

Dayton Grade School



COMMUNITY. INTEGRITY. HOPE.

2024-2025

Student and Parent Handbook

Dayton Grade School

We will **ACHIEVE**

Together we will encourage, empower and expect lifelong learning.

STUDENT - PARENT - SCHOOL COMPACT

TEAMWORK EQUALS SUCCESS

We are committed to every child's progress in school, and are going to do our best to promote their achievement.

Together we can improve learning by doing the following:

As a student, I will continue to –

- Come to school each day ready to learn.
- Work hard to do my best in school.
- Follow school and classroom rules.
- Respect and cooperate and encourage others.
- Read something every night.
- Limit screen time on TV, computers, cell phones and other electronic devices.
- Ask for help if I need it.

As a parent, I will continue to –

- See that my child is on time and attends school regularly.
- Make sure my child is well rested.
- Establish a time for homework and listen to my child read.
- Be aware of and participate in my child's education progress.
- Encourage my child to show respect for others and property and will model like behavior.

As school staff, we will continue to –

- Provide a safe and caring environment for students.
- Communicate and work with families to promote student's learning.
- Adjust methods, materials, and pace of instruction to accommodate individual differences.
- Provide motivating and challenging learning experiences in classrooms.
- See the best in every student and encourage them to do their best.

Student's Signature _____

Parent's Signature _____

Teacher's Signature _____

Principal's Signature _____

Date _____ / _____ / _____

Thank you for your willingness to work together.

We look forward to seeing you at School.



Dayton Grade School

526 Ferry Street, Dayton, Oregon 97114
503-864-2217 Phone 503-864-3766 Fax

Website: www.daytonk12.org

Principal – Dana Symons

Vice Principal - Jeff Taylor

Director of Student Services - Eric Palacios

Classroom Teachers

Jennifer Hauck- Kindergarten
Jenna Gray - Kindergarten
Crystal Mack - Kinder/1st Grade
Emily Cammick - 1st Grade (co-teach)
Sarah Crocker - 1st Grade (co-teach)
Vanderlinden, Jade - 1st Grade
Monte Blackburn- 2nd Grade
Dalia Magana - 2nd Grade
Nancy Moody 2nd Grade
Mandy Den - 3rd Grade
Kylie Fowler - 3rd Grade
Tim Spidal - 4th Grade
Corlyn Wilkinson - 4th Grade
KaLynn Bales - 5th Grade
Cezanne Brunner - 5th Grade
Sarah Gorski - 5th Grade

Specialists

John Bixler - Technology
Tonya Hill - Inst. Coach
Ellyce Schilling - Title I
Laura Babcock - Bilingual Specialist
Kristen Alexander - Support Ed
Kari Sanders - Counselor
Zachary Chapman - P.E.
Katie Pyne - Support Ed
Elaine Wilson - Music Appreciation
Kristina Shephard - Speech
Mariah Deboff - EGC Classroom
Kristian Frack - K-12 ELD/Prg. Coach

Preschool Teachers **Preschool Assistants**

Tiffany Ashley Lisa Berkey Kindt
Emily Wegner Britany Cutler
Jessica Trevino

Secretaries

Solana Blackburn
Melissa Putman
Leslie Young

Instructional Assistants

Amber Carter
Sandie Carter
Ana Corona
Sareh Eslami
Jill Fairall
Rachel Hosking
Gabriella Jacquez
Johni Marvel
Heather Mullins
Natalie Spidal
Lupe Villasenor
Tina Young

Maria Alcaraz Reyes -
Family, School, Community Liaison
Susan Rader -
Projects Class Lead
Jennifer Oace - School Nurse

Custodians

John Kemper
April May
Tory Reyna

Maintenance

Otto Rice
Robert Osburn

Kitchen Staff

Norma Huettl – Food Service Director
Sheri Jolliffe
Sarah Miley

School Board Members

Kraig Albright Larry Ringnalda
Ann Coleman Pieper Sweeney
Veronica Palmer Christopher Wytoski
Terri Paysinger

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We will ACHIEVE.

Together we will encourage, empower and expect lifelong learning.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedure 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. Notification may be provided when appropriate.

Dayton Public School Statement of Assurance

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 race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, 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 VII of the civil rights act, Title IX of the Education Amendments of 1972, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act, as amended; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act, and Title II of the Genetic Information Nondiscrimination act.

The Superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues. If you suspect possible discrimination of a student on any basis prescribed by law, contact Dayton Public Schools, P.O. Box 219, 780 Ferry Street, Dayton, Oregon 97114-0219, 503-864-2215.

The Superintendent is the district's Title IX coordinator and has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Procedure for filing a complaint can be found on the district's home page at daytonk12.org

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 must notify the district office within 15 days of receipt of the student handbook.

Student Information

If you do not want the school to publish your child's name, photo or schoolwork, please inform the school office in writing. Student information is most often published in school yearbooks, school and district websites, school and district newsletters, and local newspapers. We will

publish student name, photos and schoolwork – especially in publicizing good news about students – unless you tell us in writing by September 20 to withhold your child’s information.

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.

Our Partnership

Children’s learning, attitude, and well-being are dependent on our working together for the best education for your child. Our mutual respect will promote a better learning climate for all children.

We care about you and your needs. We appreciate our community of Dayton. We encourage volunteers. Check the newsletters and our Facebook page for times and opportunities for parent events and special presentations. Parent meetings, P.T.S.O. and evening events occur on a regular basis.

School Visitors and Volunteers

All visitors and volunteers **must** enter through the front main doors and check in at the office upon arrival at the school. Visitors and volunteers will be issued a “visitor pass” to wear. Your child’s security is important to us. Allowing visitors in the building is dependent on current health and safety guidelines.

Please take the time to visit your student’s class many times during the year. Students are thrilled to have their parents come and often recall these times as highlights in their year. The teachers welcome the opportunity for you to see your child as part of the group and to experience the classroom environment. Call a day or two before you plan to visit so that your visit will be coordinated with other activities/visits.

Volunteers

Dayton Grade School encourages parent volunteers! Please check with your child’s teacher or the office to determine the best way we can use your time and talents. Allowing volunteers in the building is dependent on current health and safety guidelines.

All volunteers are required to complete a criminal background check **each** year. Volunteer applications and background checks are essential. Thank you to every volunteer who provides this information year after year with patience!

Volunteer applications and background checks must be submitted and approved BEFORE a volunteer can begin. This includes field trips. Please allow at least 2 weeks for processing. If a volunteer was approved the school year before they are allowed to volunteer through the end of

September. Volunteer applications and background check paperwork are available through the summer for your convenience. Thank you for helping to keep our school safe and predictable.

School-Age Guests

Families occasionally have school-age guests, relatives or friends who would like to visit school with Dayton Grade School students. We are happy to have guests for short periods of time when it does not interfere with the academic program within any classroom. Permission forms are available in the school office and must be submitted at least 2 days in advance of the requested visit. We recommend an adult accompany the school-age guests and keep visits short. Allowing guests in the building is dependent on current health and safety guidelines.

Homework

Your child's classroom teacher will be notifying you about what the expectations are for your child's homework.

School Compact

Please consider posting the DGS Compact on your refrigerator. See copy on the inside cover of this booklet.

Dayton Grade School Newsletter/Facebook

Dayton Grade School uses ParentSquare to notify parents of events, activities and announcements. Please download the app to stay up to date on our events. Once a month throughout the school year, the newsletter is available via ParentSquare and website. Important information, such as school event and, picture days, etc. are communicated in this manner. Dayton Grade School also has a Facebook page and updates can be found there as well. The newsletter is also available on our school website.

The School Climate

Children need an environment in which they will feel safe and respected in order to learn to their full potential. We will do our utmost to ensure that your child has such an environment. To accomplish this, we will teach and model respectful behaviors, assertiveness skills, and positive problem solving skills. Our staff works in partnership with parents to maximize the success of all students.

Dayton Grade School uses a positive behavior incentive system, PBIS, to recognize and reinforce the denied behaviors. Staff focus on correcting behaviors through recognition and reteaching. Some classrooms will use the PAX Good Behavior Game, PAX Good Behavior Game is a research based program that supports students in monitoring their own behavior and make good choices.

Dayton Grade School Expectations:

Choose kindness.

I am safe.

I am respectful.

I am responsible.

I am a learner.

Children sometimes make mistakes and fail to follow our school wide expectations. We will work with you to focus on their positive behaviors and teach them non-violent, productive skills for solving problems with others. However, whenever negative, inappropriate behaviors occur, we will help children learn responsibility for their actions by giving consistent logical consequences.

Student safety is very important at Dayton Grade School. When students report a problem, the steps listed below are followed to work towards a solution. Our process has three parts, education, resolution and consequences when appropriate. The education part is to provide the students with strategies to prevent the problem from occurring again. Consequences focus on restoring relationships leading to understanding and action to set things right.

- 1) Separate the students involved. This often means both parties are asked to go to different locations where they are safe, supervised and the following steps may be completed in private.
- 2) Make sure each student is safe. Take care of any injuries.
- 3) Talk with each student separately to determine the events that caused the problem.
 - a) What happened?
 - b) What did you do?
 - c) What did the other student do?
 - d) What happened right before this problem?
 - e) Which adult did you tell or ask for help?
 - f) Has this ever happened before?
 - g) What will make this situation better? What can be done differently next time?
- 4) Often conflict, or disagreements, cause similar emotional responses as bullying. For both conflict and bullying, our goal is to stop the problem from occurring and educate the students in better ways to communicate with each other.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. From -Dan Olweus, creator of the *Olweus Bullying Prevention Program*
https://www.violencepreventionworks.org/public/recognizing_bullying.page

- a) Characteristics of a bullying situation include:
 - * an imbalance of power;
 - * the intent to harm;

- * worsens with repetition over time;
- * the distress of the child or teen being bullied, often including fear or terror;
- * enjoyment of the effects on the child or teen being bullied by the person (people) doing the bullying;
- * the threat – implicit or explicit – of further aggression.

From -

<https://www.safeatschool.ca/plm/interrupting-bullying/simple-strategies/conflict-vs-bullying>

- 5) Students are given strategies to use the next time something happens and/or informed of the consequence for this instance and further instances. Education is involved in each step.
 - a) Tell an adult by saying, "I need help with (name the problem or student).
 - i) Students who have already started this process are instructed to tell the nearest adult immediately and the adult that has been working with them to resolve the conflict. At times students are instructed to have no contact with each other until more successful practice. At times, additional consequences may follow.
 - b) When there is conflict, students may choose to work out the problem together facilitated by adults or student mediators trained in peaceful mediation.

Consequences

Examples of logical consequences include apologies and restitution; behavior plans for improvement, or loss of privileges. For defiant behaviors, or for chronic misbehavior, detentions may be assigned. Parents will always be informed of this action. 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.

Student Code of 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. *District policies for student conduct are available at www.daytonk12.org.*

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.

Student Rights and Responsibilities

Student rights and responsibilities include, but are not limited to, 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

Discipline

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 education environment or the invasion of right of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for violating district policies for student conduct.

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, (weapons, recommendation from threat assessment, etc.).

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.

Drug/Alcohol & Tobacco Prevention Program

Drug, alcohol, inhalant delivery systems and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students. Students will receive age appropriate prevention instruction. Visitors are asked to leave all tobacco, and inhalant delivery systems products at home.

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, and will result in disciplinary action.. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited. Refer to board policy JFCG/JFCH/JFCI.

Violence Free Zone District Wide

Dayton Public Schools are committed to providing a safe and respectful environment in which all students can learn. To this end, each school building, and all of the school grounds are Violence Free Zones. This means that threats or acts of deliberate violence are not tolerated. Such behavior may be referred to the building principal for disciplinary consequences.

Students who choose to use violence will be given consistent consequences, which may include suspension depending on the severity of the incident. Problems, which are ongoing, or involve weapons, may lead to expulsion.

We hope to enlist parents and community in our efforts to educate children about the destructive nature of violence and healthy alternatives to it. To this end, we ask parents to carefully monitor television, movies, and video game programs that their children view.

We hope that parents will model and teach non-violent conflict resolution skills to their children. Please contact the school if you would like more information on how to teach these very important skills to your children.

Mediation Program:

Peers Assisting Peers in Problem Solving

Dayton Grade School has the Mediation Team Program. A group of students, selected for their interpersonal relationship skills and interest in conflict resolution, receive extensive training in the process of mediation. Under the supervision of an adult, these mediators assist in student-student and student-teacher conflict resolution at scheduled times. It is our belief that knowledge of, and experience in the mediation process, empowers children and adults alike in seeing mediation as a powerful tool in resolving difficult conflicts. During the year, your child may be asked to go to mediation by another child. This is an excellent choice for children and not meant to be punitive in any way. However, if you have any concerns, please contact the School Counselor.

Our thanks to the teachers and many volunteers that make this program work. The mediation program would not be possible without many capable volunteers.

Problem Solving

Many options for problem solving will be taught to students at Dayton. These guidelines will help them understand how many choices they have to solve problems. We especially emphasize that solutions must satisfy everyone. This helps children learn to respect the rights of others and to care about others' feelings.

Your Child Reports Problems At School

If your child needs help with a problem that happened at school, please ask the following three things:

- Which adult did you tell?
- What have you done to make things better?
- How did that work for you?

These questions will help empower your child to solve the issue and firmly establish the parent as a guide or coach in the problem-solving process.

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

Hazing, harassment, intimidation, 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, 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 activity or grade level attainment. i.e., personal servitude; sexual stimulation/sexual assault; 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, gender identity, 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 device to harass, intimidate, or bully.

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

Retaliation means any act of, including but not limited to, [hazing,] harassment, intimidation, 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, intimidation, bullying, menacing, teen dating violence, and acts of cyberbullying, or retaliation. he [employee position title will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing, Teen Dating Violence or Domestic Violence - Student 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 Board policy JFCF or feels they have been subjected to an act of hazing, harassment, intimidation, 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 Principal 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.

The district shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying, unless an exception applies (see Board Policy JFCF and ORS 339.356). .

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

Step 1 Any reports or information on acts of hazing, harassment, intimidation, 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 office and corresponding dates.

Step 2 The Administrator receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The Administrator 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 Administrator 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, bullying, menacing, cyberbullying, or incidents of teen dating violence, and documentation will be maintained as a confidential file in the district office.

SafeOregon

Dayton School District uses the SafeOregon Tip Line, a system that students, parents and community can use to report school safety threats. SafeOregon will give your child another medium for communicating with our school administration when school safety incidents occur. Students can access the SafeOregon system through a link on our school website or they may go directly to the safeoregon.com web site. Tips can be submitted through the web form on the SafeOregon website, or by text, email, live call (844-472-3367) and mobile app.

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 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 child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school 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 rule, 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. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or 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 school rule the Student Code of Conduct Student/Parent Handbook] may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

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 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.

Student Suicide Prevention

Dayton Grade School staff provide social emotional supports to students each day. Student safety and mental health are our priority. Our teachers work closely with our counselor as well as our school based therapist we contract with through Yamhill County Family and Youth.

Character Education Program

Since 1996, the community of Dayton has adopted eight character traits that we believe our children need to learn in order to be productive and responsible citizens. Dayton Grade School participates in this program by teaching and encouraging these eight traits throughout the school year. Each month our staff focuses on a particular character trait, and our monthly Student of the Month awards celebrate children whose behavior has modeled these traits. The character traits, and the months in which they are taught, are as follows:

Character Strong



Month	Trait and Definition
September	RESPECT – seeing value in all people and things & treating them with care.
October	RESPONSIBILITY – taking action and understanding the impact of our choices.
November	GRATITUDE – choosing to appreciate the people and things in our lives.
December	EMPATHY – understanding and connecting to other people’s feelings.
January	PERSEVERANCE –pushing yourself to work through challenges and obstacles.
February	HONESTY – being truthful in what you say and do.
March	COOPERATION – working together to reach shared goals.
April	COURAGE – choosing what is helpful, right, and kind - even when it’s hard or scary.
May	CREATIVITY – using your imagination to create something new or solve a problem.

Health/Attendance

Attendance

Research shows that good attendance in grade school leads to students graduating from high school. We believe children need to be in school to grow academically and socially with their peers.

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.

Please notify the school when your child will be absent by calling the office the morning of the absence or sending a note the day prior to the absence. Emailing the office staff or teacher also works. Our automated system, ParentSquare or the attendance secretary will call or email parents/guardians by 9:30 AM Tuesday-Friday (11:30 AM on Monday) if their child absent without prior notification. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible. The attendance secretary will forward homework requests to the classroom teachers(s).

Travel is an important education event for any child; however, school attendance is vital throughout a student's education. If at all possible, please plan family trips during school vacations. If school day absences are unavoidable, it works to the child's advantage to talk with the teacher and plan in advance how to get all the class work completed.

Regular attendance is encouraged. Regular attendance is defined as missing less than 2 days of school per month. Missing 10% or more of the school year places the student at risk of falling behind both socially and academically.

A parent will be issued a notification, in writing and in the native language of the parent, and in accordance with law, the Superintendent or their designee 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 may be 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 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 may be 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

Our staff and administrators want to support students after an absence. Staff worry about students who are absent. Clear communication from the parents about the reason for the absence assists us in choosing the correct support. Advance notification or a phone call the day of the absence in an easy way to communicate. The guardian may also send a note when the student returns.. 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 Forces-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.

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 or religious considerations.

A student who must leave school during the day must be signed out by a parent, guardian or designee. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office staff will decide whether or not the student should be sent home based on Oregon ODE & OHA guidelines and will notify the student's parents as appropriate.

A student must be withdrawn from the active roll on the day following the tenth consecutive full day of absence but may be retained on the inactive roll at the district's option. A student must be present for at least one-half day in order to restart the count of consecutive days' absence. Under no circumstances shall a student who is absent for the first ten days at the beginning of the school year be counted in membership prior to the first day of school attendance.

To support our students we recognize attendance above 90%, perfect attendance and improved attendance. Students with perfect attendance and improved attendance will be recognized.

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. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

ParentSquare

ParentSquare provides a simple and safe way for everyone at school to connect.

With ParentSquare you'll be able to:

- Receive all district, school and classroom communication via email, text, or app
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items

You can use ParentSquare on any device. You can download the free mobile app for iOS or Android or use the desktop version at www.parentsquare.com.

Our goal is for every family to join ParentSquare and engage with our school community. Please feel free to ask me any questions.

Illness/Medication

Good health is important to everyone. Dayton School District follows the guideline of ODE and OHA for excludable symptoms. Please keep your child at home when they are ill to show respect to the other students and staff. Ideally, all medication should be given at home. The school is not allowed to administer any medication that is sent from home (including aspirin, Tylenol, cough drops or antibiotic cream) unless the following conditions are met. Any medication to be taken at school must be administered by trained school personnel. Medication must be kept in the office. Written instructions and permission by the parent is required.

Medication, in its original container, must be brought in by a parent and picked up by a parent. See form in the office for specifics. Pharmacists will provide school containers if you ask at the time of purchase. 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.

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.

When children become ill at school, every effort is made to have parents pick them up. In case of serious student illness or injury you will be notified immediately. If you cannot be reached the alternate person listed on the emergency contact list will be contacted and the emergency instructions you have written will be followed. Please update your emergency instructions as needed.

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.
2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting.
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 medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

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.

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, in these situations, 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.

Naloxone

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.

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 person believes, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine

Bringing Food to School

In compliance with health codes, any food that is prepared at home cannot be shared with other students. Parents wishing to bring "treats" for a child's birthday or class party should provide purchased items contained in store packaging. Please check in with your child's teacher to determine if there are students with allergies to food in the classroom and avoid treats that contain peanuts or peanut butter. One day prior notice is appreciated.

Immunizations, Vision and Dental Screenings

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious or philosophical beliefs and/or a medical exemption, the student is not 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 this exclusion. A hearing will be afforded upon request.

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:

1. A vision screening or eye examination; and 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.

The parent or guardian 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 a dental screening within the previous 12 months.

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 parent 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.

Communicable Disease Exclusions:

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

Parents of a student with a communicable or contagious disease are asked to telephone the office so that other students who have been exposed to the disease can be alerted. Parents with questions should contact the school office.

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 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.

Human Sexuality, AIDS/HIV 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. The plan of instruction will include age appropriate child sexual abuse prevention instruction for students in Kindergarten through grade 12. 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, HBV, AIDS - Students

A student infected with HIV¹, HBV, or AIDS 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 a student (parent) wishes to divulge such information and continues attending school, the district will meet with the student or representative to develop appropriate procedures.

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

School Insurance

The school district will not be responsible for any medical, dental, or hospital bills incurred as a result of injury by the student. The district does not provide accident insurance to any student; insurance is available on a voluntary basis with the parents paying the premium. This insurance is designed to assist in payments of medical expenses. Information regarding this insurance is contained in the school registration packet.

Procedures and Activities

The School Day

Grades K - 5: 8:15 AM - 2:50 PM (Tuesday-Friday)
May include a 15 minute morning and/or afternoon recess and 15 minute lunch & recess.

Tuesday-Friday students may arrive at school no earlier than 8:00 AM.

8:00 AM Breakfast (free for all students)
8:15 AM Tardy bell (Grades K-5)

Students may be asked to walk home until school time if they arrive extremely early. Children are not to wait in parking lot areas, they are much safer at home. Please help out by creating a daily plan for your child.

Late Start Mondays

On Late Start Mondays school will start two hours late.

Grades K-5

10:00 AM Breakfast (free for all students)
10:15 AM Tardy bell

Conferences

Regular conferences are scheduled annually in the fall to review student progress.

A teacher may request a conference: (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 the teacher considers 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, or email the teacher.

Dress Code

Responsibility for the dress of students must rest in the home with the family of the children. We do ask that the attire not be disruptive of the child's educational opportunity, that the clothing is clean and functional and that health and safety factors are considered. The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards (JFCA). Dress Code: Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

- Students must wear clothing including both a shirt (with acceptable printed messages on t-shirts) with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes (**flip flops are discouraged**).
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments(bathing suit areas), waistbands and straps are excluded.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities, such as field trips.

Children learn best when they are comfortable. Please help your child to learn to dress appropriately for the weather. We have resources available to help families with coats and shoes, if needed. Call our school counselor, for confidential assistance.

Sometimes we have recess in the rain. Children may play under the play sheds, but often they prefer to continue to play in the rain. That is okay only if the child is wearing a rain jacket and hat or hood. Lightweight jackets, such as sweatshirts are generally not sufficient for playing in the rain.

Lost and Found

If your child has lost something they should check the lost and found rack at the school. Small items like watches, wallets, and bracelets are kept in the office. Please check the Lost and Found often! Please put your last name inside jackets, sweaters and expensive clothing. Unclaimed articles will be donated/dispensed of twice per year. Loss or suspected theft of personal or district property should be reported to the school office. The district will not be responsible for the loss of, or damage to, personal property. Lost and found items will be donated to a local donation site during winter break, spring break and summer brea.

Items From Home and Toys

Toys, money or other valuables, such as iPods, tablets, cell telephones, or hand-held game devices brought from home often cause conflicts between children and may create distractions from learning. We strive to keep your child busy and engaged in learning throughout the school day. Toys should be left at home unless the administration or teacher has given permission for a specific item in advance and school does not accept responsibility for any such items. Toys and/or other items that are brought without teacher permission may be taken to the office. A parent may pick the item up at the office.

Responsibility for Children to and from School

District policy requires that children proceed directly to and from school. Any deviation from this policy requires a written note from parents. A phone call will be accepted in the case of an emergency only. Students crossing Ferry Street should cross with a crossing guard (7:55-8:10 AM and 2:50 - 3:05 PM Tuesday-Friday). On Monday the morning crossing guard will be 9:55-10:10 AM.

Field Trips

Students tend to learn a great deal from first hand experiences. Although decreased school funding has led to funds for field trips being eliminated, our P.T.S.O. provides funds for each grade level to plan field trips. Without the P.T.S.O.'s support, field trips would not happen for our students.

Parents are always notified when students are transported off school grounds. In any case, notice for each trip is required so parents are sure to know the whereabouts of their child.

Field trips are for the students at Dayton Grade School for which they are planned and those adults who are serving as chaperones. As a matter of safety, other children are not allowed to accompany parents on field trips.

Transportation of Students

Parents/Guardian(s) may give permission for their student(s) to be transported in a private vehicle from an event with another adult (licensed driver 21 years or older) under the following conditions:

1. The parent/guardian must sign a permission slip/liability waiver and submit it to the school office allowing reasonable time to process the request prior to the event.
2. The school office will verify the request with the parent/guardian, and the school administrator will notify the coach or advisor that approval has been granted.
3. The adult transporting the student(s) must sign out the student with the coach/advisor when taking the student from the event.
4. This exception cannot supersede a coach/advisor's transportation requirement for participants.
5. Under this waiver provision, the District will not investigate the driving record or proof of insurance for individuals transporting students. The parents are requesting this waiver of liability at their own risk.

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be subject to disciplinary action including removal from transportation services.

Transportation Rules

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

While riding a school bus, students will:

1. Obey the driver at all times.
2. Not throw objects or carry on balloons
3. Not have in their possession any weapons
4. Not fight, wrestle or scuffle.
5. Not stand up and/or move from seats while the bus is in motion.
6. Not extend hands, head, feet or objects from windows or doors
7. Not possess matches or other incendiaries(i.e. lighters) and explosive devices.

8. Use emergency exits only as directed by the driver
9. Not damage school property or the personal property of others
10. Not threaten or physically harm the driver or other riders
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order
12. Not make disrespectful or obscene statements
13. Not possess and/or use tobacco, inhalant delivery systems, alcohol or illegal drugs
14. Not eat or chew gum
15. Not carry glass containers or other glass objects
16. Not take onto the bus skateboards or other large objects which might pose safety risks or barriers to safe entry and exit from the bus unless required by school program, with the understanding that these items remain in the seat with the student
17. Accept assigned seats
18. Stay away from the bus when it is moving
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses)
20. Follow directions of coaches, teachers, bus drivers and chaperones that are responsible for maintaining order on trips

Disciplinary Procedures for Violations of Transportation Rules

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

1. **First Citation:** the driver verbally restates behavior expectations and issues a warning citation. Student meets with the school administrator to review appropriate behavior. Appropriate consequences may be issued.
2. **Second Citation:** The student is suspended from the bus for 5 days and an appropriate school consequence is issued by the administrator.
3. **Third Citation:** The student is suspended from the bus for 20 days and may not be able to ride the bus until a conference has been held with the student, parent and administrator. Any subsequent violations will be considered a severe violation.
4. **Severe Violations:** Any severe violation will result in the immediate suspension of bus riding privileges for the balance of the school year. There will be a conference involving the student, parent and administrator to discuss this step.

In all instances, the appeal process may be used if the student and/or parent desires.

Damage To 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. 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 the district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed.

Distribution of Materials

All aspects of K-8 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 nonstudent 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 requests for materials distribution require approval of the administration.

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

If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within three days it will not be considered approved. A decision reached by the superintendent 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.

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 (pencils, paper, erasers and notebooks) and may be required to pay certain other fees or deposits.

A written notice will be provided to the student and their parents(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. Items that may incur fees include library books, technology devices, equipment and school property.

Fund Raising

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the principal at least 10 days before the event.

School Closure and Delay 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.

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 as early as possible to open schools on time, to delay the starting time, or to close schools. In the event of a 2 hour delay, cold breakfast will be served. ParentSquare will be used as a notification of a school delay or closure but we also recommend you view one of the following:

Web Addresses:

Dayton SD information only:

www.flashalert.net/news.html?id=113

www.facebook.com/daytongradeschool.k12

Television Stations:

KATU Channel 2

KOIN Channel 6

KGW Channel 8

KPTV Channel 12

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

Emergency Procedures/Disaster Plans

Students will receive instruction on fire, earthquake and safety threats procedures. Practice drills will be held for instruction and practice. 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.

Promotion, Retention and Placement of Students

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Teachers will notify parents if there is a concern about a child's growth for the year. The parents will be invited to a conference regarding options.

Bicycles/Skateboard/Scooters

When a child arrives at school with their bicycle, skateboard or scooter, they should walk it directly to the specified parking area and leave it there until they are ready to return home. Bicycles, skateboards and scooters are not to be ridden on school property between the hours of 7:30 AM and 3:30 PM on school days except by permission of the administration. Bicycles, skateboards and scooters must be used according to traffic regulations. Children unable to ride in a safe and legal manner will be asked to leave them home. A helmet is required of all children using bicycles, skateboards and scooters. A LOCK SHOULD BE PROVIDED FOR EACH BICYCLE, SKATEBOARD OR SCOOTER The school district is not liable for lost or stolen bikes, skateboards or scooters..

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

School Cafeteria/Food Service

Dayton Grade School provides free breakfast and lunch to all students. A breakfast and hot lunch will be provided for the convenience of children and parents. All children may participate in this program.

Meals:				
	Grades K-5	Grades 6-8	Grades 9-12	Adults
Breakfast	Free	Free	Free	\$ 2.50
Lunch	Free	Free	Free	\$ 4.00
Milk - Additional	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.60

Children with special dietary needs due to documented disability will be accommodated.

The school food service program 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 need. 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:

- ❖ an identification of the medical or other special dietary condition which restricts the child's diet
- ❖ the food or foods to be omitted from the child's diet
- ❖ the food or choice of foods to be substituted

Weapons and Look-Alikes

All weapons, including pocket knives (all sizes), are prohibited at school. Toys, which look like weapons, are also not allowed. This includes toy handcuffs, plastic knives and the swords and wands that come with some Halloween costumes. Student safety is a top concern and students will be subject to disciplinary actions including possible expulsion. Please discuss this important rule with your children. If you have a question or concern, please call the principal for clarification.

Internet Use

Students may be asked to use the Internet as part of their regular class work, using Internet sites that have been pre-selected by their teacher or under direct supervision of their teacher. Students who have had instruction on searching the Internet may use it for their own purposes. Parents who do not want their children using the Internet may write a note withholding permission.

The district will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment. Files and other information, including e-mail, 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 email system.

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.

Personal Electronic Devices

Students are encouraged to leave cell phones at home. If students choose to bring cell phones to school, they are to stay "Off and Away for the Day" during school hours. Students who use cell phones during school hours will be considered insubordinate and disciplinary action may be taken as needed. This includes wearing earbuds and headphones in school. Being present at school is essential and allows students to fully engage with learning. The school Cell Phone Policy includes:

- Cell phones - Away for the Day
Cell phones need to be turned off and put away for the day in the student's backpack.
Please call the office if you need to communicate with your child during the school day.

Student Cell Phone Policy

General Guidelines

- a. Students are permitted to personal possess cellular phone, smart watches, tablets, pagers, or electronic signaling devices (“Cell Phones” or “Similar Devices”) on campus provided that any such device remains “off” and stored in a locker, backpack, purse, pocket, or other place where it is not visible during normal school hour [or school activities].
- b. PK-8 Students are only permitted to use Cell Phones or Similar Devices on campus before and after school hours unless the school has adopted a stricter policy.
- c. No videos, audio recording, or photos of any kind shall be taken during allowable school hours using personal Cell Phones or Similar Devices unless under the direction of an adult for educational purposes and/or with permission from the subject(s) of the recording.
- d. Students must comply anytime a request is made by school staff to cease the use of a Cell Phone or Similar Device (including before and after school) when students are under the supervision of school personnel.
- e. If such a device is observed by staff, during school hours or activities when Cell Phones and Similar Devices are not permitted, it shall be confiscated until redeemed by a parent/guardian/caregiver or as determined by the school administration. The school will advise students and parents of this prohibition and any other school-based restrictions annually, including that the District is not responsible for students’ lost or stolen Cell Phones or Similar Devices. The school administration may establish and enforce a stricter policy.
- f. Nothing in this policy shall interfere with a student’s Individual Education Plan (IEP), 504 Plan, or other requirement to access the educational programming at the school.

Disciplinary Consequences for not following the school use policy

Students who refuse to adhere to the cell phone policy of their school may be subject to discipline as outlined in the District’s Student Rights and Responsibilities Handbook.

Staff Responsibility for Confiscated Cellular Phones or Pagers

- a. District employees tasked with supervising students who observe students in direct violation of this policy must enforce the consequences outlined in the school’s policy or handbook or, if unable, must refer the issue to an appropriate staff member who can.
- b. District employees who take physical possession of any personal property of a student, with the intention of returning it at a later time, have the responsibility to ensure that the property is placed in a properly secured location. Placing the item on top of or inside an unlocked desk or cabinet is not considered a properly secured location.
- c. School administrators should communicate to staff the procedure under which staff can turn in confiscated personal property of students, so that the property is placed in a secured and locked location. A log noting an accurate description of the device should

be maintained of items placed in or removed from the secured and locked location. Access should be limited to an administrator or designee.

Personal electronic devices used in violation of law, Board policy, and administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate.

Photographs at Dayton Grade School

The internet has made taking a simple picture into a much more complex issue! Students may not take pictures of other children at school unless they have prior permission from the student and the classroom teacher. Some children are on a confidential restricted list and may not have any photographs taken at school. Teachers are responsible for keeping track of that information. This restriction is for everyone's safety and privacy. Children who do not comply with this rule will be subject to discipline.

Private Schools

While parents have the option of placing their children 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. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. 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.

Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private 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 provide notice may result in a denial of any subsequent reimbursement request.

Materials From Outside Groups

Materials from outside groups (i.e., Scouts, 4-H, etc.) may be presented to, posted or distributed to students given the following guidelines:

- Materials must relate to student age and interests.
- Materials must be screened by Principal or designee in advance.
- Children may pick up materials voluntarily.
- Certain days or weeks may be designated "high volume" time where no additional materials will be sent home.
- Materials must be school appropriate in language and illustrations.
- Materials must be in both English and Spanish.

Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District**

Sexual conduct by district/school employees, contractors, agents, and volunteers as defined by Oregon law is not to be tolerated. All district employees, contractors, agents, and volunteers are subject to this Board policy JHFF/GBNAA – Reporting Requirements Regarding Sexual Conduct with Students. See our district website for the entire policy and procedure.

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 the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at Dayton Grade School is the Principal/Assistant Principal. In the event this person is the suspected perpetrator, the Superintendent/Board Chair shall receive the report. When the Principal/Assistant Principal 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 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.

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.

"District" includes district facilities, district premises, and non district property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district or where the employee is engaged in district business.

The district's sexual harassment policy is posted on the district's website and in all K-12 schools. See board policy JBA/GBN.

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

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

Sexual Harassment Complaint Procedure

See administrative regulation JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Federal Law (Title IX) Sexual Harassment Complaint Procedure

See administrative regulation JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

Special Programs

Support Services

Children come to school with a variety of gifts, abilities, and strategies for learning. If your child is struggling in any area of academic or behavioral skills, we will work with you to identify and provide appropriate special services in order to help your child to be successful. Special Education services will be provided pursuant to Board Policy and the IDEA Special Education laws. Parents with questions should contact their students' teacher.

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.

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 homeless student will be admitted, in accordance with the student's best interest to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.

Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. 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.

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. (See School Board Policy IGBBA.)

English Language Learners

The school provides special programs for English Language Learners. A student or parent with questions about these programs should contact the Federal Programs Coordinator.

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 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. 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 district who administered the restraint or seclusion;

- e. A description of the training status of the staff of the public charter school district 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 Form must be completed and copies provided to those attending the debriefing meeting for review and comment.
 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. 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, and 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.

Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-5. Students will be identified 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 identifying intellectually gifted student;
4. A nationally standardized academic achievement test for assistance in identifying academically talented students.

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

Student Records

Education records are those records directly related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

A copy of the district policy for student education records (JO/IGBAB) are available at the grade school office, the district office or online.

Only school officials (including administrators, teachers and records clerks) are allowed access to the education records. The school administrators decide which school officials may access records and when.

Parent Rights

The parent(s) or eligible student has right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- The district official responsible for educational records is the Superintendent.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- Request a hearing to challenge the content of education records;
- Pursuant to OAR 581-21-410, file with the United States Department of Education a complaint under 34 CFR Section 99.64 concerning alleged failures by the district to comply with the requirement of federal law; and
- Obtain a copy of the district policy with regards to student education records.
- May request information regarding the professional qualifications of the student's classroom teacher.

The district forwards education records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services [OAR 581-21-250 (1)(m) and (p)] within 10 days of receiving the request. District policy is available at each school through the principal, at the district office or the district website at www.dayton.k12.org.

Noncustodial parents may contact school, on an annual basis, to request additional copies of report cards, newsletters and other information available to parents.

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 years of age, unless the district is provided evidence that there is a court order or parenting plan, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours.

Directory Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures if you do not notify the school in writing by September 20.

- Student's name
- Student's address
- Student's telephone listing
- Electronic address
- Student's photograph
- Date and place of birth
- Major Field of Study
- Participation in officially recognized sports and activities
- Weight and height of athletic team members
- Dates of attendance
- Grade level
- Diplomas, honors and awards received
- Most recent previous school or program attended

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.

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 to identify students who meet or exceed the performance standards 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 to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

Student/Parent Complaints

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 Principal..

The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior. The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR-Bias Incident Complaint Procedure.

Division 22 Education Stands Complaints

Any resident of the district, parent of a student attending district schools, or a student attending a school in the district may express a concern alleging violation of the district’s compliance with a Division 22n 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 30 days at any step or within 90 days of the initial filing of complaint with the district (whichever occurs first), any complainant may appeal direct to the Deputy Superintendent of Public Instruction.

Instruction Materials Complaints

Complaints by students or parents about instructional materials should be directed to the 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 is available online under school board policy (IA-Ar).may be requested

from the school office. The [principal] will be available to assist in the completion of such forms as requested.

All Challenge Request forms must be signed by the complainant and filed with the superintendent. A review committee, comprised 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.

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 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.

OSBA Policy

Code: JBA/GBN
Adopted: 10/13/2020

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties¹ 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:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or a third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

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 sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Amber Estrada	Human Resources	(503)864-2215	amber.estrada@dayton.k12.or.us
Amy Fast	Superintendent	(503)-864-2215	amy.fast@dayton.k12.or.us

¹ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will 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 party who is subjected to the behavior is 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 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 person 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.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

- Interviews with those involved;
- Interviews with witnesses;
- Review of video surveillance;
- Review of written communications, including electronic communications;
- Review of any physical evidence; and
- Use of a third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the 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.

Notice

When a person² who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include³:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.

² Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

³ Remember confidentiality laws when providing any information.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct 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; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

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

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁴;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

⁴ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

5. “Domestic Violence”: felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction; or
6. “Stalking”: engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person’s own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX Coordinator and can be contacted at (503)864-2215. The Title IX Coordinator will coordinate the district’s efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁵ The district shall treat complainants and respondents equitably by providing supportive

⁵ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

measures⁶ to the complainant and by following a grievance procedure⁷ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.⁸

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.⁹ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

No Retaliation

⁶ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁷ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

⁸ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

⁹ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Neither the district or any person may retaliate¹⁰ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)

[ORS 332.107](#)

[ORS 342.700](#)

[ORS 342.704](#)

[ORS 342.708](#)

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

¹⁰ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Required Notices

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. (JFC and JHFDA)

A student who violates the Student Code of Conduct shall be subject to disciplinary action. (JG and JGDA/JGEA-AR)) 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.

The district annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluations services.

The district's disciplinary options include using one or more discipline management techniques: Such as counseling by teachers, counselors and administrators; detention; suspension; expulsion; loss of privileges, honors and awards, removal to an alternative education program, additional assignments, or loss of credit. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any action.

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

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. (IGAEA)

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. (IGBHD). District officials may search the student, his/her 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 to believe evidence of a violation of a law, Board policy, administrative regulations or [school rules] [the Student Code of Conduct] is present in a particular place. (JFG)

The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate which meet or exceed state requirements. Beginning in grade five, the district will annually provide information of the availability of a modified diploma, extended diploma, and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment.

The School Board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teachers;
2. Building principal;
3. Superintendent;
4. Board

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the School Board. A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the Superintendent.

In accordance w/PPRA (Protections of Pupil Rights Amendment), the district will obtain prior written consent from parents before requiring students to respond to surveys with questions regarding sensitive issues. Parents may review the survey(s) in advance and/or opt out.

Quick Reference

Phone Numbers:

Dayton Grade School	503-864-2217
Dayton Junior High	503-864-2246
Dayton High School	503-864-2273
Dayton Grade School Fax	503-864-3766
Dayton District Office	503-864-2215
District Office Fax	503-864-3927
Dayton City Hall	503-864-2221
First Student Bus Transportation	503-434-5631

Parent/Student Acknowledgement of Receipt of Student and Parent Handbook

I understand and consent to the responsibilities outlined in the 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 the district-provided transportation, including while traveling to and from school or at bus stops. I understand should my student violate the Student Code of Conduct, he/she 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. If I object, disagree or have questions about any of the information contained in this handbook I will contact the Grade School Office at 503-864-2217.

Dayton Grade School Parental Involvement Plan

Dayton Grade School values parent participation. We invite parents to a special meeting each school year to review practices and procedures that pertain to all Title I programs, school compact, budget expenditures and plans including how parents will be involved in school events and decision-making. The annual evaluation of Title programs will happen at this meeting. In order to actively recruit and encourage wide attendance at this meeting we schedule it to coincide with at least one regularly scheduled parent meeting (i.e., PTSO, Hispanic Parent Meeting, etc.) and offer childcare, translation services and food! Phone calls to encourage participation of minority parents are made before this meeting.

We make it easy for parents to volunteer by sending a volunteer survey/invitation out with each child in the registration packet every September. Parents may choose from a wide variety of activities they might like to do, participate in, or take leadership for (i.e., Site Council, PTSO, SMART reader, room parent, carnival helper, etc.).

Each year, at the Open House event, Title I staff members greet parents and provide demonstrations of curricula, provide written information and answer questions for parents informally at the most popular school events during the year.

Published materials for parent events are coordinated by the school office and include (but are not limited to) monthly parent newsletters, annual parent/student school handbook, annual school event calendar and event flyers throughout the school year. All school publications are translated into Spanish. The Dayton School District office coordinates an additional school calendar with school menus attached in the monthly School Scene that is mailed to all patrons in the district attendance area.

The Dayton Grade School Parent-Teacher-Student-Organization also maintains a bulletin board for parents outside the school office in the main school lobby.

The annual evaluation of the school improvement process happens at a site council meeting. Parent representatives and the entire Site Council Team annually review the content and effectiveness of the Title programs and the Parental Involvement Policy. They discuss any barriers that might exist to interfere with parent participation. Site Council coordinates and disperses a Parent Survey on a regular basis to reach all parents in at least two languages (English and Spanish). This team is charged with the responsibility to design more effective strategies for parent involvement based on surveys, comments from parents at the spring Title I meeting, comments from parents at parent conferences or any other parental input.

Most important in this procedure to involve parents in school programs and decision-making is the attitude of responsiveness. We work with parents as partners (for example we set up ad hoc committees, with parents and staff members, to collect data, brainstorm and solve problems together). Dayton Grade School staff members value the parents' viewpoints, listen with care to parent comments and respond in a timely manner to ideas, criticisms and concerns.