may participate in an Academic Improvement Plan (AIP), in cooperation with their assigned teacher, to demonstrate proficiency and receive a passing

grade. Failure to demonstrate proficiency within a designated time period, normally not to exceed 9-weeks, will result in the “I” becoming an “F” on the transcript and may require the student to retake the course.

Make-Up Work

Students’ academic grades are based on their ability to show proficiency primarily through quizzes, tests and performance tasks. Daily assignments and homework provide necessary practice and are purposefully connected to the assessments. It is the belief of the district that students that are actively engaged in class on a daily basis have a higher chance to be successful. Therefore, we believe it is in the students’ best interest to complete all classroom assignments in order to best prepare them for success on their assessments of proficiency.

If a student misses school for any reason, it is that student’s responsibility to obtain the missing assignments and complete them. In addition, parents can contact the office to arrange for the collection of homework assignments for a student who will be absent.

If a student is absent on the day a test is given, the student is expected to take the test on the day he/she returns to school, or at the teacher’s earliest convenience.

Audit/No Credit

The principal and teacher may issue this grade in special circumstances where a record of the course is desirable but the student was unable to complete the course.

Pass/No Pass

Students may take some classes on a Pass/No Pass basis. Students will need approval of the teacher and administrator. The arrangement to take a class Pass/No Pass must be made during the first five weeks of class.

Communicating Achievement

Communication of achievement is clear, consistent and timely. The communication is easy for parents and students to understand and is focused on standards and learning targets. Academic grades will be reported solely on academic performance. Behavior and work habits are important skills and are stressed in the classroom; however it is important to report these skills separately.

Learning Targets/Goals

Learning targets identify content and skills that students need to learn and demonstrate proficiency at a level within a continuum of clearly defined State Standards. Learning targets communicate expectations to students and parents and indicate a path toward meeting the State Standards. Reaching proficiency is the goal for every student in every subject. Students will have multiple opportunities to prove their proficiency. Retakes are encouraged after discussing where students are on the proficiency continuum and realizing what they need to do to progress. Retakes are only beneficial if students have taken a second look at the material, completed the suggested practice, and have asked questions about the skills they are currently confused about. Since proficiency is only a step on the continuum and mastery is most students’ ultimate goal, students who are currently proficient may retake quizzes and tests until mastery is earned.

Academic Honesty and Integrity

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

Academic honesty is an indispensable value as students acquire knowledge and develop skills in school. Students at Dayton Junior/Senior High are expected to practice academic honesty by not cheating, plagiarizing, or misrepresenting their coursework in any way. Students are ultimately responsible for understanding and avoiding academic dishonesty whether such incidences are intentional or unintentional. Violations may result in a behavioral referral to administration. To emphasize that learning is most important, students will be required to redo any assessment that involves academic dishonesty, without cheating or plagiarizing.

“Plagiarism” is submitting the words, ideas, images or data of another person’s as one’s own in any academic writing or other projects.

“Cheating” includes, but is not limited to, possession of unauthorized materials, substantial editorial or compositional assistance, submission of another student’s material already graded for credit, false claims or fabricated references, and copying off of someone else’s exam and/or quiz; or passing answers from a quiz or exam to another student.

Any form of misrepresentation hurts the student and is counter to the goals of education. The staff at Dayton is committed to educating students regarding academic honesty. If at any time you are not sure about the legitimacy of your writing, ask your teacher for clarification.

Alternative Education Program

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon’s academic content standards; when necessary to meet a student’s educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In District Alternative Education Programs: Examples of alternative education program options are not limited to, but include:

1. Evening classes

2. Tutorial instruction
3. Small group instruction
4. Professional technical programs
5. Work experience
6. Instructional activities provided by other accredited institutions
7. Community service
8. Independent study
9. Others as approved by the district

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

Non-district Alternative Education Programs:

1. Other school(s)/program(s)
2. Community college
3. Others as approved by the district
4. The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.
5. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.
6. If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.
7. If a student is not successful in the alternative education program or the alternative programs are not accepted by the student and/or parent, there is no obligation to propose or fund a second program.

Alternative Education Programs – Establishment

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals
2. Criteria for enrollment
3. Proposed budget
4. Staffing
5. Location
6. Assurance of nondiscrimination

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

Alternative Education Notification

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate.

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.)
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.)
3. When an expulsion is being considered*.
4. When a student is expelled. *
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion. Notification shall include:

1. The student's action
2. A list of alternative education programs for the student
3. The program recommendation based upon the student's learning styles and needs
4. Procedures for enrolling the student in the recommended program

The district will provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

Animal Dissection

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The district will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

Assessment Program

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

Assignment of Students to Classes

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Requests to change a student's assigned class at other times must be directed to the building principal or designee. Final decisions are the responsibility of the building principal or designee. When considering schedule changes, special attention is given to maintaining the integrity of any student's projected class schedule that has previously been submitted on a post-secondary school application.

Credit by Examination

A student, who has had sufficient prior formal instruction as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

Credit for Proficiency

In addition to credit by completing classroom or equivalent work, a student may receive credit towards a diploma or a modified diploma by one or more of the following options, if the student demonstrates defined levels of proficiency or mastery of recognized standards:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-2030
2. Classroom or equivalent work;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence and/or;
5. Providing documentation of prior learning experiences.

Dayton High School Honors Diploma for Class of 2023 & 2024

- Earn a 1.0 credit of Dual-Credit/Honors offerings and DHS
- Have a cumulative GPA of 3.5 or better
- Earn B's or better in all core classes (Language Arts, Math , Science, Social Studies, Second Language)
- Meet or exceed all statewide assessments required by the State of Oregon

Dayton High School Standard Diploma

A high school *Standard Diploma* will be awarded to students who fulfill all state of Oregon and Dayton School District requirements described in district school board policies. A student must have acquired the prescribed units of credit. Copies of specific courses and competencies required may be obtained in the High School Counseling Center. The program completed by each student will be recorded on the student's Permanent Academic Record. (OAR 581-022-1130)

Dayton High School Standard State Diploma

A high school *Standard State Diploma* will be awarded to students who are recommended by a multidisciplinary team and fulfill all state of Oregon and Dayton School District requirements described in district school board policies. This multi-disciplinary team may include the student, student's parent, counselor, special education teacher, regular education teacher(s), and administrator. A student must have acquired the prescribed units of credit. Copies of specific courses and competencies required may be obtained in the High School Counseling Center. The program completed by each student will be recorded on the student's Permanent Academic Record. (OAR 581-022-1130)

Dayton High School Modified Diploma

A high school *Modified Diploma* will be awarded to students who are recommended by a multidisciplinary team and have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations, but who fulfill all state of Oregon and Dayton School District requirements described in district school board policies. These students must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student; or a documented history of a medical condition that creates a barrier to achievement. A student must have acquired the prescribed units of credit, including no more

than 11.5 units of elective credit. Students may complete classes with modifications and course grades may be letter grades or the team may choose to allow classes to be graded on a pass/no pass basis. Copies of specific courses and competencies required may be obtained in the High School Counseling Center. The program completed by each student will be recorded on the student's Permanent Academic Record. (OAR 581-022-1134)

Dayton High School Extended Diploma

A high school *Extended Diploma* will be awarded to students who are recommended by a multidisciplinary team and have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations. These students must have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student; or a documented history of a medical condition that creates a barrier to achievement and participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles; or have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities, and that results in the student participating in alternate assessments. Students must complete a minimum of 12 units of credit including no more than 6 units of credit earned in a self-contained special education classroom. These credits do not have to reflect state specific requirements and students may complete classes with modifications. Course grades may be letter grades or the team may choose to allow classes to be graded on a pass/no pass basis. Copies of specific courses and competencies required may be obtained in the High School Counseling Center. The program completed by each student will be recorded on the student's Permanent Academic Record. (OAR 581-022-1134)

Dayton High School Alternative Certificate

High School *Alternative Certificate* is available to students who are recommended by a multidisciplinary team based upon academic need and/or individual circumstances. This team may include the student, student's parent, counselor, teacher(s), and administrator. The program completed by each student will be recorded on the student's Permanent Academic Record. (OAR 581-022-1115)

Dayton High School Cultural Exchange Diploma

A high school *Cultural Exchange Diploma* will be awarded to any cultural exchange student who has satisfactorily completed the entire senior year at Dayton High School. A student must enroll in required senior classes, earn 9 units of credit, and attain a G.P.A. of 2.00 or above.

Distance/Online Courses

The district may grant credit for approved online courses offered by district-approved institutions, or for online courses offered by the Oregon Virtual School District. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards.

Dropping a Class

It is encouraged that freshmen and sophomores do not drop any classes. Juniors and seniors, if on track to graduate, may drop a class for an "Open Period Late Arrival & Early Release" during the first two weeks, of any semester. Any dropped class after the first five weeks will result in an "F".

Dual Enrollment

Students who successfully complete a college or community college course are eligible to receive college and high school credit and grade. Students may plan college courses as an extension of the high school and in most cases, the cost for such courses will be assumed by the student.

One term of a three-hour course will be the equivalent of 0.5 high school credit. However, one term of a four-hour course of a foreign language will be the equivalent of a 1.0 high school credit.

Early Graduation

A student is expected to attend four full years of high school to be eligible for graduation. Any student wishing to graduate early may, however, apply in advance, in accordance with Board Policy, if all credit and competency requirements have been met or will be completed in fewer than four years.

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in all required Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements; and
2. Are unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than to Apply Mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21 st Century (ELPA21).

The district will develop procedures to provide assessment options as described in the Essential Skills and Local Performance Assessment Manual, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Expanded Options Program (SB 300)

Upon receiving evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to eligible 16 year old and older students. By February 15th, the high school will send a notice about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The student will meet with an advisory team to establish goals and develop an educational learning plan.

Grade Changes

If a student or parent feels a grade report is in error, contact should be made immediately with the teacher. Changes of reported grades can be made only with the approval of both an administrator and

the classroom teacher. The changes must be made before the end of the succeeding grade period on forms available in the office.

Grade Classification

Grade classification is based upon how many units of credit a student has earned while he/she has been in high school, not the number of years the student has been enrolled in school. The following table outlines the number of credits a student needs to attain in order to advance to the next grade classification.

To be considered a:	Students must have earned the following credits:
Sophomore	5.5
Junior	13
Senior	19.5

Students may request a change of status at Semester for May Court, Prom, and Senior activities.

Grade/Progress Reports

The purpose of the progress report and report card is to communicate with parents and students about the achievement or progress toward established learning goals. Grades reflect student progress towards achieving the academic content standards and how well students have met these goals in each class, indicating areas of strength and areas where additional time and effort are required.

Students' overall grade for each subject will be a combination of Academic Performance and Personal Management Skills. At the high school, Academic grades will reflect up to 75% of the overall grade and up to 25% of the students Personal Management skills. At the junior high, Academic grades will reflect up to 50% of the students overall grade, and 50% of the students Personal Management skills. The Academic Grade is based upon an individual student's ability to demonstrate academic learning of essential standards and skills, and will include tests, quizzes, speeches, performances, essays and individual projects. The Personal Management Grade is based on two areas:

1. **Independence and Initiative** - Take responsibility for decisions and actions and anticipate consequences of decisions and actions. Identify tasks that need to be done and initiate action to complete the tasks.
2. **Work Completion and Work Habits** – Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality.

During each semester, teachers will determine current academic and behavioral progress and issue a grade report that will be mailed to parents. All parents will receive a report at the 9 week period and a final report at the conclusion of each semester. *Additional reports (see dates below) will be sent to parents whose child is showing insufficient progress toward, or is at-risk of not meeting, the expected learning targets of a specific course. Parents will have unlimited online access to their student's grades through our District website. Access information and passwords will be issued at the beginning of the school year. IPR grades are continuation grades demonstrating progress toward the final semester grade.

Graduation Requirements

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age, or older, or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district provides age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the modified or extended diploma requirements.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either 4 years after starting the ninth grade, or until the student reached the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma or an alternative certificate shall have access to instructional hours, hours of transition services and hours of other services. That are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying the successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students

with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

The district may not deny a diploma to a student who has opted out of the statewide assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

Students and their parents will be notified of graduation and diploma requirements through the high school curriculum guide.

Students earn credit based upon demonstrated proficiency in specifically designed courses meeting all district and state requirements. The Dayton School District accepts credits or recognition of prior experience from private, alternative or non-standard public secondary schools only if the school is accredited. Credits will not be accepted for students entering from home school programs or schools that are not accredited.

Please contact the counseling office for detailed lists of graduation requirements for your student.

Graduation Exercises/Commencement

Students in good standing, who have successfully completed the requirements for a high school diploma, qualify to receive a modified diploma, an extended diploma, or an alternative certificate, as defined in Board policy, may participate in graduation exercises. Students who have not met the district's diploma requirements will not take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules. The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee.

TIMELINE: Decisions about who will participate in the graduation ceremony will be made by 10:00 a.m. on the Thursday prior to Saturday's graduation ceremony. In order to be eligible to participate in the commencement exercises, all seniors must have completed all schoolwork, secured necessary credits and cleared all bills and fines by this time and date.

Honor Roll

Students enrolled in 4 graded classes with a Semester grade point average of 3.0 or better will have their names listed on the Honor Roll. Students on the DHS Honor Roll will be distinguished in three categories: Honor Roll (3.0 – 3.49); Dean's List (3.5 – 3.99); and Principal's Honors (4.0). Students will receive a certificate of recognition and the school staff will forward a copy of the DHS Honor Roll to the News Register.

Local Wellness

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

Open Class Periods

Students will not be allowed open periods in their personal class schedule, other than late arrival or early release.

Parent – Teacher Conferences

Students and parents are encouraged to request a conference with a teacher for any of the following reasons: (1) If the student is not maintaining passing grades or achieving the expected level of performance; (2) If the student is not maintaining behavior expectations; or (3) In any other case deemed necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

School-wide conferences are TBD. Parents will be notified regarding the procedure for scheduling a school conference.

Plagiarism

Plagiarism, collusion and other forms of misrepresentation hurt the student and run counter to the goals of education. The administration and faculty of Dayton High School are committed to educating students regarding academic honesty. If at any time students are uncertain about the legitimacy of their personal coursework they are encouraged to ask their instructor for clarification.

Program Exemptions

Students shall be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may or may not be provided depending upon individual circumstances. All such requests should be directed to the building principal by the parent in writing and include the reason for the request.

Promotion, Retention and Grade Level Placement of Students

- Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.
- Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc, as may be required by the district.
- If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

Repeating Courses/Mastering Course Content

The Oregon University System (OUS) encourages prospective college-bound students to participate in challenging courses. The OUS requires students to receive a C- or better in a high school course in order for it to count as credit earned for the purpose of college enrollment. Therefore, Dayton High School will allow students to repeat courses, based upon transcript review and teacher recommendation, for the purpose of mastering course content. Students who earn a higher grade by repeating a course, which they did not fail, may replace the original grade on the transcript with the new grade. Students may also move the previous lower grade to an elective credit if they so choose.

Repeating Course due to Previous Failure

If a student fails a class at Semester that grade shall remain on the transcript. If that same course is passed at a later date, through repeating the class, the course and new passing letter grade will be added to the transcript, however, the previous failing grade will not be changed or removed.

Schedule Changes

All changes must be made within the first two weeks of a semester. Students who wish to change their schedule should sign up in the counseling center no later than one week after the start of a semester. The school staff will evaluate and rule on the requested change based on class size and the student's demonstrated abilities. Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

Transcript Evaluation/Transfer of Credit

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulations and/or school rules.

Dayton High School accepts credits or recognition of prior experience from private, alternative or non-standard public secondary schools only if the school is accredited by the Northwest Association Accreditation Commission (NWAC) or one of the regional accrediting associations connected with the NWAC.

Credit for students entering from schools that are not accredited by the NWASC will be evaluated on an individual course basis. Credits will not be granted for home-school course work.

Valedictorian/Salutatorian

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each graduating class. The District's valedictorian and salutatorian may be permitted to speak as part of the District's planned graduation program at the discretion of the building principal or designee. All speeches must be reviewed and approved in advance by the building principal or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be revoked for violation of Board policy, administrative regulation, or school rules.

The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student who has qualified for a DHS Honors Diploma and has the highest grade point average as computed at the end of the 1st semester of their senior year;
2. The salutatorian will be the student who has qualified for a DHS Honors Diploma and has attained the second highest grade point average as computed at the end of the 1st semester of their senior year;
3. In case of a tie for valedictorian, co-valedictorians will be honored;
4. In case of a tie for salutatorians, co-salutatorians will be honored;
5. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors;

6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Dayton High School prior to and continuously following the 10th school day of the student's senior year.

Attendance Policies

**Attendance procedures align with Board Policy: JEA; JEA-AR; JHFDA; JED; and JEDA
Dayton JH/HS Attendance Procedures**

ABSENCES

Students are expected to attend class every period, every school day.

Absence Procedures:

Excused Absences

When students return to school after an absence, the parent/guardian must notify the attendance secretary via email, phone call, or signed notification describing the reason for the absence. Absence from school or class will be excused under the following circumstances:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Educational/Occupational;
- Family emergency/travel;
- Bereavement;
- Religious instruction/service;
- Legal or court appointments;
- Medical/dental appointments;
- Activities as required by the school;

The school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

If a student must leave during the school day, parents must send a signed note or contact the office directly regarding the student's absence. A student who becomes ill during the school day should, with the teacher's permission, report to the main office. The office staff will decide whether or not the student should be sent home and will notify the student's parent/guardian as appropriate.

A student who has been absent for any reason will be responsible for collecting missed assignments from teachers to meet subject/course requirements. In the case of a pre-arranged absence, parents

should contact the office to arrange for the collection of homework assignments before the student's departure.

School Events

For students who will be absent due to school related events, it is the teacher's/coach's/advisor's responsibility to provide a list of students to the office. In this instance, the office will update all attendance records accordingly.

- If a student involved in school athletics and/or activities receives an unexcused absence the day of the event, they will not be allowed to participate in their same day, school-related activities.
- Whether excused or unexcused absences, a student must attend classes at least half a school day to be eligible to practice with their club or team that day or evening.

Unexcused Absences

Any absence that is not pre-arranged or excused within three school days of the student's return will result in an unexcused absence and may be subject to disciplinary action. It is the student's responsibility to provide a formal excuse for all absences, whether partial or full day.

Students leaving during the school day must have a pre-arranged absence arranged by a parent/guardian, or the student's parent/guardian must contact the office directly. Students who leave class or school without permission or without signing out in the office may be considered truant.

Parents will be contacted when a pattern of excessive absence is identified. Irregular attendance is considered to be eight (8) unexcused, half-day absences or 24 period absences in any four week period (ORS 339.065).

- Absent students, or students who miss more than 50% of a single class period, should be given an Unexcused Absence (UA).
- Students who miss an entire school day without proper notification will be given an Unexcused Absence for the day.

Number of Unexcused Absences	Action Taken
1 to 3	Parent Contact Lunch Detention
4 - 11	Meeting with admin Lunch Detention Attendance Meeting
12 and above	Attendance Contract with administrator Off-campus lunch suspended, up to revoked

Possible Tiered Action Steps:

Incremental interventions may be assigned to students falling below the 90% standard, including but not limited to:

- Teacher/Administrator conference with student;
- Informal contact with parent/guardian;
- Student Support Team plan;
- Lunch Detention;
- Loss of off-campus lunch privileges;
- Loss of privileges to participate in after school activities;
- Attendance Success Plan;
- In-School suspension;
- Revocation of driving privileges
- Home Visits
- Report to Truancy Officer

Attendance Philosophy:

We strive for a restorative rather than a punitive approach with our school wide attendance processes. Discipline in the District is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. School administrators shall use discretion and professional judgment in addressing student misbehavior and assignment of consequences within District policy.

Attendance goals for every student:

1. Miss fewer than two days per month.
2. Miss fewer than 17 days per year.
3. Never let an absence detour your academic success.

It is expected that every student attends school regularly and complies with Oregon Revised Statutes pertaining to school attendance. ORS 339.010, ORS 339.020, ORS 339.030, and ORS 339.065. All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly. Any person who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

Students, parents, and school support staff all need to work in collaboration to ensure each student's regular school attendance. For the purpose of attendance documentation including written and verbal communication, "Regular School Attendance" is defined by the State of Oregon and the Dayton School Board as 90% or better attendance by a student throughout the school year. A part of accomplishing this goal is to have a correct explanation of Oregon's attendance laws available and known to parents and students, including procedures that adhere to these policies. The following summarizes how we will work in compliance with district policy and state statutes to support student attendance:

1. At the start of the school year, Dayton School District tardy and attendance policies will be sent home to explain the importance of regular school attendance.
2. If a student accumulates 8 or more ½ day (or the equivalent) unexcused absences during a four week period the parent will be contacted by **letter # 1, Irregular Attendance Notice**, (JEA-AR). The student will be placed on an **attendance contract**.
3. Failure by the student to comply with the attendance contract in step 2 will result in **letter #2, Attendance Supervisor's Irregular Attendance Notice**, (JEA-AR). This notice informs the parent/guardian by certified mail that the student is to be in school on the next regularly scheduled school day, must maintain regular attendance for the remainder of the school year and that failure to comply could result in fines and/or suspension of driving privileges.
4. If a student fails to attend school regularly after receiving the notice in step 3, the parent/guardian is asked to attend an attendance conference to discuss what actions will be taken in improving the student's attendance.
5. If a student fails to attend school regularly after step 4, the parent/guardian is sent a letter **#3, Superintendent's Notice of Compulsory Attendance Noncompliance**, (JEA-AR) by certified mail. The parent/guardian and student are required to attend a conference with the superintendent or designee to develop a plan for student attendance improvement. Failure to attend the conference or failure to send the student to school and maintain the student in regular school attendance following the conference will result in a citation.
6. If ten consecutive absences occur, the student is issued a **10-day drop notice. Absences/Tardies - Oregon's/Dayton's 90% Standard**
Oregon's/Dayton's Definition of "Not Chronically Absent"
 - Students are considered "not chronically absent" if they attend 90% or more of their enrolled days.
 - For a school district with 172 instructional days, a "not chronically absent" student may miss up to .5 days per week or 17 full school days for the academic year.
 - For a school district with 172 instructional days (7 period day), a "not chronically tardy" student may not exceed 3 unexcused tardies per week.

This is the **minimum** standard by which student absences and tardies will be assessed and monitored by the school's attendance support team. Incremental interventions may be assigned to students falling below the 90% standard, including but not limited to: Teacher/Administrator conference with student; Informal contact with parent/guardian; Student Support Team plan; Lunch Detention; Loss of privileges to participate in after school activities; School-issued Chromebook access/use restrictions; In-School suspension; Parent/Guardian letters regarding attendance non-compliance; and/or Parent/Guardian attendance non-compliance court summons in accordance with ORS 339.095.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the Attendance Supervisor will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577(1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Absences and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

1. Illness including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces¹ who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal religious considerations.

A student who must leave school during the day must have parent permission and follow the sign-out process in the school attendance office. A student who becomes ill during the school day should, with the teacher's permission, report to the main office. The office staff will decide whether or not the student should be sent home and will notify the student's parents, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days.

When a student involved in school athletics and/or activities receives an unexcused absence from school they will not be allowed to participate in their school-related activities on that day or evening. A student must attend classes at least half a school day to be eligible to practice with their club or team that day or evening.

Exemptions from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;

2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the 2nd week of each Semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee or Board's decision through district suspension/expulsion due process procedures.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Extended Absences/Assignment Requests

If a student is absent for an extended period of time, a minimum of three days, we recommend that the student or parent request the office staff by 9:00 a.m. to gather assignments for the student so they may be completed at home. Homework requests received after the 9:00 a.m. deadline may require an additional day's delay, due to teacher's preparation schedules.

Questionable Absences/Cutting Class

It will not be accepted that a student simply missed school for "no apparent reason." If office personnel and administrators are not given the true facts concerning absences, they reserve the right to take disciplinary action. Students who are more than 10 minutes late to class will be considered absent for that period and may be assigned consequences. School administration has the final say in determining if an absence is excused.

Release of Students from School

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their guardian or as otherwise provided by law.

School Sponsored Activities and Field Trips

Students participating in school-sponsored activities shall not be penalized for missing classes but shall be held responsible for missed class work. The teacher, coach, or activity advisor shall obtain prior and timely approval for the activity through the main office staff as directed by the administration. A list of participating students will be distributed to staff in advance of the activity so arrangements can be made for students to complete assignments or tests. Parent/guardian permission will be required for students going on out-of-district field trips.

Senior Trips

The district recognizes senior trips as an extension of the school experience. District-sponsored senior trips may be authorized. In-state senior trips require approval by the building principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval. Private groups and organizations may be permitted to use district facilities and equipment during non-instructional time to promote senior trips on the same basis as facilities and equipment are provided to others.

Signing In and Out

All students must sign in at the office immediately if they arrive after school starts. No students will be released after arrival to school to go home or leave school without parent/guardian permission, either in writing or by phone. The only exception to this rule is during normal lunch break, for those students who have a current Home Lunch Permission Slip on file.

Tardies

Students are expected to attend class on time. Any student who does not comply with the teacher-defined requirements for being on time and prepared for class will be counted as tardy.

Tardy Procedures:

- Students who arrive late to school are required to sign in at the office and will be given a slip for admittance to class;
- Students who return from an appointment are required to sign in at the office and will be given a slip for admittance to class;
- If a student arrives late to class for any other reason than listed above, up to 50% of class time, teacher will update attendance to Unexcused Tardy (UT)

Please Note: If a student arrives late to class with a slip from the office then the front desk has already changed attendance. In all other instances, it is the teacher's responsibility to update attendance.

Number of Tardies	Action Taken
3 for free	Discussion from teacher

4 -11	Detention Assigned by Teacher every additional tardy Contact Parent
12 and above	Admin notified Attendance advisor meeting Potential off-campus lunch revoked

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, or ineligibility to participate in athletics or other activities.

Unexcused Absences

Any absence that is not excused within 3 school days of the student's return will result in an unexcused absence. It is the student's responsibility to provide a formal excuse for all absences, whether partial or full day, within the 3 days or the student will be subject to disciplinary action.

Students leaving during the school day must have a note, email, or fax signed by a parent/guardian. Students who leave class or school without permission or without signing out in the office may be considered truant.

Parents will be contacted when a pattern of excessive absence is identified. Irregular attendance is considered to be eight (8) unexcused, half-day absences or 24 period absences in any four week period (ORS 339.065).

Withdrawal from School

Students withdrawing from school should begin this process in the office. Parent permission is required for a student to withdraw. The student will hand carry the withdrawal form to be signed by the appropriate staff indicating that books, chromebook, charger have been turned in and fees paid. If this is not possible, the office will circulate the form.

“PIRATTITUDE”

Positive Behavior Support

All students need behavior support. The most efficient approach to improving the behavioral climate of schools is through prevention. Teaching and supporting appropriate behavior is the most powerful behavior support intervention. Positive recognitions include ***Positive Referrals and various award certificates.***

The staff and students at DJH/DHS created a matrix of the school-wide expectations that everyone should follow at all times, in all settings.

	Do What’s Right	Do Your Best	Treat Others How You Would Like to Be Treated
Arrival & Dismissal	<ul style="list-style-type: none"> Walk your wheels Secure bikes Put litter in trash cans Disable electronic devices Report strangers to the office 	<ul style="list-style-type: none"> Be on time Enter and exit building appropriately 	<ul style="list-style-type: none"> Respect property, yours & others Keep entrances clear Be kind to guests
Bus	<ul style="list-style-type: none"> Wait on sidewalk until bus door opens Keep buses and waiting areas clean and litter free 	<ul style="list-style-type: none"> Honor bus rules Follow the directions of the driver 	<ul style="list-style-type: none"> Assist younger students to ride safely Use respectful language
Office	<ul style="list-style-type: none"> Sign in and out as needed when arriving late and leaving early Return to class promptly 	<ul style="list-style-type: none"> Take medications at proper times Excuse absences in a timely manner 	<ul style="list-style-type: none"> Allow others to move freely in the hall Be Patient Ask permission
Hallways & Walkways	<ul style="list-style-type: none"> Carry hall pass during class time 	<ul style="list-style-type: none"> Pick up after yourself Move to class on time 	<ul style="list-style-type: none"> Allow others to move freely Be respectful of classes in session
Restrooms	<ul style="list-style-type: none"> Inform adults of vandalism, graffiti and maintenance issues Wash your hands Place trash in cans 	<ul style="list-style-type: none"> Flush toilets Enter and exit in a timely manner Clean up after yourself 	<ul style="list-style-type: none"> Give people privacy Speak respectfully of others
Classroom	Teachers will make	their own	expectations.
Lunch Room & Break Areas	<ul style="list-style-type: none"> Eat only after check-out Stay within boundaries Guard the safety of self and others 	<ul style="list-style-type: none"> Patiently wait in line Good manners at all times Clean up after yourself 	<ul style="list-style-type: none"> Honor food service & custodial staff Invite others to sit at your table
Gym/Locker Room	<ul style="list-style-type: none"> Return equipment to designated areas 	<ul style="list-style-type: none"> Clean up after yourself No food or drink during school hours 	<ul style="list-style-type: none"> Speak kindly to others Respect privacy of others
Parking Areas	<ul style="list-style-type: none"> Protect others’ property Honor off-campus agreements 	<ul style="list-style-type: none"> Ride/Drive Safely Report Vandalism 	<ul style="list-style-type: none"> Put trash in receptacles
Library	<ul style="list-style-type: none"> Use computers appropriately Credit other people’s work (cite sources) 	<ul style="list-style-type: none"> Treat library materials responsibly Enter quietly – maintain appropriate noise level 	<ul style="list-style-type: none"> Return materials on time Politely state your purpose Allow equal access to computers
Fire Drills	<ul style="list-style-type: none"> Remain with your class or group Keep personal electronic devices off Wait for staff approval before returning to class 	<ul style="list-style-type: none"> Be attentive to directions from teachers Go to assigned area 	<ul style="list-style-type: none"> Maintain a safe, calm demeanor while exiting the building
Assemblies & Special Events	<ul style="list-style-type: none"> Sit in assigned seating areas Wait for dismissal instructions Be attentive during flag salute. 	<ul style="list-style-type: none"> Focus on presentation Be courteous and respectful at all times Remain seated until appropriate to leave 	<ul style="list-style-type: none"> Cheer and applaud appropriately Treat visitors with respect and dignity Show school spirit w/o degrading others

Do Right Awards:

At Dayton Junior High School we expect all people who are associated with the school to follow these simple rules of citizenship:

- Do What's Right
- Do Your Best
- Treat Others The Way You Want To Be Treated

Each month our staff and students honor 8-10 people with "Do-Right" awards for doing something special to enhance the quality of our school and for exhibiting positive character traits. We feel that the "Do-Right" program has been successful at DJH because:

- The "Do Right" program helps create student/staff/community unity. When people recognize and promote the good in others then trust and commitment becomes a byproduct of our school environment.
- Our staff and students present heartfelt awards to one another. The presentation of our "Do Right" awards triggers a variety of emotions amongst staff and students. Loud applause, tears of joy, nods of approval, lots of laughter, and a general sense of accomplishment are evident at most "Do Right" assemblies.
- Thank you notes from "Do Right" recipients build public confidence in our school. The thank you note that each student is encouraged to write after receiving a "Do Right" award is often the first one they have ever written. Our office staff proof the thank you note before it is mailed and we feel that it's okay for students to re-write the thank you note if it needs to be corrected. This strategy serves as a powerful "teachable moment" in the lives of our students.
- We promote the DJH "Do Right" philosophy whenever possible.

Dayton Community and School Character Education Traits

Throughout the school year our "Do Right" awards will emphasize the following character traits which have been selected and defined by Dayton community members, including students.

Responsibility

Being trustworthy and accountable for your choices.

Integrity

Building and guarding your reputation by remaining honorable and upright in all situations.

Service to Others

Participating in efforts for the benefit of others – not for praise or reward.

Courage

Having confidence and strength to overcome challenges in life which require you to take a stand for self or others.

Respect

Showing value or esteem for others by being polite or considerate.

Humility

Being humble, caring, and not egotistical.

Honesty

Being truthful with yourself and others.

Forgiveness

A process which provides an opportunity to regain trust. The act of restoration, benefiting self and/or others.

Discipline Policies

Conduct

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, in school/out of school suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, as prohibited by Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;

6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief and theft, as prohibited by Board policies ECAB – Vandalism, Malicious Mischief or Theft and JFCB - Care of District Property by Students including willful damage or destruction to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Possession, distribution, or use of nicotine/tobacco products, inhalant delivery systems, alcohol or drugs or other controlled substances, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearms and/or other dangerous weapon or both.

In regard to nicotine, tobacco, alcohol or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells or allows to be sold, a tobacco/nicotine product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 21 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

“Dangerous weapon” is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

“Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

“Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm muffler or silencer, or any destructive device.

“Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

Discipline of Students

Discipline in the District is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. School administrators shall use discretion and professional judgment in addressing student misbehavior and assignment of consequences within District policy.

Discipline/Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco-related offenses or any other criminal act, they may also be referred to law enforcement officials. Violations of the district’s weapons policy, as required by law, shall be reported to law enforcement.

Behavior Violation Definitions

Attempted Arson

Any action which may cause a fire.

Arson

Intentionally starting any fire or combustion on school property.

Assault

The physical abuse of another, but not mutual participation. May include the use of weapon and/or sexual assault.

Bomb Threats

The reporting to school, police, or fire officials of a bomb on or near school property without reasonable belief that a bomb is present.

Burglary

The unauthorized entry into a school building or school records for the purpose of committing a crime.

Bus Behavior

Refer to bus safety rules listed in this handbook.

Cheating

Includes, but is not limited to, possession of unauthorized materials, substantial editorial or compositional assistance, submission of another student's material already graded for credit, false claims or fabricated references, and copying off of someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.

Computer Misuse

The intentional misuse of school computers, according to the computer-use agreement, which could also result in loss of computer privileges.

Cutting Class

The failure to report to class without permission/excuse or leaving the building/assigned area without obtaining prior permission from a school staff member.

Cyberbullying

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

Dangerous Items

The possession (on person, in locker, in book bag, etc.) of any weapon (may include but not limited to: toy look alike weapons, fireworks, ammunition, matches, lighter, mace, hot pepper canisters and stink bombs) is prohibited on the School District premises or where official school functions are being conducted. The dangerous items will be confiscated.

Dangerous/Deadly Weapons – Firearms

In accordance with the federal Gun-Free School Zone Act, bringing, possessing, concealing or using a weapon in a school zone is prohibited. A "school-zone" as defined by federal law means in or on school grounds or within 1,000 feet of school grounds.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearms and/or other dangerous weapon or both. Any person 13 to 17 years of age

convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

“Dangerous weapon” means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

“Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

“Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

“Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm muffler or silencer, or any destructive device.

Weapons may include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gasses, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or patrons.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Defiance of Authority

Repeated insubordination or refusal to comply with a direction or instruction of a staff member.

Deliberate Misuse of Property

The intentional use without proper permission of property belonging to the School or any individual for a purpose other than that for which it was intended or in a manner likely to damage the property.

Disruptive/Disorderly Conduct

Behavior in a manner which disrupts or interferes with school educational activities, including false threats and other activities causing disruption of the school environment.

Deliberate Use of Profanity/Vulgarity/Abusive Language

Writing, saying, or making gestures which convey a message which is grossly offensive, obscene, sexually suggestive, or ridicules another person.

Unintentional Use of Profanity

The unintentional use of profanity - generally a slip of the tongue or a spontaneous reaction out of disgust.

Disrespect to a Staff Member - inappropriate language or gestures directed toward a staff member.

Disruptive Items

The following items are considered disruptive to the learning environment and are not allowed if they are being used without permission of a school adult, or misused:

1. Electronic items – including but not limited to: cell phones, iPods, video games, laser pointers, etc (unless provided by a teacher for educational use in the classroom);
2. Hats - Teacher's permission is required before bringing a hat to class, or wearing a hat in class.
3. Gum/Candy/Food - Teacher's permission is required for the classroom use of gum, candy and food. Seeds and nuts in the shell are not allowed in the building.
4. Notebooks, clothing or other items displaying inappropriate and/or profane language or pictures;
5. Potentially dangerous items – pocket knives, sharp objects, matches, lighters, chains, brass knuckles, etc;
6. Toys, skateboards, squirt guns, hand-held games, etc;
7. Valuable items - Large amounts of cash, jewelry not being worn, etc.

Extortion

The forcing of another person to act against their will, as the demand for money.

False Fire Alarms

The reporting of a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Fighting/Horseplay

Students are to keep their hands off others. No horseplay (tag, grabbing hats, scuffling), pushing or shoving will be allowed.

Fighting II - Having intentional physical contact with another person (with or without physical injury).

Forgery - The providing of a false signature or altering a school document.

Gang Behavior

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district has established a strong partnership with the Yamhill County Sheriff's Department and the other City Police Departments in the local area. Ongoing communication between school officials and local law enforcement agencies provides up-to-date information relative to identifiable gang activity. The district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang

membership or affiliation, as defined by local law enforcement officers. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation, as defined by local law enforcement officers. No student shall solicit other students for membership in any gangs or commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

Hazing/Harassment/Intimidation/Bullying, Cyberbullying, Menacing, Teen Dating Violence, Domestic Violence

Hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Individuals may also be referred to law enforcement officials.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and/or household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication devices to harass, intimidate or bully.

“Menacing” includes any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, and acts of cyberbullying, or retaliation.

The employee position title will take reports and conduct a prompt investigation of any reports of an act of hazing harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence.

Any employee who has knowledge of conduct in violation of this policy shall immediately report their concerns to the Principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report concerns to the employee who has overall responsibility for all investigations.

A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

All reports will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal will arrange such meetings as may be necessary with

all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The principal conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing acts of or cyberbullying, and or incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the district office.

Inappropriate Dress

Student dress should be in accord with health regulations and not be disruptive to the educational process. Any form of clothing that depicts drugs, alcohol, or has inappropriate language.

Inappropriate Physical Contact

Students will refrain from inappropriate physical contact. If "inappropriate physical contact" is observed by staff members, students will first be warned and then their names will be turned in to the counselor. Repeated inappropriate activity will result in a Level 2 disciplinary referral.

Insubordination (Including Repeated or Chronic Non-Participation in Class)

Failure to comply with a proper and authorized direction or instruction of a staff member.

Interference with School Personnel

Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.

Internet Misuse -_The intentional misuse of the Internet, according to the computer use agreement, which could also result in loss of Internet privileges, criminal prosecution, or both.

Leaving Class without Permission - Leaving the class or assigned classroom area without permission from a staff member.

Leaving School Grounds without Permission

Leaving the building or assigned area without permission from a staff member.

Lethal Weapon - The possession (on person, in locker, in book bag, in automobile, etc.) of any lethal weapon (may include but are not limited to: guns, switchblade, hunting knife, club, brass knuckles, blackjack, explosives) is prohibited on the school district premises or any other premises where official school functions are being conducted. Look-alike weapons, which have the potential to create a disturbance, fear, threat or intimidation, are also defined as a "weapon".

Lewd Conduct

Indecent exposure and/or offensive conduct of a sexual nature.

Lying

Intentionally providing false information to a staff member.

Personal Communication Device

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the processor. Students are prohibited from having personal communication devices on active mode during class time, assemblies, official school meetings, **or during school emergencies such as bomb threats, school-lockdowns, etc.**

*Students are also not allowed to take pictures or videos of others without their permission. In addition, they are not allowed to film fights or altercations and those videos will be considered to violate the school rules around instigation/menacing, school safety, and harassment.

Possession of Stolen Property - The having on one's possession or under one's control, property which has been stolen, or possession without permission of property belonging to another.

Sexual Harassment

Sexual harassment is strictly prohibited and shall not be tolerated. Sexual harassment of students and staff shall include, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or berating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report his/her concerns to the building principal or counselor. It is the intent of the school that appropriate corrective action will be taken to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to

discipline up to and including expulsion and/or counseling or sexual harassment awareness training as appropriate.

Sexual Harassment Complaint Procedure

The building principals, compliance officer and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, menacing and sexual harassment. All complaints, and other reported incidents, shall be investigated. The investigator(s) shall be a neutral party having no involvement in the complaint presented.

All complaints will be promptly investigated in accordance with the following procedures:

Step I: All sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II: The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant [in writing] when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III: If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV: If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V: If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education - Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the school Principal.

Sexual Orientation

Means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Skateboards/Roller Blades/Scooters

Students are allowed to use personal transportation devices such as bicycles, skateboards, scooters, etc, to get to and from school. Items must be locked up on the bike rack or secured in lockers during the school day and may not be ridden on school grounds. Students are prohibited from riding on the school track at all times.

Substance Abuse

A student possessing, distributing, using, or under the influence of tobacco products, alcohol, inhalants, non-prescribed anabolic steroids, or unlawful drugs on the school grounds or while participating in school-sponsored activities is a violation of the District Substance Abuse Policy. Violation of these guidelines may result in a referral to law enforcement officials.

In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony as provided by ORS 475.999.

Tardy

Students are expected to report to school and each class on time, prepared with necessary materials. A tardy is defined as not being in the assigned classroom seat when class is scheduled to begin. If a student misses more than 10 minutes of the scheduled class period, it will be considered a cut.

Theft

Taking property belonging to the school or any individual or group without prior permission.

Threats of Violence

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

*SafeOregon is for students to report harmful or potentially harmful behavior against other students, school staff, or your school site. It is available 24/7 and connects directly to the Oregon State Police who work in partnership with Yamhill County Sheriff's Department and local school districts. Use SafeOregon if you, or someone you know, is struggling or are in danger of being hurt, or need help from an adult and you're not sure who to tell.

Nicotine/Tobacco Products and Inhalant Delivery Systems

Student possession, use, sale or distribution of any tobacco product or inhalant delivery system on or near district property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarettes and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

The district will promote cessation resources and other positive alternatives to discipline. Tobacco use cessation programs may be established at district schools. Attendance or completion of tobacco use cessation programs by students may be allowed as substitutes to, or as a part of student discipline for possession, use, distribution or sale of tobacco at the discretion of the building principal. Attendance at cessation programs not offered by the district is voluntary and related costs are the individual responsibility of the student and his/her parent and private healthcare system. Students who violate the tobacco policy will be legally cited.

Trespassing

Entering any school property or into school facilities without proper authority, includes any school entry during a period of suspension or expulsion. Failure to leave school property or facilities when requested to do so by authorized school personnel.

Truancy

Truancy is defined as failure to report to school without permission or excuse.

Vandalism/Destruction of Property

Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities.

Students are responsible for the proper care of all books, supplies, lockers, equipment, and furniture supplied by the school. Students are to respect others' property. Students are not to use others' property unless they have permission from the owner.

The following represent various consequences of student misconduct:

Detention

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

A student may be assigned lunch detention, in-school suspension out of school suspension for violating the Student Code of Conduct. The student's parents/guardian will be notified of such detentions and/or suspensions.

Lunch Detention

Detentions will be served during the regularly scheduled lunch period:

1. Students will be assigned to serve lunch detention, as needed, on Monday through Friday.
2. Upon being excused from class, students have 5 minutes to get their lunch and report for their assigned detention. Students who are not seated 5 minutes after lunch begins will not be admitted.
3. All students are to bring lunch and a sufficient amount of work to do from their respective classes. After completing lunch students must spend the remainder of their time studying, reading or completing other tasks as assigned by the detention supervisor.
4. Students are not permitted to leave the room.
5. There is to be **no talking** among students, and students are not to be out of their seats without permission.
6. Students who are not prepared and/or are uncooperative in any way will be asked to leave detention and will be reported to the Principal or School Disciplinarian for further consequences, which may include suspension.
7. Failure to report to lunch detention promptly without reasonable cause may result in additional lunch detentions, ISS, or immediate out of school suspension at the discretion of the administration.

In School Suspension

An In-School Suspension Room, with a full time staff member, has been established for the purpose of: 1) assisting students to be academically and behaviorally successful in class; 2) supervising suspended students in school rather than relying solely upon out of school suspension.

Suspension Procedures (In School or Out of School)

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to explain their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property (other than for assignment to in-school-suspension), nor participate in activities directed or sponsored by the district. Schoolwork missed by the student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater

period of time than the length of the suspension. For example, a student will be allowed to make-up final, mid-term, and unit examinations without an academic penalty.

Pre-Expulsion

A pre-expulsion hearing will be used when the school has exhausted all other disciplinary options short of expulsion. The procedure is as follows:

1. Parent/guardian will be notified by mail of the time, date and location and procedures for the hearing;
2. The hearings officer will review the information presented by the student, parent/guardian and school;
3. The student may be accompanied by an attorney or advocate;
4. Under the direction of the Hearings Officer, the student, school and parent/guardian will review guidelines for the student to remain in school;
5. Further violation of school rules and procedures will result in an expulsion hearing.

Agreement to Suspend Implementation of Expulsion

Introduction

This agreement is designed by the District to provide an alternative for expulsion for first time offenders who are either in middle school or high school for certain drug and alcohol related offenses which violate the District's drug and alcohol policy for possession or use of drugs or alcohol. The District in cooperation with community agencies will make available: Alcohol and drug education opportunities; Assessment and treatment recommendations; Community service opportunities; and, Parent education and monitoring. The District has the sole discretion to offer this agreement. The student and the parent(s) or guardian(s) enter into this written agreement with the District which sets forth the obligations and responsibilities of the student and parent(s)/guardian(s) in order to suspend the implementation of expulsion. This agreement is between the District, the student and the student's parent(s) and/or guardian(s).

Stipulations

1. The student admits to use or possession of alcohol, drugs or drug paraphernalia, which is in violation of District policy as stated in the Student/Parent Handbook. The details of this possession/use are known and agreed upon by the student, parents/guardians and school administration.
2. Notification that the student may be suspended for a period of up to (10) school days.
3. The student and parent(s)/guardian(s) admit that the student's action violates District policy as stated in the Student/Parent Handbook, and that the District has the authority to discipline the student according to the provisions of that Handbook and Administrative Rule up to and including expulsion.
4. The student and parent(s)/guardian(s) agree that by entering into this agreement, they are waiving and giving up their right to appeal the proposed expulsion. Therefore, the student and parent(s)/guardian(s) will not have the opportunity for a hearing before an impartial hearing officer or an appeal to the Board.
5. The student and parent(s)/guardian(s) understand that by entering into this voluntary agreement, they are waiving and giving up their ability to call witnesses, present evidence and cross-examine witnesses regarding the incident.

Agreement

1. The period of this agreement will be up to one calendar year, beginning the first day of reinstatement.
2. During the period of this agreement, the student and parent(s)/guardian(s) agree to the following:
 - A. Abide by District regulations as defined by the Code of Conduct and outlined in the Student/Parent Handbook.
 - B. The student will submit to a Drug and Alcohol Assessment through Yamhill County Health and Human Services Department, Family and Youth Program and follow through with all recommendations of that assessment.
 - C. The student will submit to random drug testing throughout the duration of this agreement.
 - D. The student will not receive any behavior referrals for use, possession, or distribution of tobacco, drugs, or alcohol.
 - E. The student will maintain regular attendance of 90% or greater.
 - F. The student will be passing all courses on progress reports and final report cards.
3. The District shall monitor the student's progress with this agreement and, in the event of a violation of this agreement, the District may revoke the agreement.
4. This agreement applies to the incident set forth in the stipulation above and shall not apply to any future violation of this District's drug and alcohol policy by the student.

Failure to meet the requirements of the Probationary Agreement may lead to immediate expulsion without a hearing.

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law as part of the expulsion process.

Expulsion of a handicapped student will not be done without a review of specific guidelines for Special Education students. Expulsion procedures are as follows:

1. An informal hearing shall be held for suspension pending expulsion;
2. Parent/guardian and the student will be notified by certified mail or personal service of the charge or charges and the specific facts that support the charge or charges as well as the time, date and location and procedures for the expulsion hearing;
3. The parent/guardian, student and school district may present evidence at the hearing. Should the notice be given by certified mail to a parent or suspended student, the notice shall be placed in the mail at least five days before the date of the hearing. The student may be accompanied by an attorney or advocate.
4. Information on alternative school programs must be shared during the hearing. The student's academic program will also be reviewed;
5. Notification of hearing decision shall be given in writing within three working days and will specify the reason for, length and effective date of the expulsion as well as the procedure for appeal.

Loss of Driving Privileges

The superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such requests to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions

Note: STUDENTS MAY ALSO BE SUSPENDED OR EXPELLED for their actions occurring during non-school hours away from school property or school-related events. Please be aware that if you engage in acts of violence or aggression against persons or property or violations of drug or alcohol laws, whether or not you are arrested or convicted, you may be subject to action by the school to discipline you (including suspension or expulsion) or move you to another educational placement.

Discipline of Students with Disabilities

When students being served by an individualized education program (IEP) engage in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend, for more than 10 days, or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a Hearings Officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Searches

District officials may search the student, their personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rules, or which the possession or use of is prohibited by such law, policy, regulation or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such

inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Student Restraint or Seclusion

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - (1) The date of the restraint or seclusion;
 - (2) The times the restraint or seclusion began and ended; and
 - (3) The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the public charter school who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the public charter school who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district

must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

6. A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
 - a. Name of the student;
 - b. Name of staff member(s) administering the restraint or seclusion;
 - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
 - d. Location of the restraint or seclusion;
 - e. A description of the restraint or seclusion;
 - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - g. A description of the behavior that prompted the use of restraint or seclusion;
 - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
 - i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
8. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.
9. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

Taking Students into Custody

No law enforcement or other government official, other than a school official, shall remove a student from school unless the student is under arrest, is placed in protective custody, or the removal is pursuant to a court order or the express permission of the student's parent, guardian or legal representative.

If possible, the parent, guardian or other legal representative of the student shall be notified by the principal or other authorized school administrator before the student is taken into custody or as soon after that as can be accomplished.

When an emergency exists, the school principal or other authorized administrator may summon law enforcement officials to the school to take a student into custody.

*****SCHOOL BEHAVIOR VIOLATION*****

Do what's right; Do our best; Treat others as we would like to be treated.

Dayton Junior High: (503) 864-2246 _____

(Student's Name)

Dayton High School: (503) 864-2273 _____

(Grade)

Specific Behavior Violation:

<p>Level 1 <u>Minor Disruption</u> Classroom rules infraction Unintentional use of profanity Non-participation in class</p> <p>*Staff Members: 1) Indicate student's name and grade on referral form; 2) Circle the violation; 3) Describe the incident then inform, discuss w/student; 4) Sign the referral, then ask the student to sign, also. 5) Send a behavior referral to the school administrator.</p>	<p>Level 2 <u>Moderate Disruption</u> Computer Misuse Deliberate use of profanity, vulgarity/abusive language Deliberate misuse of property Disruptive conduct Disruptive items Fighting I/Horseplay Gang behavior Harassment/Intimidation Bullying/Cyberbullying Inappropriate dress Insubordination Left class w/o permission Left school grounds w/o permission Numerous Tardies or Absences Repeated non-participation in class Sexual Harassment</p>	<p>Level 3 <u>Chronic or Extreme</u> Cheating Chronic non-participation in class Defiance of authority Disrespect to a staff member Excessive Tardies or Absences Forgery Hazing/Menacing Internet Misuse Lying Possession of stolen property Repeated Harassment/Intimidation/ Bullying/Cyberbullying Repeated Sexual Harassment Trespassing Vandalism/Destruction of property</p>	<p>Level 4 <u>Dangerous Behavior</u> Attempted arson Dangerous items Extortion Fighting II Interference w/school personnel Lewd conduct Possession/Use of tobacco Theft Threats</p>	<p>Level 5 <u>Extremely Dangerous Behavior</u> Arson Assault Bomb threats Burglary Distribution/Possession/Use/Under the Influence of alcohol or drugs False fire alarm Lethal weapons Threats of violence</p>
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<p><u>Staff Member's Description of Incident:</u> (Date of Incident) _____</p> <p>(Time of Incident) _____ (Location of Incident) _____</p> <p>Comments: _____</p> <p>_____ (Staff Signature)</p> <p>_____ (Student Signature)</p>	<p><u>Administrative Intervention:</u> (Circle current behavioral level.) (Refer to reverse side for details.) Level 1 #__ Level 2 #__ Level 3 #__ Level 4 #__ Level 5 #__</p> <p>Comments: _____</p> <p>_____ (Parent/Guardian Contacted)</p> <p>_____ (Date/Time)</p> <p><u>Lunch Detention /ISS/ Out of School Suspension assigned for the following:</u> Day(s) _____ Date(s) _____ Time _____</p> <p>_____ (Administrator Signature)</p> <p>_____ (Student Signature)</p>
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White Copy to Parent

Yellow Copy to Staff Member

Pink Copy to Office

Behavioral Interventions/Guidelines:

***One's behavior violation, as defined in the *Student/Parent Handbook* and the number of incidents at each level, determines which behavioral intervention will be initiated.**

<p>Level 1 <u>Minor Disruption</u> 1st Incident: Staff member talks with student; documents date. Consequences determined by staff members. Possible counselor intervention, and ongoing counseling.</p> <p>2nd Incident: Staff member contacts parents; documents date. Consequences determined by staff members. Possible counselor intervention, and ongoing counseling.</p>	<p>Level 2 <u>Moderate Disruption</u> 1st Incident Staff referral. System explained by disciplinarian. Consequence: Conference and/or 1 Lunch Detention.</p> <p>2nd Incident Staff referral. Parent contact. Consequence: 2 Lunch Detentions.</p> <p>3rd Incident Staff referral. Parent contact. Consequence: 4 Lunch Detentions or 4hrs. ISS.</p> <p>4th Incident Staff referral. Parent contact. Consequence: 1 day ISS; Moves to level three, 2nd incident.</p>	<p>Level 3 <u>Chronic or Extreme</u> 1st Incident Staff referral. Parent contact. Consequence: 1 day ISS.</p> <p>2nd Incident Staff referral. Parent contact. Consequence: 2 days ISS/ Out of school suspension.</p> <p>3rd Incident Staff referral. Parent contact. Consequence: 3 days ISS/ Out of school suspension.</p> <p>4th Incident Staff referral. Parent contact. Out of school suspension/possible other educational placement, or pre-expulsion hearing. Moves to level four, 1st incident.</p>	<p>Level 4 <u>Dangerous Behavior</u> 1st Incident Staff referral. Parent contact. Voluntary evaluation. Consequence: 3 days ISS/ Out of school suspension.</p> <p>2nd Incident Staff referral. Consequence: Out of school suspension and recommendation for expulsion/other educational placement. Parent meeting.</p>	<p>Level 5 <u>Extremely Dangerous Behavior</u> 1st Incident The following steps are to be taken in each incident:</p> <p>1) Immediately isolate the student.</p> <p>2) Notify authorities.</p> <p>3) Notify the parent that the student will be suspended, pending an expulsion hearing. Advise parents to come to school and pick their child up, or seek parent's permission to release the student to go home.</p> <p>4) Automatic recommendation for expulsion and/or other educational placement.</p>
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*ISS = In School Suspension is normally held in Room #9

* A parent/guardian will be contacted by a school official, whenever In School Suspension (ISS), or Out of School Suspension (OSS) is assigned.

* **USE OF TOBACCO:** Under ORS 431.840, it is unlawful for anyone under the age of 21 years old to possess tobacco products. A school may NOT permit a person under the age of 21 to possess tobacco products while that person is present on school grounds, in school buildings, or while attending school-sponsored activities. Attendance or completion of tobacco use cessation programs by students may be allowed as a substitute to, or as a part of student discipline for possession, use, distribution or sale of tobacco at the discretion of the building principal. Students who violate the tobacco policy will be legally cited.

* **SUBSTANCE ABUSE:** The possession, use, possession by consumption, and selling or distributing of any controlled substance on or about school premises or at any school sponsored activity is prohibited. Students are subject to all consequences outlined in Dayton School District Policy – JFCK. In addition, unlawful delivery of a controlled substance to a

student or minor within 1000 feet of school property is a class “A” felony. Punishment is a maximum of 20 years imprisonment, a \$10,000 fine, or both.

SUPPORT SERVICES

Counseling and Guidance Center

Academic Counseling: Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 6-12 and their parents shall be notified annually about the recommended courses for students. Students, who are interested in attending a college, university or training school or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling: A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

Computer Use/Use of Electronic Communications

The Dayton School District provides access to the Internet to their employees, students, board members and guests for educational purposes. The term “educational purposes” includes use of the system for classroom activities, professional or career development, and limited high-quality research. All use of electronic communications is governed according to Board Policy IIBGA and IIBGA-AR, relative district regulations, and the Student Disciplinary Code.

Drug, Alcohol and Tobacco Prevention Program

The possession, selling and/or use of illegal and harmful drugs, alcohol, nicotine, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district’s policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

Internet/Network and Computer Technology Use

Students may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including email access, is strictly prohibited.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The on-line activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information, transmitted, received or contained in the district's information system, are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including email, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Library

The primary emphasis of the library is to meet the research, reference and literature needs of the students and faculty. Leisure uses of the library are also encouraged but must be secondary to the use of reference materials or equipment.

The library is open before and after school and at lunch when staffing is available. Students cannot use the library without supervision.

The use of the library by teachers for an entire class is limited by the size of the library. No more than 40 students can be accommodated and served in a productive manner. To this end, teachers must sign up in the library before class, estimating the number of students they will be bringing. Students who arrive in the library after the 40 student limit has been reached will be told to return to class.

Teachers may send no more than 5 students to the library without supervision. Every student must have a pass which states the reason for the library visit (i.e. research on planets). Students will be asked to leave if they are disruptive or disrespectful of the study needs of others.

Checking out books: Students may check out up to five books. Books are checked out for a period of two weeks and can be renewed.

Fines: There are three types of book fines: overdue fines, lost book fines, and damaged book fines. If a book is overdue, the student will be charged 5 cents per day until the item is returned, not to exceed the value of the book. When a book is lost or damaged, the purchase price of the book will be billed to the student.

Paying for fines: Students can pay for overdue fines, damaged book fines or lost book fines in the library. At the end of the school year, all unpaid fines will be reported to the office and must be paid through the school office.

The library staff is always available to help students and staff members find and/or interpret materials. Requests for information may be made at any time with the understanding that the library of the 2000's is not limited to the books or materials in one building, but is a part of a worldwide network of information services.

Ongoing Technology use in Dayton Schools

Dayton Schools continue to increase and improve student accessibility and implementation of devices in the classroom. As we grow as a school and community, please be aware that our policies and procedures will need to adapt to meet the needs to ensure safety for students and care for use of the equipment. Parents and students may experience ongoing policy and procedure updates throughout the year.

Personal Laptop Use/Technology Use

Students are allowed to use personal technology, and gain internet access in specified locations, as permitted in our schools. However, students are not allowed to use the school's network (wireless or wired) with personal technology. The list of personal technology includes, but is not limited to: Laptops, phones, Netbooks, wireless gaming consoles, iPod Touch, or the like or any other wireless capable device. Nor are students allowed to "plug-in to" the school's hard-wired network. Violations will result in a Level 3 Internet misuse referral.

Special Programs

Title IA Services:

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title IA program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title IA. Students or parents with questions should contact a building administrator or counselor.

Students with Disabilities: The school provides special programs and services for students with disabilities. A student or parent with questions should contact the Special Services Director.

Talented and Gifted Programs:

Identification of Talented and Gifted Students:

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, those culturally different, the underachieving gifted, and students with disabilities. Students will be identified based on:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals

A parent may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent will contact the District TAG coordinator/teacher to request reconsideration;
2. The coordinator/teacher will confer or meet with the parent and may include any additional appropriate persons, e.g., principal, counselor, teacher within five working school days of the request. At this time, information pertinent to the selection or placement or services will be shared;
3. If an agreement cannot be reached, the parent may initiate the Formal Process.

Formal Process:

1. The parent shall submit a written request for reconsideration of the identification/placement to the program supervisor within five working days of the conference identified in the informal process
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request presented in the previous step. Additional data may be gathered to support or change the earlier decision;
4. The parent may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearing officer utilizing the appropriate procedures;
6. A decision will be made by the program supervisor within 20 working days after receipt of the written request for reconsideration from the parent. The parent shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent is still dissatisfied, they may file an appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate under OAR upon request.

Programs and Services:

The District's TAG program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints:

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within five school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or if 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request

ATHLETICS/ACTIVITIES

Philosophy

Dayton High School provides a comprehensive activity program in a variety of areas: student government, clubs/organizations and academic competitions, athletics and cheerleading. These programs provide additional learning opportunities for our students and allow them to develop strengths beyond the classroom. The diversity in our activity program allows us to meet the needs of our entire student body.

Introduction

Dayton High School is proud of its athletic and activity programs and the students involved in them. Representing the school in these programs is a privilege, and the school has high expectations for the behavior of these students.

This policy represents the minimum conduct code for student athletics/activities, and coaches and advisors may establish rules of conduct and consequences for misconduct that exceed those represented in this policy. This policy shall be in force from the first day of participation in high school and will remain in force 24 hours a day through all subsequent years of the participant's attendance at Dayton High School, including periods of non-participation such as summer break, school holidays, etc. This policy shall be administered by the coach/advisors in conjunction with the building administration. This policy does not supersede the district's Student Discipline Policy.

This policy applies to any student participating in an OSAA authorized sport as well as activities including cheerleading, student body and class officers. It shall also apply to co-curricular groups such as band, choir, drama and FFA when they are involved in inter-school performances and/or competitions at the league, district, state and national level.

Before participating in a sport or activity, the student and his/her parents are expected to sign this rule. By their signature, the student and parent indicate that they have received, read, understand and will abide by all terms and conditions of this rule.

Academics and Activities

To be minimally eligible to participate in OSAA activities, students must be enrolled full time ***and making satisfactory progress*** as defined in OSAA rule. Dayton High School requires additional academic/behavioral standards as defined within the pages of this Handbook. The complete OSAA Academic Eligibility can be accessed by clicking [here](#).

The objective of the OSAA (Oregon Schools Activities Association) ***academic eligibility*** rule is to complement member schools' curriculum programs in recognition of the fact that interscholastic activity programs are an extension of the classroom. Academic standards help ensure a balance between activities and academic performance, promote the objective of graduation from high school, ensure that student participants are truly representing the academic mission of the institution, and allow the use of interscholastic participation as a motivator for academic excellence. It is in the interests of the member schools and the students participating in athletics and interscholastic activities that these objectives be promoted during the entire school year.

OSAA Full Time Enrollment Defined: For purposes of this rule, a full time student is one who is enrolled in high school, attending regularly and passing in ***courses offered by a high school, college,***

work-experience or other school-approved educational activities (including summer school or night-school) In addition, a full time student shall have been enrolled in school, attended regularly and passed 5 out of 6 classes, or 4 out of 5 classes (early release), during the immediate preceding ***transcripted grading period.***

OSAA Satisfactory Progress Toward Graduation: In addition to the specific credit requirement identified in Rule 8.1.1., to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements by earning a minimum of the quantity of credits indicated on the chart below prior to the start of the specified year.

OSAA Minimum Satisfactory Progress Requirements

Credits to Graduate	24	25	26	27	28	29	30
Credits Per Year	6	6	6.5	6.5	7	7	7.5
Required Prior to Year 2 (75%)	4.5	4.5	4.5	5	5	5	5.5
Required Prior to Year 3 (85%)	10	10.5	11	11	11.5	12	12.5
Required Prior to Year 4 (95%)	17	17.5	18.5	19	19.5	20.5	21

Dayton HS Eligibility Requirements Defined: In addition, Dayton students must meet a higher standard, beyond OSAA, and receive a passing grade in all classes from the previous Semester. Transfer students will be governed by OSAA academic standards until they have attended Dayton High School for a full grading term.

Dayton students attending alternative education programs, for reasons other than expulsion are allowed to participate in Dayton school athletics/activities and must meet the eligibility requirements. If it is a school activity, the student must inform the office at least one day prior to the event so eligibility can be determined.

Eligibility

Interim Progress Report

Students with an “I” or “F” on any Intermediate Progress Report (IPR) will be placed on probation for one week. The probationary period allows students one week to reconcile any “I’s” or “Fs” to avoid ineligibility. Students may practice and compete during the probationary period. If at the end of the one week probationary period the student:

1. Continues to have an “I” or “F”, they will become ineligible for competition. (JH for 1 week/HS for 2 weeks) During this time students may practice and travel with the team as long as attendance in school is not affected.
2. Has a grade of ”A”, “B”, “C”,or “D”, in all classes they will remain eligible.

Semester Report Card

Students with an “F” on any Final Semester Report Card will become ineligible for competition in athletics/activities. Eligibility for competition may be regained under the following circumstances:

1. The student is passing all classes at IPR 1 (or a minimum of four school weeks) of the current semester and the student has completed any and all Academic Improvement Plan(s) (AIP) to make up proficiencies from the previous semester.

Students with an "I" on any Final Semester Report Card will become ineligible for competition in athletics/activities. Eligibility for competition may be regained under the following circumstances:

1. The student is passing all classes of the current semester and the student has completed any and all Academic Improvement Plan(s) (AIP) to make up proficiencies from the previous semester.

Incoming Freshmen

Incoming freshmen with F's on the final Semester grade report from the previous year (8th grade) will be ineligible for one week of contests (i.e., JV, Varsity) regardless of the differences in the number of contests played by their team during that time frame.

Activities Away from School

All participants in activities away from school will be provided school transportation. Parents, employees and other designated adults may be permitted to use private vehicles to transport students on field trips or other school activities by following district policies. Students missing school transportation and going by private transportation, other than according to district policy, shall not participate in the activity. School insurance does not cover private transportation.

OSAA Article 7, Section 13 states, "Any school whose students, supporters, rooters, or participants who take part in riots, fights, pilfering, painting or unsportsmanlike conduct against any other school in the association shall forfeit any games played and won; and shall be automatically suspended for an indefinite period from the association."

All students attending school activities both home and away, are subject to the guidelines in the Student Conduct Code.

The district will provide school bus and/or van transportation to all OSAA (Oregon School Activity Association) sponsored post-season competition. Should a team or group wish to use commercial transportation (charter bus, etc.) to such competition the team or group must offset the difference in costs between OSAA reimbursement and the additional expense.

In the event that overnight lodging is necessary due to the location of a post-season OSAA sponsored competition, the district will fund lodging as per the OSAA reimbursement schedule. Any additional lodging must have administrative approval and be funded by the team or group.

Teams or groups wishing to travel to special, non-league competitions (excluding pre-season jamborees and local tournaments) must fund the cost of transportation and/or lodging. Any overnight/out of state trip must have school board approval. All fund-raising efforts must have prior approval of the administration.

Activity Guidelines

Student clubs and performing groups such as the band, choir, rally, dance, drama and athletic teams may establish rules of conduct and consequences for misconduct that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

Students attending a school activity, either at home or away are subject to the school discipline policies outlined in this handbook.

Athletic Equipment

Generally all competitive equipment is supplied by the Dayton School District with the exception of personal items and shoes. The team coach or designee will issue all equipment. NO equipment is to be used or worn off the school campus unless officially competing or practicing. Jerseys, jackets, etc., may be worn to school on game days to help boost school spirit. Competition uniforms are not to be worn for physical education classes. Any student who fails to return school equipment will be assessed replacement value for equipment and must take care of the financial obligation before turning out for another sport.

Attendance

All participants must attend a half day of school (three classes) to be eligible to practice that day. All participants must be in school the entire day in order to participate in an activity and/or game. A tardy of more than 10-minutes shall be considered an absence for the purpose of this rule. Students are encouraged to contact the building principal or athletic/activities director via phone, as soon as possible, in emergency cases.

Any exceptions to these attendance guidelines must be pre-arranged in the office at least one day in advance and approved by an administrator. Other exceptions for extreme emergencies may be approved by the administration.

Awards

A school letter can be earned through both athletics and activities. Participants who qualify for a letter shall receive one the first time only. Subsequent awards will be certificates and emblems in lieu of a letter. Varsity squad participants who do not meet award qualifications will be awarded certificates for participation. Coaches and advisors may recommend any member of their squads for a letter if they firmly believe that the student is entitled to such an award. Athletic award ceremonies are the responsibility of the athletic director in coordination with the Dayton Booster Club.

Coaches' & Advisor's Prerogative

All coaches and advisors have the responsibility to the student-athlete to withhold him/her from any event when it is deemed the student-athlete is not fully prepared. Coaches and advisors can make special requests of dress and grooming when the students represent the school in an activity.

Drug, Alcohol and Tobacco Violations

No student involved in an interscholastic athletic/activity program shall knowingly possess, use, transmit or be under the influence of alcohol, any tobacco product, performance enhancing drugs, inhalants or controlled substances of any kind (except as prescribed by a medical professional).

Any student participant who finds himself/herself in the company of persons who illegally use, possess, transmit or are under the influence of alcohol, controlled substances, inhalants or performance drugs, is expected to leave within a reasonable period of time. Failure to leave within the reasonable period of time will result in violation of this policy.

The violation of the drug, alcohol, & tobacco portion of this policy shall result in the following consequences in addition to the school disciplinary procedure:

First Offense in the student's high school career:

1. Three-week suspension from participation in athletic contests/activities, beginning with the date that the violation first became known to school officials. Note: Vacation days or non-school days

do not count as a portion of the three-week time period unless contests occur within that time period.

2. Complete a current drug/alcohol assessment at a community agency.
3. Follow the written recommendations made by the assessment report including participation in an approved community alcohol/drug education program.
4. Comply with any recommendations made by a substance abuse counselor or other appropriate person.
5. Successful completion of any recommendations by a substance abuse counselor or other appropriate official will be evaluated and approved by the administration prior to allowing the student to resume practicing in the school's athletic/activity programs.

Failure to comply with the recommendations following a first offense will result in the imposition of the second offense sanctions.

Second Offense in the student's high school career:

1. Six weeks suspension from participation in athletic contests/activities, beginning with the date that the violation first became known to school officials.
2. Complete a current drug/alcohol assessment; follow the assessment report recommendations; comply with substance abuse counselor recommendations; and obtain administrative approval for reinstatement.
3. Failure to comply with the recommendations following a second offense will result in imposition of the third offense sanctions.

Participants on suspension shall be subject to the following guidelines:

1. Suspension shall occur during the present season/activity or during the next sport/activity participated in if the violation occurred during a period of non-participation.
2. Participants shall miss scheduled games/contests/activities during the suspension.
3. Participants may resume practice as soon as proof of an assessment appointment is furnished by the administration.
4. Participants may practice, attend contests, dress-down and warm up with the team. However, they shall not participate in competition.

Third offense in a student's high school career will result in full suspension from all athletic/activity programs for the remainder of the student's high school career.

The intent of this policy is to assist the student who truly has a long-term drug/alcohol problem. Therefore, a student may voluntarily request assistance from school officials without sanction or consequences once in his/her high school career. However, the request must be prior to investigation or apprehension for a violation of the drug, alcohol, or tobacco portion of this policy.

Due Process for Athletics/Activities

If a student faces disciplinary action that could result in suspension or dismissal from a team/activity the following due process will be used:

1. The coach or activity advisor shall meet with the student and inform him/her of the reasons for the disciplinary action. The parent and the administration will also be notified.
2. If the student or parent wishes to appeal the action, he/she/they will meet with coach/advisor and the administration to attempt to resolve the situation.
3. If the student or parent is not satisfied with the resolution of the situation, he/she/they may appeal it to the principal within five days of notification of the disciplinary action.

4. The principal shall conduct an informal hearing. The hearings committee shall include the coach/advisor, the school counselor, the athletic director, a staff member of the student's choice and the building principal. The student shall have the opportunity to present his/her version of the facts. The committee shall deliberate in private, and the principal shall communicate the decision in writing.
5. If the student or parent is not satisfied with the response of the hearings committee, within two school days of receiving the written decision, he/she/they may appeal the decision to the superintendent who may designate a hearings officer. The hearings officer/superintendent shall hold a hearing and render a decision on the record of the hearing. This decision shall be final.
6. During this process, the student may practice, but may not participate in any competitions or games.
7. This process is not intended to supersede the district's discipline policy.

Fees

A participation fee must be paid by the end of the first week of the pre-season by all athletes. Athletes may not practice beyond this date until the sports fee is paid.

Fines

Any students with outstanding fines will not be allowed to participate in sports until their fines have been cleared. Fines issued to players or coaches, under the guidelines of the OSAA, will result in the recipient of such fines to reimburse the school no less than \$50/incident for the first offense, \$100 for 2nd offense, and \$150 for the 3rd offense, regardless of the fine imposed upon the school district.

Inclement Weather Procedures

No co-curricular or extra-curricular activities will occur on days that school is closed due to inclement weather. A delayed school opening means practices may occur only after the delayed opening time. If any school, of a scheduled opponent, is closed we will not compete on that date. If a school of a scheduled opponent has a delayed opening, the schedule will be decided by the administration and communicated to the coach.

Insurance

The Dayton School District does not carry medical/accident insurance on its students. It is strongly recommended that optional student insurance be purchased in the Main Office if the student is not covered by private insurance. Students participating in extracurricular athletic programs must purchase "School Medical Accident Insurance" or sign an insurance waiver assuring the school of private coverage.

Misbehavior

Coaches and advisors may suspend students from performances/competitions for up to two weeks for violation of team rules. The length of such suspension shall be the coach's prerogative.

Out of School Suspension/ In School Suspension/ Detention

Students who receive any form of suspension or detention will not be allowed to participate in athletics or activities for the duration of the day(s) served. In addition, students who receive out of school suspension shall not be allowed to participate in the next performance/competition if it falls within 5 days of the participant's return to school.

The admission of facts which constitute a criminal offense or conviction of a criminal offense, either felony or misdemeanor, (excluding minor traffic violations) shall result in suspension from

performances/competition for a minimum of two weeks from the date of the admission of the facts or the conviction or the beginning of the competition season.

The accumulation of two team suspensions during a sport or cheerleading season shall result in dismissal from the squad. The accumulation of two activity suspensions shall result in the loss of extra and/or co-curricular participation for the remainder of the Semester. A third suspension: for the remainder of the year.

Physicals

Students in grades 9 and 11 (and any first year HS participant) must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a further examination once every two years and after either a significant illness or a major surgery prior to further participation. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district, and will be kept on file and reviewed by the coach prior to the start of any sports season. No student, regardless of grade level shall participate in school-sponsored athletics without a completed school sports pre-participation examination form on file with the district.

Practices

Dayton High School has separate sport seasons. Coaches are allowed to hold practice sessions and promote their sport during the designated school sport season only. Although the decision to participate in a "club sport" while involved in a school sport rests solely with the athlete and his/her parents, all coaches are to practice the philosophy that they will not become a distraction to another coach or his/her players during their season. No team practices, open gyms, or use of facilities will be allowed on Sundays without the approval of the building administrator.

Quitting a Team

Any student who quits a team is suspended from participation in any sports program for the duration of that sport season and will not receive a letter or certificate. A student may transfer from one sport to another with the consent of both coaches involved and the administration.

Scheduling of Activities

A school activities calendar is maintained in the school's main office and includes a listing of all scheduled athletic events, plays, musical productions, parties, trips, holidays, etc. No student or staff member will place events on the calendar without completing an activity request form to obtain approval for the event. Activity requests must be submitted at least two weeks prior to the date of the requested event. To the greatest extent possible, Wednesday evenings and Sundays will be kept open for family activities within the community. School parties, social functions and dances will be held on Friday or Saturday nights. Overnight trip or events, must be approved by the Dayton School Board at least one month prior to the activity, except in cases that result from OSAA-sponsored playoffs or other required competitive events where results are not known in advance.

CORE COVENANTS FOR DAYTON ATHLETES

Pirate Athlete Core Covenants	ENTHUSIASM	INTEGRITY	RESPECT	ACCOUNTABILITY
Definition	An intense, eager, or spirited interest in a cause	Building and guarding your character by consistently being honest, sincere, reliable, humble, and loyal	Showing value or esteem for others by being polite and/or considerate	Being responsible and/or liable for one's personal actions
What Does The Core Covenant Look Like in School	<ul style="list-style-type: none"> • Respected by teachers, staff, peers • Present and actively engaged • Put needs of others first • Finish tasks on time • On time, on task 	<ul style="list-style-type: none"> • Earns a positive reputation • Trustworthy • Doesn't let their teammates down • Predictable • Does their own work • Say what they mean, mean what they say 	<ul style="list-style-type: none"> • Values needs of others • Respectful to peers, staff, visitors • Often says: "please", "thank you" and "you're welcome" • Helps keep facilities neat/clean • Respects all participants • good listener 	<ul style="list-style-type: none"> • Understands their actions and performance in school helps determine one's privilege to participate in events in which they represent the school • Takes responsibility for their actions • Admits their faults
What Does The Core Covenant Look Like Away From School	Proudly: <ul style="list-style-type: none"> • Promotes Dayton activities • Acknowledges all participants • Appreciates coaches dedication • Recognizes support from fans • Wears Dayton apparel 	<ul style="list-style-type: none"> • Earns a positive reputation • An esteemed community member • Valued by others as a competitor • Supports success of teammates • Uses positive language • Wholesome and genuine in their actions 	<ul style="list-style-type: none"> • Positive role model, looked up to • Often says: "please", "thank you" and "you're welcome" • Uses positive language • Thankful to fans and student body 	<ul style="list-style-type: none"> • Understands their actions in the community and beyond will help determine one's privilege to participate in events in which they represent the school
What Does The Core Covenant Look Like in Competition	<ul style="list-style-type: none"> • Embraces good competition • Play hard, have fun • does best in all situations • Support success of teammates • "Never give up" attitude 	<ul style="list-style-type: none"> • Earns a positive reputation • Honorable competitor • Plays clean/fair • Keeps emotions under control • Displays good sportsmanship 	<ul style="list-style-type: none"> • Strives for respect from opponents, coaches, fans and officials. • Honors the spirit of competition with fair play and good sportsmanship • Demonstrates self-control at all times • Shakes hands with opponents before and after competition 	<ul style="list-style-type: none"> • The accountable athlete understands that everything they do is being watched, measured, and judged • Accepts consequences and props for actions
What Does The Core Covenant Look Like In Practice	<ul style="list-style-type: none"> • Embraces their role • Appreciates coaches' feedback • Learns game plan • strives to make teammates better • Looks forward to the next drill 	<ul style="list-style-type: none"> • Practices and play the same • Demonstrates their expectations • Improves daily • Wants to be coached • Gives an honest effort • Expects what is expected 	<ul style="list-style-type: none"> • Drive to improve is valued by teammates and coaches. • Values improvement in self/team • Values all roles 	<ul style="list-style-type: none"> • Takes responsibility for improvement • Takes responsibility for performance • Takes responsibility for effort • Takes responsibility for attitude

**Dayton Athletes shall Do What's Right, Do What's Best,
and Treat Others As They Want To Be Treated**

Core Covenants will be seen throughout a participant's everyday life

DHS STUDENT, CLUBS, OFFICERS AND ELECTIONS

2023/2024

Student Clubs, Organizations, and Advisors

FFA - Mitch Coleman

Future Business Leaders of America (FBLA) - Juan Corona

MEChA Hispanic Club - Maricela Martinez

National Honor Society - Mandy Stahl

Student of the Month - Michelle Borst

Student Government

ASB Officers:

Advisor: Niles Tuihalangingie

President: Tana Williams

Vice President: Zulema Milian Vargas

Secretary: Brenda Juarez Garcia

Treasurer: Valeria Serratos-Sandoval

Senior Class:

President: Camilo Medina

Vice President: Brooklyn Hodges

Secretary: Jade Andrade

Treasurer: Emilio Salas

Advisors- Dave Fluke/Beth Wytoski

Sophomore Class:

President: Mackenzie Wiro

Vice President: Katie Freeborn

Secretary: Rachel Baumholtz

Treasurer: Quinn Johnson

Advisors-

Junior Class:

President: Rylie Hedgecock

Vice President: Michelle Widiatnoko

Secretary: Kyra Navari

Treasurer: Mylie Duran

*Advisors-MelissaOliveria/
PattyElliott/MaricelaMartinez*

Freshman Class:

President: Samuel Walsh

Vice President: Sarah Mayer

Secretary: Adalis Gutierrez

Treasure: Brody Jimenez

Advisors- Tera Solem

DAYTON HIGH SCHOOL CONSTITUTION

Preamble

We, the students of the Associated Student Body of Dayton High School, for the purpose of providing an outline of the powers and duties of the Student Council, House of Representatives, clubs, and organizations, and of establishing the rights of students of this body, do hereby establish this constitution.

Article I. - Name

The name of this organization shall be known as "The Associated Student Body of Dayton High School."

Article II. - Membership

All duly registered students of Dayton High School who have paid fees to the Student Body are members of the Associated Student Body. A student body card will be issued to every student paying the set fee entitling the student to participate in student body activities, be a member of clubs and organizations and hold an elected office. All registered students may vote in elections.

Article III. - Organizations

Section I.

The government will be divided into three branches: the executive branch consisting of the Student Council; the legislative branch consisting of the House of Representatives; and the judicial branch consisting of the three levels of appeal: the Principal, the Superintendent, and the School Board.

Section II.

The Student Council and House of Representatives will hold regular meetings at least once a month.

Section III.

The Principal will appoint a faculty advisor who has been a member of the staff for one or more years to advise the Council and the House of Representatives.

Article IV. - Powers

Section I.

All powers of the Student Council and House of Representatives are delegated to it by the school administration and Board. The administration and the Board may veto any act of the Student Council or House and revoke any of the powers held.

Section II.

The Student Council makes decisions on issues presented to it by the House of Representatives, at-large delegations, the faculty, administrators, or members.

Section III

The Student Council shall enforce all Student Council rulings regarding individuals and organizations as outlined in the By-Laws.

Section IV.

The Student Council has the duty and power to check and control expenditures in the Student Body Account.

Section V.

The Student Council may delegate its powers to subcommittees, with these powers being delegated under such rules and conditions as the council may prescribe.

Section VI.

The House shall have the power to review any ASB decision or recommend issues to the Council for decisions, as well as consider matters of general concern which the members place on the docket by way of resolution.

Section VII.

If a representative misses more than two meetings of the House of Representatives or Student Council without a valid attendance policy excuse his/she will be relieved of all duties.

Section VIII.

Representatives shall be responsible for reporting the proceedings of the House to their 2nd period class the first school day following the meeting.

Article V. - Duties/Qualifications of Officers

Section I.

The Student Council shall consist of the following officers: ASB President, ASB Vice-President, ASB Secretary, ASB Treasurer, Speaker of the House, Director of Public Relations, the four class presidents and the four class secretaries.

Section II.

The ASB President shall:

- A. Serve as chair and direct all business of the council.
- B. Serve as the official representative of the student body.
- C. Call meetings, set agendas, appoint committee chairs.
- D. Serve as Elections Officer.
- E. Attend all regularly scheduled School Board meetings.

The ASB Vice President shall:

- A. Assume the duties of the President in his/her absence.
- B. Serve as chair of student body activities in By-Laws.
- C. Maintain planning files for Council sponsored activities.

The ASB Secretary shall:

- A. Keep attendance records and minutes of all meetings.
- B. Type, distribute and post meeting minutes.
- C. Coordinate official ASB correspondence.

The ASB Treasurer shall:

- A. Keep accurate accounts and report expenses/receipts to the Council for approval.
- B. Serve as chair of all fundraising activities.
- C. Enroll in office practices/practicum.

The Public Relations Director shall:

- A. Write announcements and articles for school activities.
- B. Publicize school activities.
- C. Keep a scrapbook of school activities.

The Speaker of the House shall:

- A. Preside over all House meetings.
- B. Preside over all House elections.

C. Present issues raised by the House or Student Council.

Section III.

Each class shall elect the following officers: President, Vice President, Secretary, and Treasurer.

Section IV.

The Class President shall:

- A. Prepare the agenda and conduct all class meetings.
- B. Represent the class in any official capacity.
- C. Appoint committees as necessary.
- D. Attend all student council meetings.

The Class Vice President shall:

- A. Perform the duties of the president in his/her absence.
- B. Serve as chair of all class sponsored activities.
- C. Appoint committees as necessary.

The Class Secretary shall:

- A. Take, distribute and post the minutes of all class meetings.
- B. Coordinate official class correspondence.
- C. Keep attendance records.
- D. Attend all student council meetings.

The Class Treasurer shall:

- A. Maintain a record of class accounts.
- B. Report class expenses and receipts for approval.
- C. Serve as chair of all class fund-raises.

Section V.

The House of Representatives shall elect from its membership the following officers: A Speaker Pro-tempore, Clerk, and Sergeant-at-Arms. Members of the House of Representatives shall serve for one term.

Section VI.

The Speaker Pro-tempore shall:

- A. Fill the duties of the Speaker of the House or on the council when the Speaker is unable to do so.
- B. Assist the Speaker in identifying the order of speakers during meetings.
- C. Maintain the House Docket.
- D. Attend all student council meetings as a non-voting member.

The Clerk shall:

- A. Record any type of business transacted in the house.
- B. Take roll call at the beginning of each meeting.

The Sergeant-at-Arms shall:

- A. Ensure orderly conduct during the House meeting.
- B. Check certification of members entering the House.

Section VII.

All candidates for ASB or Class office must be members of the ASB and must have and maintain a GPA of at least 2.5 with no F's on each grade report throughout their term in office. If they fail to do so they will be dismissed.

Section VIII.

Two members of the House of Representatives shall be elected in September and January in all 2nd period classes from a field of four nominees. ASB membership is required and members will be dismissed if they receive and "F" on any report card. It shall be the responsibility of the members to report the activities of the House of Representatives back to their 2nd period classes on the day following the House of Representative meeting. This report will immediately follow the daily announcements.

Section IX.

Should a vacancy occur among the officers, the Council, Class or House will appoint a replacement. If the vacancy occurs less than half way through the elected term, an election will be scheduled for a permanent replacement.

Section X.

An ASB officer may not hold a class, House of Reps., club, or organizational office concurrent with their term on the council unless an appeal is filed and approved by the student council, student council advisor, and building principal.

Section XI.

At the time of election, the ASB President must be a junior; the Speaker of the House shall be a sophomore or junior; the Vice President a sophomore or junior; the Treasurer a sophomore or junior; and the Secretary and Public Relations Director a freshman, sophomore or junior.

Article VI. - Elections

Section I.

ASB elections will be held the second full week following Spring Break. A voting precinct will be established during the lunch period and manned by non-candidates. Petitions for office must be signed by thirty members of the ASB (no person can sign more than one petition for the same office) and filed one week before the election. Voters' pamphlets stating all candidates' platforms and qualifications will be compiled under the direction of the ASB elections officer, and distributed during election week. The President and Vice President are the only positions that shall run under the same ticket. Campaigning will be allowed under posted guidelines and an elections assembly will occur the day before elections.

Section II.

All registered 9th - 12th graders shall be eligible to vote in elections with the exception of the April ASB officer elections where all registered 9th -11th graders will be eligible to vote by secret ballot. A committee appointed by the Elections officer will count the ballots in thirds with one member designated to tally the results. The highest number of votes wins the election with the exception of the President and Vice President who must receive a fifty-one percent majority. In the event of a tie vote or election irregularities, the Student Council will meet to establish recount or re-vote procedures.

Section III.

Class elections will be held the third full week following Spring Break with campaign speeches and elections occurring in class meetings. Secret ballots will be collected and delivered to the ASB Elections officer for counting under ASB election guidelines outlined in Section II. The candidate receiving the highest number of votes will win the election with the exception of the President who must receive a fifty-one percent majority.

Section IV.

All new ASB and Class officers will assume their duties at the first regularly scheduled meetings in May.

Section V.

Write-in candidates will not be eligible for ASB or Class Offices unless they receive special authorization by appeal to the Student Council Advisors and the Principal.

Article VII. - Clubs and Organizations

Section I.

An organization shall be a branch of a statewide or nationwide group. A club shall be a local interest group within the school.

Section II.

In order to be recognized in this school, an organization or club must annually submit a charter to the Student Council identifying its officers and goals.

Section III.

Recognition by the Student Council allows the group to maintain an account with the ASB.

Section IV.

All recognized clubs and organizations are subject to the limits and conditions of the ASB Constitution.

Article VIII. - Finances

Section I.

The ASB shall have the following accounts:

- A. A general fund
- B. A fund for each class
- C. A fund for recognized clubs and organizations

Section II.

All vouchers forwarded to the treasurer, must be approved by the class, club or organization treasurer and advisor.

Section III.

ASB accounts will be handled by the ASB Treasurer and school secretary.

Section IV.

All student accounts will be audited at the district office at the end of the school year.

Article IX. - Amendments

Section I.

Proposals for amendments may come from a petition signed by one-third of the ASB, or by a two-thirds vote of the House of Representatives or Student Council.

Section II.

When an amendment is proposed the council shall hold a special referendum election. If three-fourths of the voting student body approves the amendment, the Constitution shall thereby be amended.

Article X. - By-Laws

Section I.

These By-Laws may be amended or changed at any regular meeting of the Student Council, if supported by a two-thirds vote.

Section II.

All meetings shall be conducted according to Robert's Rules of Order, Revised.

Section III.

Meetings of the Associated Student Body shall be called whenever the need for such meetings arises.

Section IV.

Membership dues for the year are \$16.00 and provide the student with a student body card, which entitles him/her to free admission to all scholastic activities and all home athletic activities except OSAA sponsored events. This does not include plays, outside entertainment or dances. Membership in ASB is required to participate in sports, hold an elected office, or participate in a club or organization.

Section V.

Homecoming

- A. Each class, except for seniors, shall nominate three girls to be voted upon by the student body. The girl with the highest number of votes shall be elected as princess from that class.
- B. Each class, except for seniors, shall nominate three boys to be voted upon by the student body. The boy with the highest number of votes shall be elected as prince from that class.
- C. The senior class shall nominate four girls and four boys to be voted on by the student body for Queen and King. The boy and girl with the highest number of votes shall be Queen and King. The boy and girl receiving the second highest number of votes shall be the senior class prince and princess.
- D. A class meeting to vote on nominees shall be handled in this manner:
 - a. The class shall select nominees from a class list with the top vote getter winning the nomination.
 - b. Voting shall be by secret ballot.
 - c. All ballots shall be turned over to the class advisor. Counting shall be conducted by the ASB President and student council advisor.
 - d. Homecoming shall be sponsored by the Student Council in cooperation with classes, clubs, and organizations.

Section VI.

May Day

- A. Each class, except seniors, shall nominate four girls and four boys from their class. The senior class will nominate five girls and five boys. These nominees will then be voted on by the whole student body. The student body will vote for two girls and two boys from the 9th through 11th grade classes, and three boys and three girls from the 12th grade class. These students will be on the court with the girl and the boy seniors who receive the most votes becoming queen and king.
- B. Each class prince and princess shall be reimbursed \$20.00 from their class treasury for May Day outfits. The Queen and King will be reimbursed \$25.00 from the Student Body Treasury.

Section VII.

Participation on Courts

- A. No students shall be nominated for, or participate in, a Homecoming or May Day court if they receive an "F" on the last grade report or received suspension (for other than tardies) during the current term.
- B. Prior to their senior year, a girl or boy may serve only once on Homecoming Court or May Court. During their senior year, they may be eligible to serve on Homecoming or May Court.

Section VIII.

Activity Letters

- A. Letters will be awarded to students when they have met the criteria established by the organization and approved by the Student Council for that activity.

Section IX.

Class Responsibilities, Receipts and Expenditures

- A. Freshmen: Clean up at all home football games
- B. Sophomores: Decorate for May Day, Class Ring Orders
- C. Juniors: Junior/Senior Prom, Football Concessions, Select Graduation Announcements
- D. Seniors: Senior Skip Day, Decorate for Graduation, Picture Frame for Class Photo, School Gift
- E. Student Council: Sponsor Homecoming, May Day, Special Programs

Section X.

No student shall serve on the student council (including class officers) who has received two discipline referrals (except for tardies) in the period of service. Student Council officers, however, shall be granted the right of appeal to the student council advisor. A successful appeal shall be granted only under extraordinary circumstances and may be granted only a single time. Vacancies occurring under these provisions shall be filled as directed under the ASB Constitution.

DJHS STUDENT OFFICERS and CONSTITUTION

2023-2024

Student Government

ASB Officers

President - Berenice Reos

Vice President - Opal Holland

Secretary - John Webb Corona

Treasurer - Amelia Whytoski

Advisor's - Jennifer Spink & Liz Warmbier

DAYTON JUNIOR HIGH SCHOOL CONSTITUTION

PREAMBLE

We, the students of the Associated Student Body of Dayton Junior High School, for the purpose of providing an outline of the powers and duties of the Junior High School Council, clubs, and organizations, and of establishing the rights of students in this body, do hereby establish this constitution.

Article I Name

The name of this organization shall be known as "The Associated Student Body of Dayton Junior High School."

Article II Membership

All duly registered students of Dayton Junior High School who have paid fees to the Student Body shall be members. A student body card will be issued to every student paying the set fee entitling the student to participate in student body activities, be a member of clubs and organizations, and hold an elected office. All registered students may vote in elections.

Article III Organization

Section I.

The government will be divided into two branches: the executive branch consisting of the student council and the judicial branch consisting of three levels of appeal: the Principal, the Superintendent, and School Board.

Section II.

The Student Council will hold regular meetings at least once a month.

Section III.

The Principal will appoint a faculty advisor who has been a member of the staff for one or more years to advise the Council.

Article IV Powers

Section I.

All powers of the Junior High Student Council are delegated to it by the school administration and Board. The administration and the Board may veto any act of the Junior High Student Council or revoke any of the powers held.

Section II.

The Student Council makes decisions on issues presented to it by at-large delegations, the faculty, administration, student body members, or the High School Student Council.

Section III.

The Student Council shall enforce all Student Council rulings regarding individuals and organizations as outlined in the By-Laws.

Section IV.

The Student Council has the duty and power to check and advise expenditures in the Student Body account.

Section V.

The Student Council may delegate its powers to subcommittees, with these powers being delegated under such rules and conditions as the council may prescribe.

Section VI.

All meetings shall be conducted according to Robert's Rules of Order, Revised.

Section VII.

Council members shall be responsible for reporting the proceedings of the Junior High School to the student body following the day of the meeting.

Article V Duties/Qualifications of Officers

Section I.

The Junior High Student Council shall consist of the following officers: President (8th grader), Vice President, Secretary, Sergeant at Arms, (grades 7-8) and two class representatives from each class, grades 6-8.

Section II.

The Junior High ASB President shall:

- A. Serve as the official representative of the Junior High Student Body.
- B. Serve as chair and direct all business of the council.
- C. Call meetings, set agendas, appoint committee chairs.
- D. Serve as elections officer.

The Junior High ASB Vice President shall:

- A. Assume the duties of the President in his/her absence.
- B. Serve as chair of student body activities in bylaws.
- C. Maintain planning files for Council sponsored activities.
- D. Maintain current records of Junior High ASB accounts and report to the council.

The Junior High ASB Secretary shall:

- A. Keep attendance records and minutes of all meetings.
- B. Represent the class in any official capacity.

- C. Appoint committees as necessary.
- D. Serve as the Chair of all class sponsored activities.
- E. Maintain a record of class accounts.
- F. Report class expense and receipts for approval.
- G. Serve as Chair of all class fundraisers.

The Junior High ASB Sergeant at Arms shall:

- A. Maintain order at all official meetings of the ASB, under the direction of the ASB President.
- B. Keep a record of events and make a notebook due at the end of the school year.

Section III.

All candidates for Dayton Junior High ASB or Class Representative must be members of the Dayton Junior High ASB and must maintain academic and behavioral standards in accordance with the guidelines established for Extracurricular Activities participation at DJH, throughout their term in office. If they fail to do so, they will be dismissed.

Section IV.

Should a vacancy occur among the officers, the Council will appoint a replacement. If the vacancy occurs less than half way through the elected term, an election will be scheduled for a permanent replacement.

Section V.

A Junior High ASB officer may not hold a class, club or organizational office concurrent with their term on the council.

Section VI.

At the time of election, the President of the Junior High ASB must be in the eighth grade, the Vice President, Secretary, and Sergeant at Arms may be in grades 7th or 8th.

Article VI Elections

Section I.

Junior High ASB elections will be held in May of the previous school year. A voting precinct will be established during advisory groups and manned by non-candidates. Petitions for office must be signed by twenty members of the ASB (no one person can sign more than one petition for the same office) and filed one week before the election. Campaigning will be allowed under posted guidelines and an election's assembly will occur the day of elections.

Section II.

All registered sixth and seventh graders shall be eligible to vote in elections with the exception of the April High School ASB elections where all registered eighth graders will be able to vote by secret ballot, and May Junior High ASB officer elections, where incoming 6th graders are not present to vote. A committee appointed by the Elections officers will count the ballots in thirds, with one member designated to tally the results. The highest number of votes wins the election. In the event of a tie vote or election irregularities, the Student Council will meet to establish recount or re-vote procedures.

Section III.

Class Representative elections will be held the fourth full week of September with campaign speeches and elections occurring in class meetings. Secret ballots will be collected and delivered to the JHASB Elections officer for counting under ASB election guidelines outlined in Article VI, Section II. The

candidate receiving the highest number of votes will win the election. Section Officers and Class Representatives will assume their duties at the first regularly scheduled meeting in October.

Article VII Clubs and Organizations

Section I.

An organization shall be a branch of a statewide or nationwide group. A club shall be a local interest group within the school.

Section II.

In order to be recognized in this school, an organization or club must annually submit a charter to the Student Council identifying its officers and goals.

Section III.

Recognition by the Student Council allows the group to maintain an account with the Junior High ASB.

Section IV.

All recognized clubs or organizations are subject to the limits and conditions of the Junior High ASB constitution.

Article VIII Finances

Section I.

The Junior High ASB shall have the following accounts:

- A. A general fund
- B. A fund for each class
- C. A fund for recognized clubs and organizations

Section II.

All vouchers forwarded to the Junior High Principal must be approved by the class, club, or organization officers and advisors.

Section III.

Junior High ASB accounts will be handled by the Junior High Principal.

Section IV.

All student accounts will be audited at the district office at the end of the school year.

Article IX Amendments

Section I.

Proposals for amendments may come from a petition signed by one-third of the ASB, or by a two-thirds vote of the student council.

Section II.

When an amendment is proposed, the council shall hold a special referendum election. If three-fourths of the student body approves the amendment, the Constitution is thereby amended.

Article X By-Laws

Section I.

These by-laws may be amended or changed at any regular meeting of the Student Council, if supported by a two-thirds vote.

Section II.

Meetings of the Junior High ASB shall be called whenever a need for such a meeting arises.

Section III.

Membership dues for the year are \$10.00 and provide the student with a student body card which entitles him/her to free admission to all scholastic activities and all home athletic activities with the exception of OSAA sponsored events. This includes plays, outside entertainment, dances and parties unless the special activity is designated as a fundraiser. Membership in JH ASB is required to participate in sports, hold an elected office, or participate in a club or organization.

Section IV.

The Junior High shall hold extra-curricular activities at least two times a year in addition to May Day. These activities could include parties, field trips, etc.

Section V.

A May Day dance will be held on Friday evening at the end of May week.

Section VI.

The Junior High Student Council shall plan all May Day events and games for the Junior High.

Section VII.

The Junior High shall hold a minimum of two recognition assemblies a year in order to recognize students for their hard work.