

# **Dayton Elementary School**

## **Parent/Student Handbook**

**2023-2024**



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## Dayton School District No. 2      Dayton Elementary School

### District Mission

The mission of the Dayton School District is to promote academic excellence, active citizenship, and provide all students with the opportunity to become productive members of society.

### Dayton Elementary Vision and Mission

Our Vision for Dayton Elementary is to work in cooperation with families and the community to provide an educational foundation that enables all our students to succeed in school and beyond. Our daily mission is to share with students, parents and community members the responsibility of educating students in a safe, caring and respectful environment, with high expectations for academics and social behavior.

### **Administration**

Superintendent, Rich Stewart	382-2543
Business Mgr. Jana Eaton	382-2543
MS/HS Principal, Guin Joyce	382-4775
Elem. Principal, Amy Cox	382-2507
Dean of Students, Hannelee Farrell	382-2507

### **District Phone Numbers**

Administration	382-2543
Administration Fax	382-2081
MS/HS Office	382-4775
Elementary Office	382-2507
Ag Shop	382-2757
Bus Garage	382-2292
Kitchen	382-4158

### **Title IX**

Civil Rights Officer	Jana Eaton
Title IX/District Officer	Jana Eaton
504 Coordinator	Hannelee Farrell
Public Records	Jana Eaton
Assessments	Jami Rushing

### **PTSO**

President: Jamie Pounds
Treasurer: Andee Thurston
Secretary: Mandy Wendt
Public Relations: Mandi Wendt

### **Board of Directors**

Jeffrey McCowen, Chair  
Zac Fabian  
Aneesha Dieu  
Grant Griffen

Dayton Elementary Families,

It is with great pleasure that I will be continuing as the principal of Dayton Elementary and to be sharing administrative duties with Rich Stewart and Guin Joyce. This year in grades K-5 we will be focusing heavily on improving our English/Language Arts program. You will see changes to how our daily schedule operates and the addition of a Reading Interventionist to create more intentional time centered solely on reading and phonics. I am also excited to announce that we will have an all day ECEAP preschool program serving 3 and 4 year olds 5 days a week all day long. Early learning plays a major part in school success later in life. Another change we are making for this year is to shift some of our lunch and recess times. Our kindergarten, first and second grades will be going out to recess first at lunch time then coming in to eat.

We will continue with our slogan BULLDOG BRAVE in an effort to improve our school culture. We had great success with it last year and will continue to make small changes as needed. We will also continue to work on our PBIS (Positive Behavior Intervention Systems) program school district wide to create a more cohesive system for all students Preschool through twelfth grade.

You will see some safety changes as well this year. All doors will remain closed and locked for a majority of the day. The front doors will now have a remote entry system. The bus loop doors will be open starting at 7:45, or when the first bus arrives, until 8:10. All students are encouraged to remain off campus until 7:45.

This school year the whole district will continue the work started two years ago toward culture, communication and intervention with the 4 guiding principles below to guide decision making.

We are student focused!

We are a team.

We communicate.

We are kind people.

Sincerely,

Amy Cox

Dayton Elementary Principal

## **2023-24 Fee Schedules**

### **ASB Cards**

Elementary ASB Card - \$25.00

Middle & High School ASB Card - \$40.00

### **Sporting Event Fees:**

Adult Gate Fee - \$5.00

Student & Sr. Citizen Gate Fee - \$3.00

Individual Pass to sporting events for the year \$85.00

### **FOOD SERVICE:**

\*\*Student prices will be available at In-person registration on 8/17/2023. As of 8/1/2023 Dayton School District has applied for the CEP (Community Eligibility Program ) and is waiting to hear back on our eligibility.\*\*

Adult Breakfast - \$3.10

Adult Lunch - \$4.86

### ***Fees and Fines***

*Students will demonstrate care and respect for both personal and school properties. Fees and fines will be charged to replace or repair library books, textbooks, musical instruments, or any other item lost or damaged. Registration for the next year will be on hold until payment is received per RCW 28A.87.120 and school district policy #352*

**Office Hours 7:45 a.m. – 4:00 p.m.**

**School Hours**

7:45 – 8:00	Breakfast Served
8:00	Playground Supervision Begins
8:10	First Bell
8:15	Tardy Bell, School Begins
11:00-11:45	Lunch/Recess for Grades K-5
3:00	Dismissal for Grades K-5
3:10	Buses Leave Campus

**Reminder:** There are 10 early release days and 4 half days this school year. School is dismissed at 12:30 p.m. **See the school calendar for specific dates.**

*Teachers are happy to meet with parents and are available after school until  
3:30 p.m.  
Call or email teachers to schedule an appointment.*

**Staff Qualifications**

*We are proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:*

- *Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,*
- *Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and*
- *What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.*
- *You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.*

*If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's principal at 382-2507.*

## **STAFF ASSIGNMENTS**

*Staff emails are formatted [firstname.lastname@daytonsd.org](mailto:firstname.lastname@daytonsd.org)  
(example: [kathym@daytonsd.org](mailto:kathym@daytonsd.org))*

<b>Principal</b>	Amy Cox	PreK-5
<b>Office</b>	Zarabeth Griffen Tracie Sinkbeil	Office, Student, and Family Support Office, Student, and Family Support

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<b><u>Classrooms</u></b>	<b><u>Teachers</u></b>	<b><u>Classified Staff</u></b>
<b>ECEAP Preschool</b>	Ilene Hall	Debbie Maxey Alyssa Laib
<b>Family Support ECEAP</b>	Ilene Hall	
<b>Kindergarten</b>	Dawn McGhan Kristin Ramirez	
<b>1st Grade</b>	Polla Laib	
<b>2nd Grade</b>	Ginger Bryan (2-3 combination room) Amanda Wade	
<b>3rd Grade</b>	Ginger Bryan (2-3 combination room) Amber Olson	
<b>4th Grade</b>	Angela Kenney (4-5 combination) Darby Souza	
<b>5th Grade</b>	Paul Bryan Angela Kenney (4-5 combination room)	
<b>Music</b>	Amy Gillick	
<b>Physical Education</b>	Clayton Strong	
<b>Reading Interventionist</b>	Wendy Richards	
<b>Library Staff</b>		Tracie Sinkbeil Jamie Roberts

<b>Title I/ LAP</b>	Jami Rushing	Carolyn Laib Carly Benavides Kerry Johnson
<b>Resource Room</b>	Hilary Wheeler	Casey Herbst Kelsey Klingenstein Colette Jones Kendall Field
<b>Recovery Room</b>	Hannelee Farrell	Nayeli Saenz
<b>Special Education Administrator Special Education Teacher</b>	Hilary Wheeler	
<b>K-12 Counselor</b>	Caitlin Patterson	
<b>Speech/Language</b>		John Solomon
<b>Safety Patrol</b>		TBD
<b>Bus</b>		Danon Griffen
<b>Kitchen</b>		Allicia Stapleton Susan Richter
<b>Food Service Director</b>		Allicia Stapleton
<b>Nurse</b>	Courtney Lambert	
<b>Custodians</b>	John Delp, Supervisor Tiger Dieu, Elementary and District Grounds Keeper George Alleman and Mikki Smith, Elementary Custodian	



## ACADEMIC STANDARDS

Basic Education is defined by the legislature. OSPI developed the state standards and oversees assessment of the learning standards incorporating the Common Standards for all major subjects taught. More information can be found on the OSPI website.

## WASHINGTON STATE LEARNING GOALS

All students will demonstrate ability to...

1. **Read** with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings;
2. **Know** and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness;
3. **Think** analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems;
4. **Understand** the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

## COMMON CORE STATE STANDARDS

More detailed definitions of each standard can be found online or by asking your child's classroom teacher. <http://www.k12.wa.us/CoreStandards/>

### English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects:

1. Key Ideas and Details
2. Craft and Structure
3. Integration of Knowledge and Ideas
4. Range of Reading and Level of Text Complexity

### Mathematics:

1. Make sense of problems and persevere in solving them
2. Reason abstractly and quantitatively
3. Construct viable arguments and critique the reasoning of others
4. Model with mathematics
5. Use appropriate tools strategically
6. Attend to precision
7. Look for and make use of structure
8. Look for and express regularity in repeated reasoning

## PROGRAMS

**Highly Capable Program:** Highly capable students are students who perform or show potential for performing at a significantly advanced academic level when compared with others of their age, experiences or environments.

Students who qualify for Highly Capable are served in the regular classroom through, but not limited to, alternate activities, enrichment activities, flexible grouping, and/or independent projects and through a pull-out program at least 1 hour a week taught by a Hi-Cap trained teacher within the building. Parents, teachers and community members may nominate students to begin the process of evaluating students for this program thru September. More information can be found on the district website under Policies (Policy 2190) Forms can be found on the district web site. Go to Explore – Documents – Highly Capable.

**LAP:** Learning Assistance Program serves eligible students who need support in reading, writing and math or who need readiness skills to learn these core subjects. LAP services will emphasize literacy skills in K-4 and all areas in grades 5-8.

**TITLE 1:** Title 1 is a federal program which provides funding to qualifying school districts. School districts use the money to develop programs designed to help students meet the state benchmarks. Similar to LAP, Title 1 serves students who need support in reading, writing and math.

**Schoolwide Plan:** Dayton Elementary is a Title I “Schoolwide” school. A Schoolwide program is a comprehensive approach to education which combines regular education dollars with Title I and other federal and state education funds. This allows for coordination of a school’s entire education program to raise the academic achievement levels of all students in a school. A Parent Involvement Plan (printed in its entirety at the end of this handbook) is part of the overall program. Parents and community members are encouraged to participate in planning.

### **Special Programs and Activities**

- Accelerated Reader Program
- ASB Fun Days (children wear school colors or specific theme days etc.)
- Breakfast and Lunch Program
- Classroom Newsletters/Skyward Message Center
- Reading Intervention services
- Developmental and ECEAP Preschools
- Instrumental Music (Grade 4<sup>th</sup> & 5<sup>th</sup>)
- Vocal music (Grades K-3<sup>rd</sup>)
- Counseling Services
- ELL (English Language Learners)
- Skyward Message Center
- Family Access (Grades, Message Center)
- PTSO (Parent/Teacher/Student Organization)
- Resource Room (Academic assistance for those with learning disabilities)
- Ski Program
- Speech/Language (Individual and/or group therapy), Special Education
- Special Events (Assemblies, Performances)
- Title 1 School-wide (Additional Academic Assistance)
- Musical Productions

- Recognition Assemblies
- LAP Learning Assistance Program (Literacy K-5)

## GENERAL INFORMATION

### **Arrival and Departure:**

- Breakfast is served from **7:45 a.m. to 8:10 a.m.**
- School begins promptly at **8:15 a.m.**
- School buses arrive in time for breakfast
- Morning playground supervision is available **7:45 – 8:10a.m.**
- Columbia County Public Transportation (382-1647) provides a fee-based service
- Children leaving school grounds during school hours need to have parental permission and sign out at the office
- Let your child's teacher know if your child's usual after-school routine is changing

### **Students who walk to and from school:**

- Take the safest route and have an emergency plan
- **Use sidewalks and crosswalks when walking to and from school!**
- Bicycles, skateboards, scooters and other wheeled devices must be walked on school grounds
- Skateboards and scooters must be stored at the student bike rack, in the lobby storage box, or in lockers
- Helmets and knee protection are strongly recommended
- Bicycles must be stored in the student bike rack located by the preschool playground (locks are recommended)

### **Student drop off and pick up:**

- Use loading/unloading zones for parking (Park Street and 3<sup>rd</sup> Street); parents who need to personally meet their child(ren) for pick-up, will meet on the blacktop upon dismissal. Gate entrance for the blacktop is located at the corner of Park and 3<sup>rd</sup> Street.
- Make sure your child uses crosswalks and follows directions from Safety Patrol
- Keep handicapped parking and bus zones free for use by those with authorization

### **ATTENDANCE:**

Contact the office by 8:30 a.m. if your child will not be in school. WE NEED TO KNOW THAT YOUR CHILD IS SAFE WITH YOU OR SOMEONE YOU TRUST.

- **To excuse an absence, a phone call, signed note or email is mandatory**, per state law and district policy
- **Pre-Approved Absence Form** (See Appendix B, available in the office and online) is required to be completed and turned in if you plan to have your child out of school for any reason other than those listed below qualifying as "excused" absences. Administrators and teachers may choose to deny pre-approval if they feel the absence might adversely affect the student's educational progress; in that case the absence would be unexcused.
- In grades K-5, an absence for more than **an hour and 45 minutes** a day will be counted as a half-day absence
- Schedule medical and other appointments during non-school hours when possible.
- Schedule family vacations during school vacations whenever possible.

- All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment (RCW 228A.225.010--Compulsory Attendance--and Policy 3120P)

**Unexcused Absences:** (i.e. family vacation, overslept, missed bus, non-school related sports or music activities, 4H or agricultural events): Failing to submit any type of excuse statement signed by the parent, guardian, or adult student for being absent, or failure to pre-approve absences due to reasons other than illness, health related conditions, family emergencies, or religious purposes will constitute an unexcused absence. This type of absence is also defined as truancy. Five unexcused absences in one month will be submitted to the local Truancy Board. Ten unexcused absences per school year will result in a Truancy petition filed with the court as required by state law.

**Excused Absences:** (i.e. illness, doctor's appointments, funeral, impassable road conditions): If a student has **excessive excused (10 or more)** absences affecting their educational progress, and if contact and meetings with teacher(s) and principal do not result in improvement, a doctor's excuse may be required to further excuse absences. Procedures for unexcused absences will then be followed.

**According to school district policy, the following are valid excuses for absences and tardiness and do not require pre-approval:**

1. **A. Participation in school-approved activity.** To be excused, a staff member must authorize the student's absence, and the affected teacher(s) must be notified prior to the absence unless it is clearly impossible to do so.
2. **B. Absence due to illness, health condition, family emergency or religious purposes.** When possible, the parent/guardian is expected to notify the school office on the morning of the absence (by phone or email). A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.
3. **C. Absence resulting from disciplinary actions or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

**Illness Policy:** If your student has a fever or other symptoms of illness please remain home.

**Bus:** Students riding a school bus shall obey the driver and any adult assistant assigned to the bus. Drivers will explain expectations. **Riding the school bus is a privilege** which may be revoked at any time due to safety or behavior violations. Bus incidents will be handled by the bus driver and bus supervisor, with consultation with the principal.

### **Pupil Transportation Rules for Students Riding School Buses**

The driver is in full charge of the bus and students must obey the driver promptly and willingly. Students shall ride their regularly assigned bus at all times; permission for exceptions may be granted by school authorities with a **signed written request** by a parent or guardian and an office approval stamp. Phone

calls **cannot be accepted for changes** in student bus transportation. School authorities should verify with the driver on the availability of extra seating space and should not issue bus passes for non regular riders if it will cause standees on the bus. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his/her regular stop.

- Students will sit on the bus starting from youngest in the front to oldest in the back. Each student may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the driver.
- Outside of ordinary conversation (level 1), classroom conduct must be observed.
- Students are to assist in keeping the bus clean by keeping their waste paper off the floor.
- Students must refrain from throwing things out the windows. To help keep the bus clean, eating and drinking are not allowed.
- No student will smoke or light matches on a school bus.
- No student shall open a window on the school bus without first getting permission from the school bus driver.
- No student shall at any time extend his/her head, hands, feet, legs, or arms out of the window, whether the school bus is in motion or standing still.
- Students must not have anything in their possession that may cause injury to one another, such as sticks or breakable containers, any type of firearm, straps or pins extending from their clothing.
- Any type of animal is not permitted on the bus except for seeing eye dogs.
- Each student must make sure that his/her books and personal belongings are kept out of the aisle.
- Special permission must be granted by school authorities to transport any large items.
- No student shall sit in the driver's seat, nor shall any student be to the immediate right of the driver except to enter or leave the bus.
- Students are to remain seated while the bus is in motion and are not to get up until the bus has come to a complete stop.
- Students must leave the bus in an orderly manner.
- They must not cross the roadway until given consent by the driver.
- When boarding or leaving the bus, students should be in view of the driver at all times.
- Students must never cross behind the school bus.
- Students must not stand or play in the roadway while waiting for the bus.
- Students should leave home early enough to arrive at the bus stop before the bus is due.
- Self-discipline should be exercised by students at the loading areas.
- Students should refrain from pushing/shoving other students.
- Any student posing a serious danger or threat to the safety of the driver and/or students may immediately lose bus service.

### **Consequences For Not Follow Rules**

**Step 1:** Child will receive a verbal reprimand from driver followed by a phone call to parents from driver

**Step 2:** There will be a sit down meeting requested between parents/guardians of the child, driver and transportation supervisor. (Principal will be notified of situation)

**Step 3:** Child will be removed from bus for a to be determined amount of time

Please make sure you and your child have read and understand all the rules.

When you have finished please print and sign below indicating you and your child understand.

Print Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Dayton School District #2 Transportation Department**

I hereby give Dayton School District permission to release  
my child(ren) from the school bus at their designated bus  
stop/residence, even if there is not an adult present.

Student(s)names:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*DAYTON SCHOOL DISTRICT CAMPUS IS A DRUG AND WEAPON FREE ENVIRONMENT.** Any student with knowledge of dangerous objects/weapons or threats of violence or damaging behavior (including alcohol and/or drug use/possession) should report that information immediately. Students failing to report such knowledge may be subject to disciplinary action. Toy weapons of any type are not allowed at school for obvious reasons.

#### **CELL PHONE/SMART WATCH:**

Student cell phones must be registered at the office and **be kept in a backpack or locker and be turned off during school hours and in school buildings (no phones in pockets).** This includes lunch, recess, on the bus and after school programs. Smart Watches may be worn during school hours, if turned off. Cell Phones and Smart Watches may be used outside the building for after-school communication with parents. Parents must come to the office and fill out a cell phone/smart watch contract or fill out the contract in the appendix and bring it to the office to be kept on file for the school year.

Students agree to abide by the following:

- Phones and headphones need to be off and in a locker or backpack, they cannot be seen, during school hours and in school buildings, including hallway, restroom, and lunchroom.
- Use outside only before or after school hours, and not during bus transportation.
  - o 1<sup>st</sup> offense—phone taken and student picks up at office after school
  - o 2<sup>nd</sup> offense—parent picks up device at office
  - o 3<sup>rd</sup> offense—loss of cell phone privileges for rest of school year at school

#### **CLASSROOM EVENTS AND INFORMATION:**

Your student's teacher will notify you of their classroom schedule, recesses, any special events that they have planned for the students throughout the school year. Check with the classroom teacher in advance regarding bringing treats to the classroom for parties or to celebrate birthdays. Please check with your child's teacher to inquire about any allergies in order to keep all children safe.

**Parties:** School parties are limited to three per year, and are usually held during the last hour of the school day. Occasions generally observed include Halloween and Valentine's Day. Check with your child's classroom teacher for more specific details.

Balloons, flowers, and other gift deliveries are brought to the office, and will be delivered to the classroom later in the day. **Balloons are not allowed on school buses.**

**If you prefer your child not participate in a party or celebration due to religious or personal beliefs, please inform your child's teacher. Alternate plans will be coordinated with you**

**Recess:** All children are expected to go outside during recesses. If your child is ill, please keep them home until they are well enough to play outside during recess time. Students are expected to be safe, respectful to students and staff members, and follow all school rules. When snow falls on the ground, students may roll snow on the ground to make a snowman, but those who choose to kick or throw snow will be subject to the K-12 discipline plan.

**Weather:** Students need appropriate clothing & shoes for snowy weather. Coats & boots are required to play in the snow. Gloves, hats and snow pants are strongly suggested. If your student gets wet during the



school day the natural consequence is that they will remain wet. We will not be able to accommodate changes of clothes or shoes due to weather.

### **COMMUNICATION:**

**Parent Concerns:** Please contact your child's classroom teacher **first** to discuss your concern. A meeting can then be scheduled with the principal if no resolution is found. **Please see school district Policy #4220 for full outline of complaint/concern procedures.**

**Reporting Anonymously:** To report any behavior or safety concerns please see the anonymous reporting link found on the Dayton school district webpage.

### **EMERGENCIES / SCHOOL CANCELTION:**

The Dayton School District sends out emergency notifications and updates through the live feed on the school website at [www.daytonsd.org](http://www.daytonsd.org). There is also an app with directions shown above for cell phones that the District will use for notifications in the event of an emergency, closure and/or delays due to weather and other important information. To download the app, go to your app store (on your cell phone) and type in daytonschooldistrictwa and look for the Bulldog logo. If you have questions or need more information, please contact the District office at 509-382-2543.

#### **Dayton School District App:**

To get the push notifications from the Dayton School District Website:

1. Download the app onto your phone (use whatever you normally use- i.e. Google play, APP Store, etc. Search for Dayton School District, WA (Apptegy). Once installed you will need to create an account with your email and a password.
2. If you have already done this and you still didn't get the notification you need to check the settings. Make sure you have connected your mobile device/ email/ etc.
3. Once you have the connections, you can click on settings.
4. To agree to get notifications, go to the settings menu, select both a) "Turn on Notifications" AND b) select "District" under "Receive notifications from."

### **COMMUNICATION continued:**

- Message Center is sent out via email on Tuesdays. It will announce district and school related news. For those who do not have email, a printed copy of Message Center will be sent home with the youngest child in each family – grades K-5. **This is our primary form of communication. Please provide the school with an email address that you check regularly.**
- District Web site [www.daytonsd.org](http://www.daytonsd.org) contains information such as calendars, menus, events information, staff email addresses, classroom news, forms, and links to our Schoolwide Plan, and Family Access.
- Teachers will periodically send home a classroom newsletter.
- Family Access: Contact the office for a username and password to access your child's grades, lunch account/attendance information, and Message Center information.

**Conferences:** Parent/Student/Teacher Conferences are scheduled for all students in the fall and as needed or requested by parents in the spring. At these conferences, which may be student led, participants are encouraged to share concerns and celebrate student success. A parent may also schedule additional meetings with a teacher and/or the principal at any time by appointment.

**Counseling/Prevention Education:** Students will be assisted in their learning development through social and emotional learning activities that take place in the classroom setting. Individual and family counseling services are available through our counselors at school. Please contact the school for a counseling permission form. The counselors cannot see your student without your permission.


## Discipline and Behavior Expectations:

**Classroom:** Classroom teachers will provide information concerning their classroom behavior expectations. Students are expected to follow all classroom and school expectations.

## School Wide Behavior Plan:

### **Bulldog BRAVE School wide Expectations:**

#### **ELEMENTARY STUDENT CODE**

	Hallway	Bathroom	Cafeteria	Playground / Extracurricular activities	Assembly / Field Trips / Concerts	Bus	Before / After School
Voice Level	Voice Level 0	Voice Level 0	Voice Level 1	Voice Level 4	Voice Level 2	Voice Level 2	Voice Level 1
<b>Bold / Responsible</b>	<ul style="list-style-type: none"> <li>Always have a hall pass</li> <li>Go and return quickly</li> <li>Walking only</li> <li>Be mindful of voice level</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Wash your hands</li> <li>Turn off the water</li> <li>Throw paper towels away in the trash</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Clear and return tray and utensils properly</li> <li>Exit correct door</li> <li>Say please and thank you to servers</li> </ul>	<ul style="list-style-type: none"> <li>Bark stays on the ground</li> <li>Use equipment properly and safely</li> <li>Represent Dayton</li> <li>Make choices for everyone's safety</li> <li>Stay within the play area or group</li> <li>Tie clothes around waist</li> <li>Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your personal space</li> <li>Participate at appropriate times</li> <li>Clap at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>Save food and drinks for home</li> <li>Exit school bus safely</li> <li>Hands to yourself</li> <li>Walk to and from the bus</li> </ul>	<ul style="list-style-type: none"> <li>Enter / Exit through assigned door</li> <li>Walk- including bike / skateboard</li> <li>Arrive / Leave promptly</li> </ul>
<b>Attitude</b>  (Being BRAVE)	<ul style="list-style-type: none"> <li>Walk on the <u>right</u> side of the hallway</li> <li>Wait your turn when there are other students or classes</li> </ul>	<ul style="list-style-type: none"> <li>Bathroom needs only</li> <li>Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>Hands to yourself</li> <li>Wait patiently in line</li> <li>Wait for cashier</li> </ul>	<ul style="list-style-type: none"> <li>Be a team player</li> <li>Quickly line up</li> </ul>	<ul style="list-style-type: none"> <li>Eyes on speaker</li> <li>Eyes on performers</li> <li>Stay for whole performance</li> </ul>	<ul style="list-style-type: none"> <li>Get in your seat immediately</li> <li>Watch for your bus stop</li> </ul>	<ul style="list-style-type: none"> <li>Have necessary materials</li> <li>Place backpack in designated area</li> <li>Exit / Enter vehicle on sidewalk side</li> <li>Cross only in crosswalk</li> </ul>
<b>Valued / Empathetic</b>	<ul style="list-style-type: none"> <li>Hands to yourself</li> <li>Eyes looking forward</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your personal space</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Eat your food only</li> <li>Practice proper table manners</li> <li>Listen to staff directions</li> </ul>	<ul style="list-style-type: none"> <li>Show kindness in words and actions</li> <li>No-touch policy</li> <li>Agree on and follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the speaker</li> <li>Sit on your pockets</li> <li>Stay on topic with relevant questions</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat</li> <li>Face forward</li> <li>Be kind to all</li> </ul>	<ul style="list-style-type: none"> <li>Listen to staff</li> <li>Be in your appropriate space</li> </ul>

## **Behavior Management Purpose**

All students have the right to an education without worrying about the misbehavior of another student. At Dayton Elementary, we believe that unwanted behaviors are a signal for a much bigger problem. The discipline process is designed to find out what the bigger problem is, address it, and help the student overcome it. The incorporation of PBIS (Positive Behavior Interventions and Supports) is one piece to help staff identify problem behaviors and develop strategies that improve unwanted behaviors. Similar to restorative justice used in law enforcement agencies, the use of restorative practices will help students understand their unwanted behaviors and work toward using better strategies.

## **Restorative Practice**

The restorative practice process looks very different from a more traditional and punitive punishment model. This process takes more time to complete as it addresses the whole child and not just the behavior. The goal of restorative practices is to help a student understand the behavior and how it affects those around them. Consequences are assigned to restore a broken relationship. Most restorative conversations and consequences are not reported to families unless it is a recurring situation.

## **Minor Problem Behavior**

Minor problem behaviors are those behaviors which are addressed at the teacher level. These behaviors mostly occur on the playground, during unstructured times, or in the classroom. Many of these behaviors occur because a student needs to be taught the correct way a Dayton Elementary student needs to behave for the safety of others.

Students (as a general rule) should have the opportunity to receive reteaching and gentle in-school consequences to correct their MINOR behavior issues. After reteaching, if a student has three or more MINOR referrals for a consistent behavior issue, it's time to visit with the Dean of Students or Student Services Assistant to determine if the behavior is needing administrative discipline/involvement, additional support, and parent notification.

The teacher/staff member is responsible for beginning the process of reteaching the correct behavior.

- The STAFF MEMBER that writes up the incident needs to give mild consequences to the child to reteach expected behaviors. The staff member then passes on the written incident to the Dean of Students.
- Examples of mild consequences:
  - Suspend free time in classroom until work is completed
  - Talking with a student 1:1 (private conversation away from others)
  - Conferring with student and parent
  - Loss of outside time during lunch
- A parent/guardian will be contacted if a written referral is completed **and** entered in Skyward. This referral can come from the person observing the behavior, the classroom teacher, administration, or Dean of Students. The referral will be entered into Skyward in a timely manner by either the Secretary, Dean of Student, or Student Support Assistant. It needs to be noted that not every referral will be entered into Skyward. Only those deemed “Major” are automatically entered into Skyward.
- This documentation shows that the following have occurred:
  - Communication with the student,
  - Reteaching of expectations,
  - Communication with home,
  - Submitted in Skyward (only with written referrals).
- If it's a MINOR Problem Behavior that involves a written referral:

- Parent contact by phone, text, or email will be done only if a written referral is entered in Skyward.

Referral Process (not an exhaustive list)		
Classroom	Dean/Student Services	Administration
Academic Dishonesty	Inappropriate Clothing	Drugs/Alcohol/Tobacco
Classroom Misconduct	Cellphone	Assault/Fighting
Horseplay/Rough Play	Inapprop. use of Electronics	Theft
Unkind behavior	Harassment/Bullying	Threats
Inappropriate Language	3 or more minor referrals for similar events	Vandalism
Insubordination	Behaviors outside the classroom	

### MAJOR Problem Behavior

Document and immediate school disruption or safety concern. The MAJOR referral is also used if a student has received three (3) minors for repeated behaviors *in the classroom* and is needing administrative discipline/involvement or behavior support. For a detailed listing of infractions and potential consequences refer to the district website.

- Discipline Consequences that remove a student from their educational setting CAN ONLY BE ADMINISTERED BY ADMINISTRATION and individual consequences CAN NOT be shared with other parties involved. Staff who are directly involved in the situation will be briefed and followed up with.
- A parent/guardian will be contacted if a written referral is completed **and** entered in Skyward. This referral can come from the person observing the behavior, the classroom teacher, administration, or Dean of Students. The referral will be entered into Skyward in a timely manner by either the Secretary, Dean of Student, or Student Support Assistant. It needs to be noted that not every referral will be entered into Skyward. Only those deemed “Major” are automatically entered into Skyward. All incidents will be documented for school purposes, however, only required disciplinary issues that need to be reported to the state will be entered into Skyward.

### Student Services

The Student Services team is composed of Principal, Dean, Counselors, Student Services Specialist.

When a student is brought to Student Services the staff member works with the student(s) to complete their incident form (and de-escalate). The staff in Student Services reviews the form with the student to clarify the statement, then notify the counselor or administrator.

The district is committed to a safe and civil educational environment for all students, free from harassment, intimidation, and bullying. Board Policy 3207 can be found on the district website.

**Washington State Anti-Bullying (RCW9A.36.080 [3]):**

“Harassment, intimidation, or bullying” (HIB) means any intentional written, verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

“Other distinguishing characteristics” can include, but are not limited to: Physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status.

HIB can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

**Physical Aggression**

- Pushing; kicking
- Stealing
- Physical acts that are demeaning/humiliating
- Physical violence
- Threatening with a weapon

**Verbal Aggression**

- Mocking; name calling
- Teasing about clothes/things
- Teasing about appearance
- Verbal threats of aggression against things
- Verbal threats of violence or bodily harm

**Intimidation**

- Threatening to reveal personal information
- Playing a dirty trick
- Taking possessions
- Extortion
- Threats of coercion against family/friends
- Coercion

**Social Alienation**

- Gossiping

- Spreading rumors
- Public humiliation
- Malicious exclusion
- Threatening with isolation from total peer group

**Student Reports:** Our responsibility is to provide a safe environment for students and requires that we all be vigilant. Bullies need to be confronted and dealt with immediately.

Teach the definitions of bullying and harassment. Teach and use, “Not here, not now, never.”

Such behavior on school grounds, on the way to and from school, and/or at school activities is unacceptable and will result in severe disciplinary action up to and including expulsion.

Bullying, intimidating, or harassing behavior should be reported immediately to an adult, either by the affected student(s) or by witnessing students.

### **DRUGS /ALCOHOL/TOBACCO** MEMORANDUM OF UNDERSTANDING

The Dayton School District, City of Dayton, and the Columbia County Sheriff’s Department agree to coordinate and cooperate in preventing student drug/alcohol, tobacco, and weapons possession/use. The school will notify parents/guardians and police, when appropriate, of drug/alcohol, tobacco, or weapons possession/use at school, school functions, school grounds, or school transportation. The school realizes its role in helping to reduce and eliminate drug/alcohol, tobacco, and weapons possession/use by students and will continue to work with law enforcement personnel and parents/guardians to achieve a safe community.

Student **Complaint Forms** are available at the office (see Appendix C), and students are encouraged to document (with assistance, if needed) any incidents.

### **DRESS CODE:**

The dress code is **not** all-inclusive; it addresses only the most common factors. Instances not specifically addressed will be enforced within the spirit of the dress code, focusing on disruption of, interference with, or distraction from the learning environment. Administrators have the final say of what is appropriate attire.

#### **Clothing or other articles of apparel:**

- Should not disrupt, interfere with, or distract from the learning environment
- Should be clean, neat, and weather-appropriate
- Should be within the bounds of decency
- Should not promote gangs, drugs, alcohol or tobacco
- Should not be revealing, vulgar, obscene, sexually suggestive, or contain profanity or the suggestion of profanity, or promote drugs or alcohol.
- Should not be unsafe, such as dangling chains
- Pajamas and/or slippers are not acceptable school attire
- **No hats, hoods, caps, bandanas/hoods may be worn in the building.**

#### **Skirts/Dresses/Shorts:**

- Shorts must be **mid-thigh** or longer and must cover underwear.
- Skirts may be slightly shorter than mid-thigh if they are worn over tights or some type of legging.
- Underwear must be covered.

**Shirts:**

- Shirtsleeves must cover the full shoulders. **No spaghetti straps and tank tops must be 3-4 adult fingers in width.**
- Underwear must be covered
- No excessively scooped necklines or armholes. Chest area must be covered.
- Stomach area must be covered, with tops below the edge of shorts, pants or skirts, when wearer's arms are extended over the head and when the wearer is standing.
- Skintight and see-through mesh tops are not allowed. "Undershirts" are not allowed to be worn in any way in which part or the entire shirt is visible.

**Shoes:**

- Shoes must be appropriate for school – tennis shoes, sandals with straps, etc...
- Slippers traditionally worn around the home are not permitted.
- Students will have an opportunity to wear flip flops during special days.

**FOOD SERVICES:**

- Breakfast, lunch, and milk are available.
- Breakfast is served from 7:45 – 8:00.
- Children arriving before 8:00 a.m., will gather in the lunchroom until outside supervision is available.
- Monthly menus are published on the school district website, sent home with students and are posted in the lobby and classrooms.
- Adults are welcome to have lunch with children at school. Please check in at the office and you will be given a pass to take with you. An adult lunch is \$4.86. You can pay this in the cafeteria, please try to bring exact change.
- Encourage your child to "eat healthy" by sending nourishing cold lunches.
- **Due to federal regulations, students may not charge on lunch accounts.** This year, through the National Food Service Program, we are able to provide FREE breakfast and lunch to every child in grades K-5. If your child brings a cold lunch, please prepay for milk whenever possible in the office or via e~Funds.

<b>2023-24 school year</b>	<b>Recess Times</b>	<b>Lunch Times</b>
<b>Kinder</b>	11:00-11:15	11:15-11:45
<b>1<sup>st</sup></b>	11:00-11:20	11:20-11:45
<b>2<sup>nd</sup></b>	11:00-11:20	11:20-11:45
<b>3<sup>rd</sup></b>	11:20-11:45	11:00-11:20
<b>4<sup>th</sup></b>	11:25-11:45	11:05-11:25
<b>5<sup>th</sup></b>	11:25-11:45	11:05-11:25



## **HEALTH ISSUES AND MEDICATION:**

**Injuries:** If your child is injured at school, first aid will be administered. You will be contacted if the injury appears to be serious. Your emergency instructions will be followed whenever possible.

**Illness:** A child suffering from a fever or vomiting should stay at home. Those at school will be expected to participate in P.E./recess activities, unless a physician's note is on file. Children may be sent home if a nurse determines it necessary for the safety of the child or others.

**Medications** may be given **by school staff** (per district policy #3416) if the following requirements are met. These requirements also apply to over-the-counter medications such as cough syrup, aspirin, cough drops, topical ointments, vitamins, etc.

**Your child's health and safety are important to us. If your student has any severe or life threatening allergies or other health needs, it is imperative that we have documentation on file that details special requirements. Contact the office for further information.**

- Current “Medication Administration” form (signed by physician and parent) must be on file.
- Medications must be provided in the original containers.
- **No medications (with the exception of inhalers, with physician permission) are allowed in lockers or classrooms.**

## **HOMELESS:**

A homeless student is defined as one who lacks a fixed, regular, and adequate nighttime residence, such as: *Please notify us if you think your family circumstances might qualify you as “homeless.”*

- Sharing housing of others due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations
- Awaiting foster care placement
- Living in public or private place not designated for humans
- Living in cars, parks, or abandoned buildings, etc.
- Migratory children living in above circumstances

## **LOST & FOUND:**

Clothing and other items are frequently found on school grounds. The “Lost and Found” bin is located in the entry to the multipurpose room (lunchroom). Check often! Unclaimed items are taken to thrift stores at the end of the school year.

**PLEASE WRITE YOUR CHILD’S NAME INSIDE CLOTHING & COATS.**

## **PARENT INVOLVEMENT:**

**PARTIES:** Classroom teachers may choose to have parties on specific holidays such as Halloween, Christmas and Valentine's Day. **SOME ALLERGIES ARE LIFE THREATENING. PLEASE CHECK WITH TEACHER BEFORE BRINGING SNACKS TO SCHOOL.** If you are interested in supplying treats for the party please contact the teacher.

Birthday treats can be brought to school to celebrate birthdays. Once again, please check with the teacher to determine if there are allergies to be taken into consideration.

If you plan to send invitations home with students and do not plan to have an invitation for all those in the class please send them through the mail, or contact parents by phone.

**PERSONAL PROPERTY:** Personal property such as toys should remain at home. If students whose classroom's have Show & Tell and they bring an item to share, it should remain in their locker except for sharing time. Classroom teachers will determine how toys brought to school are handled. Please check with your student's classroom teacher for their specific guidelines regarding toys and personal items.

**PTSO:** Dayton Elementary has a wonderful Parent/Teacher/Student Organization (PTSO). They are a friendly, generous, hardworking, and fun-loving group, sponsoring fundraisers for the purpose of providing many advantages for Dayton students. Playground equipment, assemblies, books, classroom supplies, and other special gifts are examples of purchases made possible by our PTSO. Please plan to join this group and contribute to their efforts to make our school the best it can be. Meetings are held each month usually in the elementary library.

**VOLUNTEERING:** Parents are encouraged to volunteer for committees, classroom assistance, and/or field trips. Please contact the office or classroom teacher at 382-2507. Volunteers will be placed in contact with our classroom teacher. (For full Parent Involvement Plan see Appendix B) All those who wish to volunteer must submit a WSP background check, this is done at no expense to the volunteer. Background check forms are found at the office or district office.

## **APPENDIX A – Title 1**

### **Title I Building Parent Involvement Policy**

Section 1118(b-e) of No Child Left Behind requires each building receiving Title 1, Part A funds to have a building parent involvement policy which is developed with and distributed to parents of children in that building. The Title 1, Part A requirements and parent involvement policy will be distributed and explained at the fall Open House, the first PTSO meeting, and made available in the Student Handbook, District website and will be referenced in the elementary newsletter.

**Home & School Compact** Section 111(d) of No Child Left Behind requires each school to develop with, and distribute to, parents a compact. The compact is a tool to encourage parents to work in partnership with school personnel to help their children improve academic achievement and proficiency on state and district assessments. The Home & School Compact will be made available, during the fall conferences and to each newly enrolled student/parent/guardian.

**Planning, Review and Improvement** Parents are invited to participate in the planning, review and improvement of this plan, along with the home & school compact, during published parent participation meetings and PTSO meetings. Parents may request a meeting or give suggestions through the elementary office. All requests and suggestions relating to the parent involvement plan will be acknowledged and openly discussed with decisions based on consensus. The principal or designee will address requests and suggestions immediately or at the next parent meeting, whichever is most appropriate. Each Title I building will conduct a parent survey at the conclusion of each school year.

### **Title 1 Programs**

What is **Title 1**?

- **Title 1** is federal legislation which provides additional funds to qualifying school districts. School districts use the money to develop programs designed to help students meet the state benchmarks.

What is **LAP**?

- The Learning Assistance Program (**LAP**) is state funded with generally the same goals and guidelines.

### **Parents' Rights**

**You** have the right to review the Title I Schoolwide Plan.

**You** have the right to attend meetings where Schoolwide programs and activities are discussed and explained.

**You** have the right to expect reports on your child's progress.

**You** have the right to attend parent-teacher conferences to discuss your child's progress, placement, and ways you can help your child at home.

**You** have the right to observe classes and activities.

**You** have the right to request conferences with Schoolwide staff.

**You** have the right to serve as a member of committees which meet periodically to share information.

**You** have the right to request information on staff qualifications.

**You** have the right to request Dayton Elementary School Adequate Yearly Progress (AYP) reports.

Parents are provided the Title 1/ LAP "Brochure," at Open House and Parent/Teacher conferences. The brochure includes additional information, and parental rights and an explanation of Title 1 / LAP, as stated above. Additional copies are available at the elementary office.

### **Parent Involvement Plan:**

Parents are invited to be involved in a viable parent/school partnership, which will ensure the success of all students. The administrators, teachers, and other staff members will continue to involve and inform parents about the varied opportunities that are available through Dayton Elementary. Communication will occur through the following means:

- PTSO, Principal and ECEAP Council meetings
- Monthly elementary school newsletters
- District, elementary, and Staff Web pages
- Online "Family Access" through Skyward– attendance, lunch balance, grades, Message Center

- District, School, and classroom newsletters
- Student/Parent/Teacher Conferences
- Presentations at school board meetings
- Phone calls, e-mails, weekly take-home envelopes, classroom planners
- Local newspapers
- Title 1 Parent Conference and WAETAG Conference

We encourage parents and community members to participate in the day-to-day workings of the school, as well as in any extracurricular activities happening during the school year. Parents are invited to participate in a variety of special events such as:

- Volunteering
- Classroom Activities
- Open House/Curriculum Night
- Family Night
- Ski Program
- Winter and Spring Concerts
- Track and Field days
- Academic Award Assemblies
- Book Fair—PTSO
- Teacher Appreciation Day—PTSO
- School Carnival—PTSO
- Family Events
- Newsletters
- Booklets in the Lobby--Free

**Training** Dayton Elementary provides materials and training for both parents and teachers to help them work as partners to help all children achieve academic excellence. Some examples include Schoolwide Parent Nights, grade level Curriculum Nights, Ready for Kindergarten, and Parenting with Love and Logic.

**Coordination** Dayton School District No. 2 provides on campus preschool education. Both ECEAP and the integrated preschool are housed in the elementary wing and are invited to participate in all activities and events. Staff collaborates to ensure a smooth transition to kindergarten for students and parents.

Dayton Elementary coordinates efforts with the ESD 123 in planning parent workshops to insure that parents are made aware of opportunities. The district supports registrations to conferences and or workshops and distributes materials published by OSPI.

Dayton Elementary follows the Parental Notice Requirements for Title 1, Part A:

- Annual Report Cards
- State Student Assessment Reports
- Report on Schools Identified for Improvement or Corrective Action
- Parent Involvement Policies
- Teacher and Paraprofessional Qualifications
- Student Achievement – District – School
- Limited English Proficient Student Education

**Insurance:** A student insurance program selected by the district is available to provide affordable coverage options.

## **RIGHTS & RESPONSIBILITIES**

**Family Educational Rights and Privacy Act (FERPA)** Unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights (Parents is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian), you have the

- Right to inspect and review education records directly related to your student

- Right to seek to amend education records
- Right to have some control over the disclosure of information from education records
- Right to consent to disclosures, with certain exceptions
- Right to file a complaint with U.S. Department of Education

**Release of Student Directory Information** Dayton School District is prohibited from releasing any personally identifiable records or files about an individual student without written parental consent. However, the district may release a list of students belonging to a group (e.g., AR button winners, award recipients, participants in special activities, etc.).

**A student's name will be excluded from a listing of students upon written request by a parent.** Information in a list may include:

- A. The student's name;
- B. Participation in officially recognized organizations, activities and sports;
- C. Awards received.

The district may also release photographs of students for public information purposes. **Parents have a right to request (in writing) that any or all of these categories of information, including personally identifiable photographs, not be released** without their prior consent, **these forms are available at the office.** Without this written request, we will assume that your child(ren)'s photograph can be used.

Personally identifiable information includes, but is not limited to:

- o The student's name; Name of the student's parent or other family members
- o Address of the student or student's family
- o A personal identifier, such as a social security number or student number
- o A list of personal characteristics or other information that would make the student's identity easily traceable
- o Records that are maintained by an educational agency or institution or by a party acting for the agency or institution
- o Medical or health records are "educational records"

## **RIGHTS AND EXPECTATIONS . . .**

### **OF STUDENTS**

- ☐ Respect everyone and everything, including yourself
- ☐ Be punctual and ready to learn
- ☐ Dress appropriately
- ☐ Speak positively, using appropriate language
- ☐ Read and understand the Student/Parent Handbook, take responsibility for your actions/choices, and accept consequences
- ☐ Be honest, organized, dependable, and a good citizen
- ☐ Follow directions, stay on task, and enjoy learning
- ☐ Have a positive attitude and do more than the minimum
- ☐ Report unsafe conditions

### **OF STAFF**

- ☐ Model professional behaviors of respect, consistency, encouragement, promptness, and fairness
- ☐ Communicate clearly and in a timely manner with students and parents
- ☐ Motivate and challenge students
- ☐ Be up to date and knowledgeable of curriculum content
- ☐ Use varied and effective teaching strategies
- ☐ Be on time to class and prepared to teach
- ☐ Dress professionally and model other positive social behaviors
- ☐ Be receptive to criticism and different opinions
- ☐ Enforce district and school rules and procedures

### **OF PARENTS**

- ☐ Know your student's abilities, interests, ambitions, friends, behaviors, and limitations

- ☐ Monitor your student's nutrition, rest, and exercise
- ☐ Support your student in learning
- ☐ Provide a time and place for homework
- ☐ Be involved in school; attend conferences and activities
- ☐ Know and support school rules and consequences
- ☐ Encourage your student's cooperation with school and other authorities
- ☐ Communicate with the school. Ask questions and state concerns
- ☐ Use positive problem solving strategies; go to the school staff person closest to the concern
- ☐ Know that you have the right to request information about the qualifications of staff member

## **APPENDIX C – Student Safety**

### **SAFETY**

**Personal Safety** Review with your child tactics to promote personal safety, particularly regarding strangers, how to get help, who to go to, etc. Teachers teach and reteach personal safety periodically. Work with us to ensure children have the skills to reduce risks as they are becoming more independent.

**Child Abuse Reporting:** State law requires that staff members report matters of suspected child abuse and neglect. Those who in good faith report suspected child abuse or neglect shall be immune from criminal and civil liability. It is a misdemeanor for a staff member to knowingly fail to report suspected child abuse and/or neglect.

**Emergency Preparedness:** All classrooms will practice both priority alert drills (classroom lockdowns) and evacuation drills (movement of all students and staff to the City Park and onto the football field, if needed). Students and staff are as prepared for emergencies as they can be. In case of an evacuation, students may be picked up at the football field. A “parent table” will be set up there.

**Building Security:** We keep doors locked at all times as a safety measure and monitor visitors as best we can. Please **use the front entrance and pick up a pass at the office when you visit the school.**

**Safety Patrol:** Students in grades 4 & 5 may serve on the School Safety Patrol, a group of students who help children safely cross in school crosswalks. Participation in this organization requires a signed permission form parent/guardian.

**Pesticides** Students and staff will be notified in writing at least 48 hrs. in advance of the application of a “pesticide.” The “Notice: Pesticide Application” will be sent home to parents/guardians. The 48 hr. notification is not required if students will not occupy the building for two days following the application. Notification will also be posted at the school building and on grounds on which the pesticide application will take place.

**Harassment/Intimidation/Bullying:** The Dayton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Officer - Superintendent Guy Strot ([guys@daytonsd.org](mailto:guys@daytonsd.org)); Section 504/ADA Coordinator Hannelee Farrell ([hanneleef@daytonsd.org](mailto:hanneleef@daytonsd.org)); Civil Rights Compliance Coordinator Jana Eaton ([Janae@daytonsd.org](mailto:Janae@daytonsd.org)). Questions or complaints can be directed to the District office located at 609 S 2nd St. Dayton, WA 99328 or by phone at 509-382-2543.

### **BULLYING AND HARASSMENT**

To report Bullying and Harassment see the form on the district website. [www.daytonsd.org](http://www.daytonsd.org)

#### **HARASSMENT – INTIMIDATION - BULLYING**

*Dayton School District does not tolerate any acts of harassment, intimidation, or bullying. Students who feel they are harassed, intimidated, or bullied should report the situation to the immediate staff member. (See Board Policy #3207)*

Such behavior on school grounds, to and from school, and/or at school activities is unacceptable and will result in severe disciplinary action up to and including expulsion.

### **DISCRIMINATION**

The Dayton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Jana Eaton, Civil Rights Coordinator, [janae@daytonsd.org](mailto:janae@daytonsd.org) 609 S 2<sup>nd</sup> St. Dayton 509-382-2543

Jana Eaton, Title IX Officer, [janae@daytonsd.org](mailto:janae@daytonsd.org) 609 S 2<sup>nd</sup> St. Dayton 509-382-2543

Hannelee Farrell, 504 Coordinator, [hanneleef@daytonsd.org](mailto:hanneleef@daytonsd.org) 614 S 3<sup>rd</sup> St 509-382-4775

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://www.daytonsd.org/o/district/browse/40077>. (Policy & Procedure 3205)

## **SEXUAL HARASSMENT**

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

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

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

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.daytonsd.org/o/district/browse/40077> (Policy & Procedure 3205)

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Your Complaint***

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



### ***Step 2: School District Investigates Your Complaint***

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

### ***Step 3: School District Responds to Your Complaint***

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

#### **Appeal to the School District**

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

#### **Complaint to OSPI**

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

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

## **WEAPONS AND ALCOHOL:**

### **Drugs/Alcohol/Tobacco/Weapons Memorandum of Understanding**

The Dayton School District, City of Dayton, and the Columbia County Sheriff's Department agree to coordinate and cooperate in preventing student drug/alcohol, tobacco, and weapons possession/use and any other illegal acts. The school will notify parents/guardians and police, when appropriate, of drug/alcohol, tobacco, or weapons possession/use at school, school functions, school grounds, or school transportation. The school realizes its role in helping to reduce and eliminate drug/alcohol, tobacco, and weapons possession/use by students and will continue to work with law enforcement personnel and parents/guardians to achieve a safe community.

**Weapons Policy:** State law and district policy are specific regarding weapons of any kind on school property (RCW9.41.280; Policy 4210).

**Firearms:** Students in possession of firearms on school property will be turned over to local authorities and will face an immediate one-year expulsion. **A firearm is defined as a weapon or device from which a projectile may be fired by an explosive.**

**For obvious reasons, toy weapons are considered weapons and are also prohibited at school.**

#### **OTHER WEAPONS:**

Weapons include but are not limited to the following:

- knives and other pointed objects (cutting or stabbing instruments with a sharp blade set in a handle)
- slingshots, clubs
- metal knuckles
- any device consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means
- air guns/pistols, rifles
- devices designed to propel a BB, pellet, rock, or other projectile

Consequences for possession of weapons include suspension and/or expulsion from school. Parents and juvenile authorities may be notified of criminal acts. Due process requires that parents/guardians be informed when suspension or expulsion occurs. Appropriate reasons with documentation are conveyed to the parent and student. Grievance/appeal procedures are provided and explained.

## **STUDENT CONDUCT**

### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property – and which acts have a detrimental effect upon the maintenance and operation of the schools or the Dayton School District – are subject to disciplinary action by the school and prosecution under the law.

## **APPENDIX D – Other**

### **SPORTS**

**Sporting Events Children** attending high school & middle school sporting events must be accompanied by an adult and remain with that adult. Elementary ASB cards are available and are good for all regular season sporting events.

Students are expected to follow all school and district rules when in attendance and any school related event.

### **TECHNOLOGY AND INTERNET ACCESS:**

In order to access the Internet, a student must have a signed use form on file in the classroom. Students who use the Internet inappropriately are immediately identified through our security system. Depending on the improper site use, students will be restricted from the use of computers in the district anywhere from one week up to the remainder of a semester, or the rest of the school year. Uses which break the law, including cyber bullying, may result in a police report and legal consequences.

### **VISITORS:**

In order to provide effective communications and safety for everyone, **we require all visitors to sign in at the office.** An adult wishing to visit a classroom must make an appointment with the teacher, ensuring that the visit does not interrupt testing or another class activity.

WHEN YOU VISIT, PLEASE REMEMBER THE FOLLOWING:

- ☺ Pick up a visitor's badge at the office.
- ☺ After school, please pick your child up on the black top.
- ☺ To conference with a teacher, schedule an appointment for a time after teachers have completed their "end of the school day" responsibilities with students and colleagues, or before school begins.

### **NOTICE OF NON-DISCRIMINATION**

DAYTON SCHOOL DISTRICT DOES NOT DISCRIMINATE IN ANY PROGRAMS OR ACTIVITIES ON THE BASIS OF SEX, RACE, CREED, RELIGION, COLOR, NATIONAL ORIGIN, AGE, VETERAN OR MILITARY STATUS, SEXUAL ORIENTATION, GENDER EXPRESSION OR IDENTITY, DISABILITY, OR THE USE OF TRAINED DOG GUIDE OR SERVICE ANIMAL AND PROVIDES EQUAL ACCESS TO THE BOY SCOUTS AND OTHER DESIGNATED YOUTH GROUPS. THE FOLLOWING EMPLOYEE(S) HAS BEEN DESIGNATED TO HANDLE QUESTIONS AND COMPLAINTS OF ALLEGED DISCRIMINATION: TITLE IX OFFICER-SUPERINTENDENT RICH STEWART ([richs@daytonsd.org](mailto:richs@daytonsd.org)), 504 COORDINATOR- HANNELEE FARRELL ([hanneleef@daytonsd.org](mailto:hanneleef@daytonsd.org)), CIVIL RIGHTS COMPLIANCE COORDINATOR-JANA EATON ([janae@daytonsd.org](mailto:janae@daytonsd.org)). QUESTIONS OR COMPLAINTS CAN BE DIRECTED TO THE DISTRICT OFFICE LOCATED AT 609 S SECOND STREET DAYTON, WA OR BY PHONE AT 509-382-2543.



**APPENDIX E**

**DAYTON ELEMENTARY PRE-APPROVED ABSENCE FORM**

**STUDENT NAME**\_\_\_\_\_ **GRADE**\_\_\_\_\_ **DATE**\_\_\_\_\_

**DATE OF REQUESTED ABSENCE**\_\_\_\_\_

The following are valid excuses for absences and tardiness.

1. Participation in school-approved activity or instructional programs.
2. Absence due to: illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.
3. Absence for parental-approved activity unless it causes a serious adverse effect on the student's educational progress.
4. Absence resulting from disciplinary actions
5. Extended illness or chronic health condition.

**REASON FOR ABSENCE:**

\_\_\_\_\_  
\_\_\_\_\_

**PARENT SIGNATURE**\_\_\_\_\_

TEACHER NAME	GRADE	APPROVED	DENIED

**COMMENTS/HOMEWORK:**

\_\_\_\_\_  
\_\_\_\_\_

**APPROVED** \_\_\_\_\_

**DENIED** \_\_\_\_\_

PRINCIPAL SIGNATURE

PRINCIPAL SIGNATURE

# Dayton Elementary School

## Cell Phone/Smartwatch Registration 2022-23

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Cell Phone/Smartwatch# \_\_\_\_\_

I **understand** that along with possessing a cell phone/smartwatch; there is **responsibility** for appropriate use. I **understand** that the school is not responsible if the device is lost or stolen. I also **agree** to abide by the following:

- My cell phone will remain **off** and **in my backpack or locker (not in pockets)** during school hours and in school buildings, including hallway, restroom, and lunchroom.
- My smart watch will remain **off** and on my wrist or in my locker during school hours.
- **I agree to use this device only outside the building and only before or after school hours.** I **may not** use my cell phone/smartwatch while riding the bus and or during the After School Program.
- I take **full responsibility** for my cell phone/smartwatch usage by any other person.
- I **understand** that illegal activities involving my cell phone/smartwatch will be reported to the proper authorities.
- I **understand** that with teacher permission or in an emergency, I may use the classroom or office telephone.

I **acknowledge consequences** as follows:

- **1<sup>st</sup> offense**—student picks up device at office at end of day
- **2<sup>nd</sup> offense**—parent picks up device at office
- **3<sup>rd</sup> offense**—loss of cell phone privileges for the rest of the school year

I **understand** that my failure to meet the use and control requirements of my cell phone/smartwatch may result in more severe disciplinary action.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Print Name

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Parent Nomination  
FOR  
**SPECIAL EDUCATION SERVICES**

Name of Student \_\_\_\_\_

Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

Areas of Concern (Please check the appropriate box):

**Academic/Cognitive**

- ☐ Reading
- ☐ Math
- ☐ Spelling
- ☐ Writing
- ☐ Other: \_\_\_\_\_

**Behavior/Social Emotional**

- ☐ Aggressive
- ☐ Non-compliant
- ☐ Withdrawn
- ☐ Disruptive
- ☐ Other: \_\_\_\_\_

**Communication**

- ☐ Language
- ☐ Articulation
- ☐ ESL/ELL
- ☐ Other: \_\_\_\_\_

**Health**

- ☐ Visual acuity/tracking
- ☐ Physical
- ☐ Seizures
- ☐ Fine/Gross Motor Skills
- ☐ Other: \_\_\_\_\_

**Contributing Factors**

- ☐ Trauma
- ☐ Personal loss
- ☐ Anxiety
- ☐ Peers
- ☐ Family
- ☐ Other: \_\_\_\_\_

I recommend my child for special education testing because:

\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX I**

Policy: 4130

Section: 4000 - Community Relations

### **Title I Parent and Family Engagement**

The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, the board adopts the following policy, which describes how the district will involve parents and family members of Title I students in developing and implementing the district's Title I programs.

#### **District-Wide Parent and Family Engagement**

The district will do the following to promote parent and family engagement:

- A. The district will involve parents and family members in jointly developing the district's Title I plan using public meeting opportunities during each school year. Parents will have access to the plan via the website or may get a written copy by contacting the Dayton Elementary office. Parent comments will be accepted throughout the school year.
- B. The district will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the district in the planning and implementing of effective parent and family involvement activities to improve student academic achievement and school performance.
- C. The district will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all Title I schools. At that meeting, the following will be identified:
  - 1. Barriers to greater participation by parents in Title I activities;
  - 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  - 3. Strategies to support successful school and family interactions.

The district will use the findings from the annual evaluation to design evidence-based strategies for more effective parental involvement and to revise this policy if necessary.

The district will facilitate removing barriers to parental involvement by doing the following: parent meetings will be held connected with other school events. Whenever possible daycare will be provided in order to encourage parent participation. Meetings will be held primarily in the evening but a parent would like to discuss the program with school officials, appointments can be made by contacting the Elementary office.

- D. The district will involve families of Title I students in decisions about how the Title I funds reserved for family engagement are spent. The district must use Title I funds reserved for family engagement for at least one of the reasons specified in 20 U.S.C. § 6318(a)(3)(D).



E. The district and each of the schools within the district providing Title I services will do the following to support a partnership among schools, parents, and the community to improve student academic achievement:

1. Provide assistance to parents of Title I students, as appropriate, in understanding the following topics:
  - a. Washington's challenging academic standards;
  - b. State and local academic assessments, including alternate assessments;
  - c. The requirements of Title I;
  - d. How to monitor their child's progress; and
  - e. How to work with educators to improve the achievement of their children.
2. Provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. Training and materials will be provided either through a large group meeting or on an individual basis by the classroom teacher or Title I staff.
3. Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff with the assistance of parents, in the value and utility of contributions of parents and how to do the following: a. Reach out, communicate with, and work with parents as equal partners; b. Implement and coordinate parent programs; and c. Build ties between parents and the school.
4. Coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with similar strategies used under other programs, such as:
  - a. Head Start;
  - b. Even Start;
  - c. Learning Assistance Program;
  - d. Special Education; and
  - e. State-operated preschool programs.
5. Ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children. The information will be provided in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

Program information will be available during school registration each summer or through the elementary office any time during the year.

### **School-Based Family Engagement Policies**

Each school offering Title I services will have a separate family engagement policy, which will be developed with family members of Title I students. Family members will receive notice of their school's family engagement policy in an understandable and uniform format and, to the extent practicable, in a language the family can understand.

Each school-based policy will describe how each school will do the following:

- A. Convene an annual meeting at a convenient time, to which all parents of Title I students will be invited and encouraged to attend, to inform parents of their schools' participation under Title I, to explain the requirements of Title I, and to explain the rights that parents have under Title I;
- B. Offer a flexible number of meetings, such as meetings in the morning or evening;
- C. Involve parents, in an organized, ongoing, and timely way in the planning, reviewing, and improving of Title I programs; and
- D. Provide parents of Title I students the following:
  - 1. Timely information about Title I programs;
  - 2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and
  - 3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.

Each school-based policy will include a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve state standards. The compact must do the following:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I students to meet Washington's challenging academic standards and describe the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children, including the positive use of extracurricular time; and
- B. Address the importance of communication between teachers and parents on an ongoing basis through the following:
  - 1. Annual parent-teacher conferences in elementary schools, during which the compact will be discussed as the compact relates to the individual child's achievements;
  - 2. Frequent reports to parents on their children's progress;
  - 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Classification: Essential (if school receives Title I funds)

Legal References: 20 USC 6311 State plans ("Every Student Succeeds Act")  
20 USC 6312 Local educational agency plans  
20 USC 6318 Parent and family engagement

Management Resources: Policy News, October 2008 Family Involvement Policy Policy News, June 2005 Title I Parental Involvement Policy Policy News, August 2003 No Child Left Behind Update

Adoption Date: February 4, 2009

Dayton School District No. 2 Classification: Essential

Revised Dates: 8.03; 06.05; 10.08; 2.09; 12.11; 2.18, 5.18