



DAYTON MS/HS HANDBOOK

2023-2024 SCHOOL YEAR
DAYTON MIDDLE/HIGH SCHOOL
614 S 3rd St. Dayton WA 99328

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Dayton School District

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.

BOARD OF DIRECTORS

Jeff McCowen	- Vacancy -	Aneesha Dieu
Grant Griffen	Zac Fabian	

DAYTON SCHOOL DISTRICT #2

Rich Stewart	Superintendent	382-2543
Guinevere Joyce	Secondary Principal	382-4775
Hannelee Farrell	K-12 Dean of Students & District Officer 504	
Amy Cox	Elementary Principal	382-2507
Jana Eaton	Public Records	
Jana Eaton	Civil Rights Officer/Title IX Officer	

HIGH SCHOOL/MIDDLE SCHOOL STAFF

Emily Adams	Guinevere Joyce	Dave Phillips
Angie Alleman	Kristie Korslund	Danica Porter
Jon Boggs	Sam Korslund	Clint Reser
Heather Clarys	Jeff McCann	Sarah Reser
Gary Eastvedt	Ajay McNarland	Karin Spann
Hannelee Farrell	Melanie Morgan	Sasha Squires
Sara Fortier	Sonny Mundell	Jamie Trump
Kristen Frankie	Caitlyn Patterson	Shannon Turner
Amy Gillick	Tanya Patton	Kristine Warren
Shannon Griffen	Tracy Pearson	

Dayton Middle & High School Mission Statement

The mission of Dayton HS/MS is to meaningfully connect with all students, to engage them in learning, and to inspire their personal and collective achievement.

Dayton Middle & High School Vision Statement

The vision of Dayton HS/MS is to be a partner in preparing resilient citizens to pursue their life goals and positively contribute to society.

HIGH SCHOOL/MIDDLE SCHOOL ASB OFFICERS

Dayton High School	ASB OFFICERS	Dayton Middle School
Wynter McCauley	President	Georgia Reser
Nolan Korslund	VP	Cindi Howard
Kameryn Tupling	Secretary	Rilee Steinhoff
Grace Trump	Treasurer	Karmain Pollan
Lila Hutchens	Public Relations Manager	Sara Crammer
Colton Steinhoff	Asst P.R. Manager:	OPEN

DAYTON HIGH SCHOOL FIGHT SONG

Oh when the Dayton High team falls in line,
We're gonna boost that score another time.

For that High School that we love so well,
We're gonna fight and yell and yell and yell and yell.

We're gonna fight, fight, fight for every score,
We're gonna break that line and win some more.
We're right behind our team to victory, Fight team, fight.

B - U - L - L - D - O - G - S

We're gonna fight, fight, fight for every score,
We're gonna break that line and win some more.
We're right behind you team to victory, Fight team, fight.

FEE SCHEDULE

ASB Card	\$40.00
HS Yearbook	\$40.00 (price varies year to-year)
High School Sport User Fee (<i>per sport, not to exceed \$75 per family per season</i>)	N/A
Middle School Sport User Fee (<i>per sport, not to exceed \$75 per family per season</i>)	N/A
PE Uniform Fee 6-12	\$12.00
Woodshop, Ag shop/metals, & Textile Arts	\$15 class fee & additional project dependent fees
Home Ec Culinary Class	\$40.00
Adult Breakfast/Lunch	\$3.10/\$4.86
6-12 Breakfast	Free
6-12 Lunch	Free
6-12 Reduced Breakfast/Lunch	Free
Milk Only (no meal)	25 cents

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: Civil Rights Compliance Coordinator/Title IX Officer - Jana Eaton (janae@daytonsd.org) and/or Section 504/ADA Coordinator - Hannelee Farrell (hanneleef@daytonsd.org). Questions or complaints should be directed to the District office located at 609 S 2nd St. Dayton, WA 99328 or by phone at 509-382-2543.

DAYTON SECONDARY SCHOOL BELL SCHEDULE

Regular Bell Schedule						
Period	Time					
Warning Bell	8:12					
1	8:16-9:06					
2	9:10-10:00					
3	10:04-10:54					
4	10:58-11:48					
Lunch	11:48-12:18					
5	12:22-1:12					
6	1:16-2:06					
7	2:10-3:00					
Early Release						
Period	Time					
Warning Bell	8:12					
1	8:16-8:48					
2	8:52-9:24					
3	9:28-10:00					
4	10:04-10:36					
5	10:40-11:12					
6	11:16-11:48					
7	11:52-12:25					
2 Hr Late Start						
Period	Time					
Warning Bell	10:12					
1	10:15-10:43					
2	10:47-11:15					
3	11:19-11:47					
Lunch	11:47-12:17					
4	12:21-12:57					
5	1:01-1:38					
6	1:42-2:19					
7	2:23-3:00					

Advisory - Wednesday						
Period	Time					
Warning Bell	8:12					
1	8:16-9:02					
2	9:06-9:51					
Advisory	9:55-10:25					
3	10:28-11:14					
4	11:18-12:03					
Lunch	12:03-12:33					
5	12:37-1:22					
6	1:26-2:11					
7	2:15-3:00					
Advisory+Early Release						
Period	Time					
Warning Bell	8:12					
1	8:16-8:43					
2	8:47-9:14					
Advisory	9:18-9:48					
3	9:52-10:19					
4	10:23-10:50					
5	10:54-11:21					
6	11:25-11:52					
7	11:56-12:25					
Dismissal	12:25					

AM Assembly Schedule						
Period	Time					
Warning Bell	8:12					
1	8:16-8:58					
2	9:02-9:44					
3	9:48-10:30					
4	10:34-11:16					
Assembly	11:20-11:50					
Lunch	11:50-12:20					
5	12:24-1:13					
6	1:17-2:06					
7	2:10-3:00					
PM Assembly Schedule						
Period	Time					
Warning Bell	8:12					
1	8:16-9:06					
2	9:10-10:00					
3	10:04-10:54					
4	10:58-11:48					
Lunch	11:48-12:18					
5	12:22-1:00					
6	1:04-1:42					
7	1:46-2:26					
Assembly	2:30-3:00					

School District Calendar

2023-2024 School Calendar
Dayton School District No. 2

AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1		2	3	B	5
7	8	9	10	11	V	5	B	7	V	9	10	11	12	13
14	15	B	17	18	11	12	13	14	15	16	17	ER B	19	20
21	T	T	D	V	18	19	ER B	21	22	23	24	C	C	C
V	F	30	31		25	26	27	28	29	30	31			

NOVEMBER					DECEMBER					JANUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		Q B	2	3					1		V	V	B	4
6	7	8	9	V	4	5	B	7	8	9	10	11	12	13
13	14	ER B	16	17	11	12	ER	14	15	V	16	B	18	19
20	21	V	V	V	18	1/2	V B	V	V	22	23	S ER	25	26
27	28	29	30		V	V	V	V	V	29	30	31		

FEBRUARY					MARCH					APRIL				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2					SN		V	V	V	V
5	6	ER B	8	9	4	5	B	7	8	Q	9	10	11	12
12	13	14	15	1/2	11	12	ER	14	15	15	16	ER B	18	19
V	V	B	22	23	18	19	C B	21	22	22	23	24	25	26
26	27	28	29		25	26	27	28	1/2	29	30			

MAY					JUNE					JULY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		B	2	3	3	4	B	6	7	1	2	B	4	5
6	7	8	9	10	10	L	SN	SN	SN	8	9	10	11	12
13	14	ER B	16	17	17	18	B	20	21	15	16	B	18	19
20	21	22	23	1/2	24	25	26	27	28	22	23	24	25	26
V	28	29	30	31						29	30	31		

- T** Teacher Work Day
D All District Staff Day
F First Student Day
V Vacation/Holiday
SN Possible Snow Make-up Days
C K-12 Conference Days
 Oct. 25 – 12:30 p.m. Student Release Afternoon/Evening Conferences 12:45-7:00 p.m.
 Oct. 26 – 12:30 p.m. Student Release Afternoon Conferences 12:45-3:30 p.m. *
 Oct. 27 – No School for Students Morning Conferences 7:45-11:30 a.m.
 Mar 20 – No School for Students Conferences 7:45 a.m. - 3:00 p.m.
Q Quarter Ends
S First Semester Ends
ER 12:30 p.m. Release for Students
1/2 Students and Staff Dismissed at 12:30 p.m.
L Last Student Day (10:30 a.m. Release)
B Board Meetings – Start at 6:00 p.m.

* Evening Conferences by Appointment

Student Handbook

A Student *Handbook* is available online for each student and is the property of the Dayton School District. Students are required to have access and read their *Handbook*.

Student Conduct

The student is responsible as a citizen to follow 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 other students, staff, or 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. ([Policy 3240](#))

School Property

Furnished textbooks, computing devices, library books, athletic uniforms and equipment are the student's responsibility. If school property issued to a student is lost or damaged, the student will be expected to pay for replacement. Even if the item is stolen, ***the student is ultimately responsible.***

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 and weapons possession/use, and any other illegal acts. The school will always notify parents/guardians and when appropriate law enforcement, of drug/alcohol or weapons possession/use at school, school functions, grounds, or transportation.

EXPECTATIONS

Students:

- RESPECT your fellow students and staff.
- Conduct your affairs with INTEGRITY.
- COMMIT to being a student and being the best version of yourself.

Staff:

- RESPECT students and staff
- Conduct your affairs with INTEGRITY
- COMMIT to being the best version of yourself.

Parents:

- Support your student in learning.
- Provide a time and place for homework.
- Be involved in and communicate with the school.
- Know and support school rules and consequences.

Rights and Responsibilities

Students:

Students are expected to conduct themselves according to the highest standards of ethics, integrity and accountability. They are assured the right to obtain and make use of a free, appropriate public education by Washington state law. **It is up to students to take responsibility for their choices and report other students who are not conducting themselves appropriately.** ([Policy 3200](#))

Parents:

Parents have the right to protest disciplinary decisions or register complaints with staff. **The staff person involved should be the first contact.** If the issue is not resolved, the Principal may become involved with a face-to-face meeting. If the dispute remains unresolved then a written complaint must be made to the Superintendent.

Staff:

Staff members have the right to expect that students will comply with school rules. Certificated staff have the right to exclude a student from class for all or any portion of a period as well as detain a student outside of school hours for up to 60 minutes with 24 hours' prior notice.

Family Educational Rights and Privacy Act

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records, and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by

an educational agency or institution or by a party acting for the agency or institution.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Our Multi tiered system of support (MTSS) consists of the principal, Dean of Students, Title I/LAP teacher, specialists, special education teacher, and other staff members as needed, who meet weekly to discuss student concerns and interventions for student success.

Team decisions may lead to a referral in one or many of the following programs: LAP, Title, Special Education, 504 or Highly Capable.

Purpose: To have a formalized and documented process that pertains to a child's health, behavior, retention, and academics.

ACADEMIC PROGRAMS

Grading

Grade point averages are computed as follows: **A:** 4.0; **A-:** 3.7; **B+:** 3.3; **B:** 3.0; **B-:** 2.7; **C+:** 2.3; **C:** 2.0; **C-:** 1.7; **D+:** 1.3; **D:** 1.0; **D-:** .3. To qualify for the Honor Roll, a student must achieve 3.0 or above and cannot have any grade lower than a "C."

Honor Rolls will be designated as: (1.) students with a full class load and no modification or adjustment to curriculum or grading, and (2.) students with an abbreviated schedule and/or modifications or adjustments to curriculum or grading.

Report Cards will be issued at the end of each semester. Progress reports will be issued at the end of each Quarter.

Running Start

Juniors and seniors are grade level eligible for the running start program. Participation in the running start program allows the student to earn dual credit in High School and College. Parents and students who are interested need to meet with the academic advisor & school administration for more information. It is the **student's** responsibility to check their e-mail and the DSD website for all activities and upcoming events.

SeaTech

Juniors and seniors are grade level eligible for the SeaTech program. Parents and students who are interested need to meet with the academic advisor & school administration for more information. It is the **student's** responsibility to check their e-mail and the DSD website for all activities and upcoming events.

Alternative Schedules

Dayton School District is dedicated to providing an appropriate educational program for all students. The traditional full day on-campus, in regular high school classrooms does not fit every student's needs. Students and parents need to meet with the academic advisor and principal to determine accommodations that will meet their needs.

State Assessments & Graduation Requirements

Students need to take and/or pass the appropriate State Assessments as identified by OSPI. This is a state requirement for middle school students (ELA, math & science) & for the end of 10th grade (ELA & math) and the end of 11th grade (science).

Middle school students begin working on their High School and Beyond plan during their 7th grade year. Students continue to work on their HS&B plan throughout high school. Students complete their HS&B plan, & complete their Graduation Pathway for their given class in order to graduate and receive their diploma. Please go to the Office of the Superintendent of Public Instruction website to view the specific graduation requirements for your class:

www.k12.wa.us/GraduationRequirements

Dayton High School Graduation requirements for each graduating class and what state assessments must be passed according to graduation year can be found:

http://daytonsd.org/images/districtInfo/policies/2000_Series_Policies/2410.pdf

Changing Classes

Students will have **five class days** after the start of a semester to change classes with no affect to their grade and GPA. Students who have an "F" in the class and withdraw after 5 days will have an "F" posted to their transcript. Changes made after the first five days will

require a conference between the teacher, student, parent and principal.

ABSENCES

A copy of policy [3122/3122P](#) in its entirety is available at the district office or at the district website: www.daytonsd.org

- Students are expected to attend and be on time to all assigned classes each day. Teachers are responsible to submit absence and tardiness records via Skyward to their building office(s) where such absence and tardiness records are transcribed into the student's record. In grades 6-12 absences are counted each period, and 7 periods count as one day. Students are counted absent if they are more than ten minutes late to a class.
- 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.

Excused Absences

The following are valid excuses for absences and tardiness:

- *Note excessive excused absences exceeding 10 days per semester may require a meeting with the principal or designee to discuss the impact of the absences on the student's education and may require a signed attendance agreement. A letter will be sent home to notify parents of the excessive absences.*

Participation in school-approved activity. To be excused, this absence must be authorized by a staff member, and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.

Absence due to illness, health condition, family emergency or religious purposes.

- The parent is expected to notify the school office on the morning of the absence by phone or email which will excuse the absence if it is a valid reason.
- If a parent does not call then parents are to send a signed note of explanation with the student on his/her return to school (Appointments need to be specifically explained).
- *Extended absences (three days or more) due to health concerns will require a physician's note.*

- Emancipated students (those over sixteen (16) who have been emancipated by court action) shall notify the school office of their absences with a signed legitimate note of explanation.
- Students fourteen (14) years old or older, who are absent from school due to testing or treatment for a sexually transmitted disease, shall notify the school of their absence with a signed note of explanation, which will be kept confidential.
- Students thirteen (13) years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.
- A note from the Dr. Office where treatment will be required upon return when a parent note is not required.
- A parent 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 parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.

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.

Make Up Due to Excused Absence

Students who are absent due to an **excused absence** when new material is presented will have at least the number of school days absent to make up the work. Students who did not miss new material will be expected to have the work completed and/or take a test the day they return. Make-up time for extended absences can be arranged with a parent and/or student-teacher conference. Students need to be knowledgeable of their individual teacher's make-up work policy.

Unexcused Absences

Failing to submit any type of excuse statement signed by the parent, guardian, or adult student upon return of being absent, or failure to preapprove 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.

- Seven (7) unexcused absences in one month or 15 unexcused absences per school year will result in a Truancy petition filed with the court as required by state law.
- Students who do not pre-approve absences for reasons other than illness, health related conditions, family emergencies, or religious purposes, will be assigned disciplinary consequences.
- Students may be referred to the Columbia County Truancy Board. (see Truancy information below)
- *Any truancy that discredits education or undermines the educational process is a serious offense, and will result in consequences.*
- *Students who are truant on the day(s) seniors are not required to attend school will be assigned consequences.*
- *Pre-trips for the day(s) seniors are not required to attend school will be approved only through a parent-student-principal face to face conference whereby the parent and student demonstrate the necessity for the student to be out of school.*

Make up work due to an unexcused absence is up to each teacher and will be communicated through the classroom syllabus and expectations.

Pre-Trip Requirement

Students are required to complete a pre-trip form prior to any absences except illness, medical appointments, or family emergency.

- The student will need to fill out the necessary pre-trip form, available at the office or on our school website, stating the reason they will be gone and the date(s).
- A parent signature is also required.
- The student will then need to take the form to all their teachers to get a signature recommending approval or denial. Do this early to ensure that you get all signatures on the form.
- Any class periods that are denied will be unexcused.
- Once the form is completed it will need to be approved and signed by the principal and then turned into the secretary the day before the first absence is to occur.
- **Some absences may not be approved in accordance with district policy or if it causes a *serious adverse effect* on the student's educational progress.**

Tardiness

Students that arrive to class late, but no more than ten (10) minutes late, will be recorded as tardy. Students arriving late to class in excess

of 10 minutes will be recorded as absent. It is realized that in some situations tardiness is unavoidable. In this case, consequences for tardiness will be assigned at teacher/principal discretion. **See each class syllabus for teacher tardy policy.**

Leaving Campus During the School Day ([Policy 3124](#))

At Lunch Break:

- *9-12 Students:* 9-12 students may leave campus over the lunch break without signing out or in.
- *6 - 8 Students:* 6-8 students are not permitted to leave campus at lunch break unless parent/guardian signs them out and picks them up. Consequences will be enforced if students leave campus without permission.

At Times Other Than Lunch Break:

6-12 students may **NOT** leave campus during the school day without the office being provided parent permission **prior** to the student leaving. The student must sign out when they leave campus and sign in immediately when they return to campus. Students not following this policy will be assigned consequences as deemed necessary by the principal or principal designee.

Special Programs and Assemblies

Student attendance at assemblies and other special programs scheduled during the school day is a **requirement and considered as class time**. Absences will be dealt with per the district and building absence policy.

Student Withdrawal

Before a student moves from the Dayton School District he/she is to come to the office and pick up a withdrawal slip. The student must contact teachers before or after school and turn in the slip either before or after school, not during the school day. The student must have their current teachers complete and sign the withdrawal slip. The withdrawal slip must then be turned in to the office.

TRUANCY

School Policies and State Law

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure you are successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school,

private school, or a district-approved home school program. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

- <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>
- [Attendance and Truancy Legal Requirements Middle and High School Students](#)
- The school is required to take daily attendance and notify your parents when you have an unexcused day.
- An unexcused day is defined as a single day or 7 unexcused periods.
- Beginning of school year an informational letter will be sent to all students and parents about school attendance.
- After **one** unexcused absence the school will inform parent/guardian by telephone message.
- After **three** unexcused absences (or 21 unexcused periods) within any month, state law ([RCW 28A.225.020](#)) requires we schedule a conference with you and your parent to identify the barriers and supports available to ensure regular attendance.
- Between **two** and **seven** cumulative unexcused absences the school must apply the WARNS (Washington Assessment of Risks and Needs of Students) or other approved assessment and take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results. If you have an Individualized Education Plan or a 504 Plan, the team that created the plan must meet to discuss the absences.
- Not later than **seven** unexcused absences in a month the school will either enter into an agreement with the student and parent, or refer student to a Community Engagement Board, or file a petition ([RCW 28A.225.030](#)).
- After **seven** unexcused absences in any month or **15** unexcused absences (70 unexcused periods) within the school year, the school is required to file a petition with the Juvenile court, alleging a violation of RCW [28A.225.010](#), the mandatory attendance laws. The petition will be temporarily held from moving forward (stay) and you and your parent will be referred to a Community Truancy Board. If you continue to be truant your case will move forward.
- Unexpected or excessive absences (for youth who are dependent pursuant to 13.34 RCW) will determine the cause of absences.

STUDENT CONDUCT

Discrimination, Harassment, Intimidation and Bullying ([Policy #3207-Prohibition of Harassment, Intimidation and Bullying](#))

Dayton School District is committed to a safe and civil educational environment for ALL students, employees, parents/legal guardians, volunteers, and patrons and does not tolerate any acts of harassment, racism, intimidation, or bullying. Students who feel they are harassed, intimidated, or bullied should report the situation immediately to a staff member as well as fill out the appropriate form found in the school office or Bulldog room. (see HIB procedure below)

Report Anything Anonymously (located on the DSD Website) Any actions such as harassment, intimidation, bullying, unsafe behaviors or actions can be reported via this link. The Principal will investigate all anonymous reports. Please use the following link to submit safety concerns to our administration. [Link: Anonymous Report Form](#)

Harassment

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

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

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. Forms are available online as well as in the HS office.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

Step 1: Filing an Incident Reporting Form: In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Anonymous Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students.

Confidential Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

Non-confidential Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form: All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure. All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying: All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
2. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occurs between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
3. Within **two** (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.

4. In rare cases, where after consultation with the student and appropriate staff, the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
5. The investigation shall include, at a minimum:
 - a. An interview with the complainant
 - b. An interview with the alleged aggressor
 - c. A review of any previous complaints involving either the complainant or the alleged aggressor
 - d. Interviews with other students or staff members who may have knowledge of the alleged incident.
6. The principal or designee may determine that other steps must be taken before the investigation is complete.
7. The investigation will be completed as soon as practicable but generally no later than **five** (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
8. No later than **two** (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - a. The results of the investigation
 - b. Whether the allegations were found to be factual
 - c. Whether there was a violation of policy
 - d. The process for the complainant to file an appeal if the complainant disagrees with results.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district superintendent.

Dress Code

(Rules are slightly different for Elementary School) ([Policy 3224](#))

- *Parents should supervise what students wear to school.*
- *Administrators have the final say on what distracts from education.*

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. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type or body maturity.

- Clothing or other articles of apparel should not interfere with or disrupt the learning environment.
- Clothing should NOT demean or degrade individuals or groups of people (words, symbols, pictures)
- Clothing should be within the bounds of decency, health, and safety.
- Students will not wear clothing or other articles that promote violence, illegal activity, gangs, drugs, alcohol or tobacco use or products, or are revealing, vulgar, obscene, sexually suggestive, or contain profanity.
- Hoods must be off the head in all buildings and classrooms.
- Bandannas, hairnets, and chains are not allowed.
- Pajamas and/or slippers are not acceptable attire at school.
- Sunglasses may not be worn in class or during school activities.
- **Underwear must be covered regardless of clothing style or gender.**

Skirts and Dresses:

If a student wears a skirt or dress to school, it must reach either:

- a) Past fingertips when student is standing with arms at side, or
- b) Past midway between the hip bone and kneecap. However, recognizing that each person's body shape and size are unique, if there is a question of length, it is up to the discretion of the principal.
- c) If a student wishes to wear skirts or dresses shorter than the above rule – spandex or Spanx must be worn underneath.

Shorts:

If a student wears shorts to school, the above rules will apply. If a student wishes to wear shorts that are "athletic cut" or otherwise shorter than the above rules, spandex or Spanx must be worn underneath. **Shorts that are cut so short as to be excessively revealing are also unacceptable even with spandex underneath.**

Pants:

If a student wears pants to school and they have rips on the upper thigh – Spanx or leggings must be worn underneath; if the rips are excessively cut high or with large holes showing the pockets in the front or on the behind, the student must wear Spanx or leggings.

Shirts:

Tank-tops may be worn but the neckline must be at or above the armpit level. Spaghetti strap and strapless shirts or dresses are not allowed. Stomach area must be covered---, with tops below the waistband of clothing.

Excessively scooped necklines or armholes are not allowed. Chest area should be covered. Thin fabric, mesh or lace shirts as a stand-alone and that are see-through are not allowed.

Shoes:

Students must wear shoes to school---no bare feet. Slippers traditionally worn around the home are not permitted.

Tattoos:

Inappropriate tattoos must be covered at all times. Tattoos that promote gangs, drugs, alcohol, or tobacco products, or are revealing, vulgar, obscene, sexually suggestive, or contain profanity are considered inappropriate.

Dress Code for classes:

Teachers and advisors of Physical Education, Metals/Ag Shop, Science, and Wood Shop are to establish a defined dress code for their discipline. The Dress Code for each discipline should demonstrate consideration for safety, neatness, and professionalism as it applies to the department.

Public Display of Affection

Public Displays of Affection (PDA) are prohibited. Students should use common sense when interacting with boyfriends/girlfriends - *acceptable behavior is limited to holding hands*. Prohibited behaviors

include, but are not limited to, embracing, snuggling or kissing. Consequences for PDA will be handled through the discipline plan.

Electronic Resources and Internet Safety

Students and staff may use district electronic devices and the district network to further the educational and research mission of the district. All use of district resources must support education and be consistent with the district mission.

Unacceptable network use by students includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind
- Actions that result in liability or cost incurred by the district
- Taking a photo or video of another person and posting it to the internet
- Downloading, installing and use of non-school audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the network Administrators
- Support for or opposition to ballot measures, candidates and any other political activity
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools
- Unauthorized access to other district computers, networks and information systems
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks
- Information posted, sent or stored online that could endanger others
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material
- Attaching unauthorized devices to the district network.

The district will not be responsible for any damages suffered by any user, including but not limited to loss of data. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet. ([Policy 3245](#), [Policy 2022](#))

Personal Electronic Devices

Teachers have professional discretion with regard to determining if a personal electronic device is appropriate for a given activity or assignment. Personal electronic use during the school day is a

privilege. Apart from the aforementioned, they are to be out of sight, out of sound at any time during the school day. The student who elects to bring these items to school takes full responsibility for their safekeeping. ***Under no circumstance may a student use a cell phone in any manner that interferes with the educational process, provides for, or promotes an illegal activity, cheating, or endangers the health and safety of themselves or others.*** ([Policy 3245](#), [Policy 2022](#))

Student Cell Phone Policy ([Policy 3245](#))

Cell phones are to remain in student backpacks or teacher-selected storage system while students are in classrooms (not in their pockets, etc.). This includes PE, where NO cell phones or personal electronic devices will be allowed in the locker room. Cell phone use in a classroom is at the discretion of the teacher. *Cell phone "warnings" are intended to be when students are notified by teachers about the school cell phone policy at the beginning of the school year and via the school handbook.*

Students agree to abide by the following:

- Phones off and out of sight during school hours and in school buildings, including hallways and restrooms. (except passing period & lunch)
- Before or after school hours only - use devices outside or in the HS Commons.
- 1st offense—teacher takes phone, turns it into the Bulldog Room and student can pick up after school.
- 2nd offense and 3rd offense—parent is notified and parent picks up the device from the Bulldog Room.
- 4th offense is the principal's decision whether or not a student can bring a cell phone to school.

All cell phone offenses will be recorded in Mobile MTSS.

Note: if a student refuses to hand over the cell phone, then a call is made to the office and the principal or designee comes to retrieve the phone; additional consequences, such as a referral, apply.

Repeated occurrences of inappropriate cell phone use may result in the student and parent meeting with the principal and additional consequences deemed appropriate at the discretion of the principal.

Headphone/Earbud Policy

As with Personal Electronic Devices, headphones and earbuds can present a challenge to learning. More importantly, headphones/earbuds can present a challenge to a student's ability to interact with their peers. **Headphones/earbuds will only be allowed upon teacher discretion for certain activities.** This means that headphones/earbuds should be put away in their backpack and out of sight between classes and in classrooms unless a teacher invites their use. Headphones/earbuds may be used during lunch period and before or after school.

Student Vehicles (all things wheels)

Students assume responsibility for the safekeeping of their own vehicle. The school will investigate any complaints of vandalism or theft. However, the school is not responsible for damage or replacement costs.

Non-motorized

- Scooters and bicycles are to be parked in the bike rack.
- Rollerblades and skateboards are to be stored in a student locker or at the bike rack.
- *Students may not ride bicycles, scooters, rollerblades or skateboards on school property during the time the general student body is coming to school, at school, or leaving school at the end of the day – doing so will result in disciplinary action.*

Motorized Vehicles

- Motor vehicles are to be parked in designated parking areas.
- Students may drive their own motor vehicle to school and are expected to follow the rules of the road when on school property at all times.
- All parking rules apply to all motor vehicles.
- Parking at the Ag Shop or woodshop is not allowed.
- *Students may not drive from one area of campus to another during the AM or PM classes – doing so will result in disciplinary action.*
- Students who park in an unauthorized area will be fined and may lose the privilege of parking on school grounds.
- Parking between established parking bumpers is considered parking in an unauthorized area. ([Policy 3243](#))

Lunchroom Behavior

Students who throw food, consistently leave trash/trays, or otherwise disrupt the cafeteria will be subject to the consequences in the discipline plan.

In order for serving staff to meet the food service needs of all students in the district, students must arrive at the MPR within ten (10) minutes of breakfast/lunch dismissal time or will not be served.

Backpacks and Bags

Backpacks and/or Bags are to be taken home or stored in a student's individual locker at the end of the day **NOT** left on the floors of the high school or middle school. If Backpacks and/or Bags are found in the hallways, bathrooms AT ANY TIME of the school day they will be removed. Students have the sole responsibility for the safety and security of their backpacks and bags.

School Telephones

Students will only be called out of class for telephone use when it is an emergency. Messages will only be delivered to a student when it is from a parent/guardian. The telephone is not to be used for social calls. Student business with the office should be conducted before and after school, **not** during class. The telephone may be used during class time with staff approval or in an emergency.

Student Flyers/Posters/Petitions

Students who wish to display or circulate information announcing an activity sponsored by an outside organization, must first have permission from the principal before distributing such information through school announcements or posted flyers.

Advertisement for commercial and/or private business whose product or service was not sought by Dayton High School or Dayton Middle School is not allowed.

Additionally, students who create petitions must have the petition pre-approved by the principal. The petition must not be a disruption to class and can only be passed around before and after school, or lunch. ([Policy 3220](#))

Visitors & Guests

Visiting parents, guardians and patrons are welcome to visit campus. Upon arrival at the school, **all** visitors must check in at the building

office and obtain a guest pass before going to the location within the school.

No student guests are allowed at the middle school level.

At the high school level, *with teacher & **principal approval** at least one day before the guest visits campus* – student guests may be allowed **only** before or after school, or lunch.

Note: High school students who wish to have a student guest need to fill out a visitor pre-trip form with all teachers' and the principal's signature AND turn it in at least one day in advance to the high school office.

Medication

A medical form signed by a parent and physician on file in the office is **required** before a student may be administered a prescription or nonprescription/vitamins medication by self or staff. Discipline consequences will be followed for students in possession of prescription or non-prescription medication without permission. ([Policy 3416](#))

Prohibited Substances/Items

Sunflower seeds, glitter and glass bottles are not allowed in any buildings or on school transportation.

Media Center/Library

Dayton High School/Middle School Media Center uses a Follett Circulation Plus program for checking in and out library books. Each student is responsible for the books they check out. Return books at the library counter or in the drop box.

Media Center access & loan policy is as follows:

- When open, HS/MS Students may access the media center before and after school.
- Students access the media center with a class, between class periods, or a note from the teacher.
- Books are checked out for a one-month period.
- If a book is not turned in by the end of the year then a student will be fined the cost of replacing the book.
- Damaged or lost books will be fined at full cost.
- Headphones may be checked out for the day.

- Chromebooks are managed in the media center. Google and Desktop passwords may be reset in the library.
- Student chromebooks may be used for school work and approved sites only.
- Bullying is not tolerated! Report an incident to a staff member.

Notification of Toxic Substance

Students and staff will be pre-notified in writing at least 48 hours in advance of the application of a “pesticide.” The 48-hour 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 in which the pesticide application will take place.

Gymnasium & Gym Class

All people who use the high school gymnasium for any activity must wear shoes that will protect the surface of the floor. Acceptable footwear is a type of athletic shoe that has a soft rubber sole, preferable white, but is not black. The shoes must be clean and are to be worn only inside the gymnasium.

Students must wear the PE uniform to class. Sweat suits can be worn for outside activities or with teacher permission for inside activities.

District Property - loaned items

Locks, books and other items issued by the school to the student are property of Dayton School District and are on loan to the student. The student who receives the items assumes full responsibility for the safekeeping of the items. The cost to replace lost or stolen items is the responsibility of the student who received the item(s). The student will be assessed a \$12.00 fine for a lost, stolen, or damaged lock. Other fines will be assessed to the student's account based on the cost to replace the item.

Lockers

A locker is assigned to each middle & high school student at their request.

- Students will be assigned a locker the first week of the school year.
- The student is to use only the locker assigned to them.
- Lockers are to be kept clean.
- No stickers, etc. are to be put in/on any locker.

- Lockers may be searched at any given time. ([Policy 3230](#))
- Students may check out up to 2 combination locks from the high school office.
- The lock(s) must be turned in by the last day of school or a \$12 fine will be charged.

The student must have their locker cleaned, emptied, and their lock(s) checked in by the end of the *last full day of school*. **Items** abandoned in lockers will be discarded or donated.

EXTRACURRICULAR ACTIVITIES

National Honor Society Selection Procedures:

Dayton High School Membership in the National Honor Society is an honor bestowed upon students by the faculty in accordance with the national charter. Faculty, by that charter, must consider the following four components: grade point average (GPA), character, leadership, and service. In accordance with this requirement the following procedures will be followed.

1. At the end of the first grading period each year all students in grades 10-12 who have attended Dayton High School for at least one year and have earned a cumulative GPA of 3.60 or higher will be eligible for consideration of having the honor bestowed upon them of membership in National Honor Society.
2. The entire 9-12 staff will then be polled on the character of each student receiving a 3.60 or higher. The question they will be asked is:
 - a. Does this person demonstrate (possess) the character you would expect of someone in the National Honor Society. Qualities that staff may consider are, but not limited to: classroom behavior, interactions with peers, faculty and other adults, integrity, honesty, referrals, and work ethic.
3. The faculty input will be obtained by secret ballot and returned to the faculty council. The faculty council, after weighing input from the entire faculty, will vote on whether each student demonstrates (possesses) the character expected of someone in the National Honor Society. This vote will also be done by secret ballot and a majority vote (3-2 or better) is required. No averaging of votes will be allowed.

The students who have both a 3.60 and a vote of yes by the faculty council to the question of character will be selected to have the honor

bestowed upon them of membership into National Honor Society - provided they meet the conditions set forth on the Leadership and Service Documentation page.

Students who have been selected by the faculty council for membership in National Honor Society will be given the Leadership and Service Documentation page in a letter sent home to their parents and handed out personally by the Honor Society advisor.

- Students who demonstrate that they meet the requirements as spelled out on that page and submit their documentation to the Honor Society advisor by the deadline on the page (no late documentation will be accepted) they will be inducted into the National Honor Society.
- Students who chose not to accept the honor bestowed on them should notify the advisor of their decision.
- Students who do not meet the service and leadership requirements will not be inducted in the current year, but are again eligible for consideration the following year.
- Non-selected students may appeal their non-selection within five days from the time it has been announced that honorees have been selected.

Once students are inducted into the National Honor Society they are required to maintain the same elements that initially led to their induction. This includes maintaining a cumulative GPA of 3.60 or higher, displaying character consistent with membership in National Honor Society and being involved in service projects as required by the Dayton Chapter of National Honor Society. Anyone found lacking in any area, placed on school suspension, or facing legal issues is subject to dismissal according to the Dayton High School National Honor Society constitution.

Formal Events

Students attending Homecoming and/or Prom are to dress in formal dress attire (i.e. t-shirts, jeans, hoodies, or other casual attire of the like, etc. are not acceptable).

Homecoming

Each class elects their own Homecoming court:

- 1 prince and 1 princess each for freshmen, sophomores and juniors; 3 princes, and 3 princesses for seniors.

- Voting process: Each 9-12 student privately writes a nomination at random. The top nomination is prince/princess unless a tie.
- If a student is unwilling to be a part of the Homecoming court, they can decline the nomination. Declining the nomination once means a student will not be given another chance to be part of the Homecoming Court.
- Homecoming Queen and King are only open to seniors. Queen and King will be voted on by the high school students. All ballots must be turned in to the ASB office and secured until that school year.

Exclusions

If a student is on Homecoming Court this year, they will not be able to be a part of Homecoming Court again. If a student is part of Homecoming Court as a senior, they will not be able to be a part of the Prom Court as a senior.

Prom

The junior class, under the direction of their Advisor(s) is responsible for the selection of the Prom Court. The selection of the court will take place in a junior class meeting arranged by the junior class officers under the direction of their advisor. It is generally recommended that the Court consist of six (6) female members of the senior class and six (6) male members of the senior class. If the junior class and their advisor(s) determine it is appropriate to have a different number of Court members, they must present their reasoning to the ASB Executive Officers for approval. All Dayton High student attendees at prom are to have the opportunity to cast their ballot for the election of Prom Queen and King. The election of Queen and King will take place at the dance and be voted on by students who attend the dance. All ballots must be turned in to the ASB office and secured until that school year.

Exclusions

If a student is on Homecoming Court this year, they will not be able to be a part of Homecoming Court again. If a student is part of Homecoming Court as a senior, they will not be able to be a part of the Prom Court as a senior.

Dance Rules and Procedures

- Music must be pre-approved by the Class Advisor and ASB officers (Class Advisor informs Principal of approval)

- Twerking, grinding, or other dance movements that raise the question of decency are not allowed. A warning will be given prior to being asked to leave for such behavior (2nd time). The student shall call the guardian and inform them of leaving dance.
- School behavior rules apply.
- Lighting must be adjusted appropriately with designated switches in the interest of fire safety.
- Since hearing loss is possible, volume of equipment may be monitored.
- Students who leave the dance **are not permitted** re-entry. Students may go to a designated area outside of the building, assigned by dance supervisors, if supervised.
- Dance supervisors are responsible for all activities and actions performed at school affiliated dances. They are the enforcers to the rules stated and have the right to remove anyone from the dance at any time for refusal to follow rules. If a student and/or parent of a removed student feels as though the student was wrongfully removed from a dance, they can make an appointment with the principal and the staff member who removed the student to work out the issue.
- *NOTE: Parents reserve the right to NOT allow their student to attend the dance if they feel the above mentioned protocols are unreasonable.*

Dance Guests

- *Dayton Middle School* students are not allowed to bring a guest.
- *Dayton High School* students may bring *one* (1) guest to a Dayton High School dance provided that:
 - For **ALL** High School dances, the guest must be a high school student or graduate and not older than 20.
 - The guest passes a character check with their school administration. Form requires the Principal's signature & business card the last school day BEFORE dance.
 - All students must demonstrate appropriate behavior and cooperate with the dance chaperones. Failure to do so will result in dismissal from the dance.
 - DHS students are responsible for the behavior of their guests.

ASSOCIATED STUDENT BODY

Participation in ASB activities

In order to be a member of any ASB club or sport, the student must purchase an ASB activity card, and pay any related club or sport fees or dues. ASB card fees are nonrefundable.

- Students who withdraw from Dayton High School or Dayton Middle School, forfeit their ASB card. They will lose all privileges and rights that previously went to them as a holder of the card while a student of Dayton High School or Dayton Middle School.
- Participation is dependent upon the student's academic performance, attendance, school conduct, and refraining from illegal activity.
- It is the responsibility of the Coach/Advisor(s) of the ASB club to monitor eligibility for participation of the members.
 - Students who are not passing a class at the time of a weekly progress check are placed on activity probation for one week.
 - If after one week, the student is not passing all classes, the student is suspended from participation in the activity until the next weekly grade report that indicates the student is passing all of their classes.
- **Students must be in school all day the day of a school day activity or have a Dr. note or pre-trip form in order to participate.**
- If a student is suspended from school for discipline reasons, the student may not participate in any school-sponsored activity until their suspension is lifted.
- Any student involved in a criminal violation will be declared ineligible for participation in ASB activities. Treatment assessment may be required to return if a controlled substance is involved. ([Policy 3510](#))

Transportation for ASB Events

Students are expected to ride school transportation to and from school-sponsored activities. In the event circumstances necessitate an alternate means of transportation the student and parent must complete the Transportation Release Form. The form must be presented by the student to the principal prior to leaving for the activity or *by the parent* to the advisor of the activity.

ASB Purchasing Procedure

- Obtain a purchase order request from the ASB office or on Skyward.
- Complete purchase order request form and have the advisor sign it (detailed meeting minutes required).
- This form must be approved and noted in ASB minutes.
- Verify that the information is correct and submit the purchase order request to the ASB office for approval. *Caution – do NOT* purchase anything for the school or your activity without an approved purchase order – you *will NOT* be reimbursed.

SENIOR CLASS

Graduation Requirements

The State Board of Education requires a High School and Beyond Plan. This plan must have a clear link to a student's lifelong goals and post high school plan.

Students are required to complete/pass 25 credits. Students will use the online program during Advisory and meetings with the Academic Advisor.

Completion of a graduation pathway is required to graduate.

Students will also need to accumulate a minimum of 25 hours of community service work / volunteerism, beginning on Dayton Days weekend of the year they will enroll as seniors. These are tracked by the academic counselor for 13th year & school administration (with pre-approval) and must be completed by April 30 of graduation year.

College Entrance Requirements

Dayton High School graduation requirements do not necessarily meet the entry requirement of every college or post-secondary program. Students must check the individual college entry requirements they wish to attend, and then take and pass Dayton High School classes that fulfill the requirement.

Selection of Honor Graduates

Selection of Valedictorian, Salutatorian, and Honor Graduate is determined by the student's cumulative GPA at the conclusion of the next to last grading period of the senior year. Students in running start will have their winter quarter grades be their grades included in this determination. Grades from the final grading period are not

considered in making the determination. GPA's are calculated to the thousandth place. The student with the highest GPA is the Valedictorian. The student with the second highest GPA is the Salutatorian. If a tie exists for either and/or Valedictorian or Salutatorian, the honor will be shared. "Students must have at least 2 full years of attendance at an accredited public or private high school to be considered." Honor Graduates must have a minimum of a 3.50 cumulative GPA. Students who have a modified or adapted academic program, and the minimum Honor Graduate GPA, will be noted in the graduation program.

Senior Parking Spaces

A minimal number of parking spaces are available to seniors to rent for their personal use for \$25.00 per school year. Students who park in a rented parking space, with or without permission of the senior who rented the parking space, will be charged a \$5.00 fine, payable to Dayton School District. After seniors have graduated and no longer attend high school, all parking spaces are available to all students.

Senior Street Painting

Street Painting activities are not Dayton High School functions. Street Painting is in cooperation with the local community authorities.

Cap and Gown

Seniors have both the right and the responsibility to select a graduation cap and gown color that shows uniformity and respect for Dayton High School. Graduates may use no more than two different colors for the cap and gown of their graduating class. The cap worn by any individual must be of the same color as the gown worn by the same person.

Graduates may decorate graduation caps according to rules and guidelines that are stated in the contract that will be signed by the graduate and parent.

If one color cap and gown is used by the class:

A stole of a different color may adorn the cap and gown. If a stole is desired, all graduates must wear a stole of the same color. The stole must be purchased by the student.

If two colors for cap and gown are used by the class:

Females will wear one color cap and gown and males will wear the other color cap and gown. If a stole is desired, all graduates must wear

a stole. The stole must be the color of the other gender's cap and gown. The stole must be purchased by the student.

Graduation Ceremony Attire

Color denim pants are discouraged and blue denim is prohibited. Shirts should have a collar, and ties are strongly encouraged. Graduates are to wear dress shoes. Soiled shoes, athletic shoes, sport sandals and flip flops are not acceptable. Graduates may not alter their gown in any way. Students who do not comply with the dress requirements may be denied the privilege of participating in the graduation ceremony, and/or other disciplinary consequences may be imposed.

Seating for Graduation Program

There is reserved seating for School Board members, administration, faculty, and scholarship presenters. Family members and friends of the graduates may not reserve or "save" seating. Seating is on a "first come, first serve" basis.

STUDENT DISCIPLINE Policy: [3241](#)

Introduction/Philosophy/Purpose

The Board of the Dayton School District No. 2 focuses on the educational achievement of each and every student. The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. "Discipline" means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline. The Board intends that this policy and procedure be implemented in a manner that supports positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

- Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families

- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need to complete their education without disruption
- Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Implementing culturally responsive discipline that provides every student the opportunity to achieve personal and academic success;
- Providing a safe environment for all students and for district employees

Rights and Responsibilities/District Commitment

The Board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:

- Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps;
- Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction.

The District will observe students' fundamental rights and will administer discipline in a manner that does not:

1. Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures

4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

This District's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning. ([Policy 3241](#))

Development and review

Accurate and complete reporting of all disciplinary actions, including the associated student-level information, behavioral violations, and other forms of discipline the district considered or attempted, is essential for effective review of this policy; therefore, the district will ensure such reporting. The district will collect data on disciplinary actions administered in each school, as required by RCW [28A.300.042](#), and any additional data required under other district policies and procedures.

The District will ensure that school principals confer with certificated building employees at least annually to develop and/or review building discipline standards and review the fidelity of implementation of those standards. At each district school, principals and certificated staff will develop written school procedures for administering discipline at their school with the participation of other school personnel, students, parents, families, and the community. Each school will:

1. Establish behavioral expectations with students and proactively teach expectations across various school settings.
2. Develop precise definitions for problem behaviors and behavioral violations to address differences in perceptions of subjective behaviors and reduce the effect of implicit bias.
3. Define the differences between minor and major behavior incidents to clarify the types of behaviors that may or may not result in classroom exclusion or are severe enough that an administrator needs to be involved.

4. Identify a continuum of best practices and strategies for classroom based responses that building staff should administer before or instead of classroom exclusion to support students in meeting behavioral expectations.

Schools handbooks, codes of conduct, and building discipline standards must not conflict with this policy, accompanying procedures, or other Board policies. A school's building discipline standards must be annually approved by district superintendent or designee.

School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:

1. Focus on prevention to reduce the use of exclusionary discipline practices;
2. Allow the exercise of professional judgment and skill sets; and
3. May be adapted to individual student needs in a culturally responsive manner.

School principals will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills.

The District will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW [28A.300.042](#) to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline. Discipline data must be disaggregated by:

1. School Entity
2. Student groups, including by gender, grade level, race/ethnicity (including further disaggregation of federal race and ethnicity categories in accordance with RCW [28A.300.042](#)(1) and [CEDARS](#) Appendices Y and Z), low-income, English language learner, migrant, special education, Section 504, foster care, and homeless.
3. Behavioral violation.

4. Discipline types, including classroom exclusion, in-school suspension, short-term suspension, long-term suspension, emergency expulsion, and expulsion.

The District will follow the practices outlined in guidance from the [Race and Ethnicity Student Data Task Force](#) when disaggregating broader racial categories into subracial and sub ethnic categories. The District will consider student program status and demographic information (i.e. gender, grade-level, low-income, English language learner, migrant, special education, Section 504, foster care, and homeless) when disaggregating student race and ethnicity data to identify any within-group variation in school discipline experiences and outcomes of diverse student groups. This process may include reviewing data to prevent and address discrimination against students in protected classes identified in chapters [28A.640](#) and [28A.642](#) RCW, however, the District will ensure it reviews disaggregated discipline data in accordance with WAC 392-190-048 at least annually.

The District will support each school to:

- set at least one goal annually for improving equitable student outcomes;
- create an action plan or plans;
- evaluate previous goals and action plans; and
- revise goals and action plans, based on evaluations.

Schools will share identified goals and action plans with all staff, students, parents, families, and the community.

Distribution of policies and procedures

The District will make the current version of this policy and procedure available to families and the community. The District will annually provide this policy and procedure to all District personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The District will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure. At the building level, schools will annually provide the current building discipline standards, developed as stated above, to all school personnel, students, parents, and families, which may require language assistance for students and parents with limited-English

proficiency under Title VI of the Civil Rights Act of 1964. Schools will ensure all school personnel are knowledgeable of the school building discipline standards. Schools are encouraged to provide discipline training developed under RCW [28A.415.410](#) to support implementation of this policy and procedure to all school staff as feasible.

Application

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

Failure to Report and Failure to Cooperate With an Investigation

***Students who are knowledgeable** of any illegal activity, knowledgeable of an intent to perform an illegal activity, knowledgeable of possession of an illegal substances or weapon, and/or knowledgeable of an intent to possess an illegal substance or weapon, and do not report their knowledge to a school official, may be held responsible for events related to the activity, substance, or weapon. Students who fail to report their knowledge will be subject to disciplinary actions. **Students who withhold information** during an investigation by school officials will be subject to disciplinary actions.*

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/Title IX Officer,
janae@daytonsd.org 609 S 2nd St. Dayton 509-382-2543

Hannelee Farrell, 504 Coordinator, hanneleef@daytonsd.org
614 S 3rd 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>. (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, contact your child's principal or the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above to discuss your concerns. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1: Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967 **Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit 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.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

TRANSPORTATION EXPECTATIONS

Revised Student Conduct and Discipline Procedures

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 vape, 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. Also, 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 of the child, driver and transportation supervisor. (Principal will be notified of situation)

Step 3: Child will be removed from the bus for a 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.

2023/2024 SY	Print Name	Signature
Parent		
Student		
Student		
Student		
Student		

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.

Children's names:

Signature of Parent or Guardian: _____

Date: _____