

DALLAS SCHOOL DISTRICT #2
2014-15 ELEMENTARY HANDBOOK

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ELEMENTARY SCHOOL CALENDAR 2014-2015

First Day of School	Tuesday, Sept 2
Inservice Days (KG-12) (No School).....	October 9 & 10
Assessment Day (KG-12) (No School)	Friday, Nov7
Inservice Day (KG-12) (No School)	Monday, Nov 10
Veteran's Day (No School)	Tuesday, Nov 11
Conference Days (1-5) (No School)	Nov 24 -26
Thanksgiving Holiday (No School)	Nov 27 & 28
Christmas Vacation (School Resumes Monday, Jan 6th)	Dec 18- Jan. 2nd
Martin Luther King Holiday (No School).....	Monday, Jan 19
Secondary Assessment Day & Planning Day, 4 th -12 th grades (No School)	Jan 29 &30
Presidents Day (No School).....	Monday, Feb 16
Elementary (KG-3) Assessment Day & Planning Day (No School)	March 16 & 17
Elementary Planning Day (No School).....	Tuesday, Mar 18
Conference Days (KG – 3) (No School).....	Mar 18, 19 & 20
(4-5) Assessment & Conference Days (No School)	Mar 19 & 20
Spring Vacation (No School).....	Mar 23-27
Inservice Day (KG-12) (No School).....	Monday, April 28
Memorial Day (No School).....	Monday, May 25
Last Day of School for Grades KG thru 3rd	Wednesday, June 10
(11:30 Dismissal for Oakdale & Lyle)	
Last Day of School for Grades 4-12.....	Thursday, June 11
(11:30am Dismissal for Whitworth)	

Whitworth Elementary (4th & 5th)

SCHOOL HOURS

Doors Open.....	7:50 AM
Classes Assemble.....	8:15 AM
Team Time (Friday's)	8:05 AM
Mon – Fri. Dismissal.....	2:25PM

Lyle Elementary & Oakdale Elementary (KG-3rd)

KINDERGARTEN

A.M. - 8:00 - 10:30
P.M. - 11:40 - 2:10

1st - 3rd GRADE

Doors Open.....	7:40 AM
Classes Assemble.....	8:00 AM
Dismissal.....	2:10 PM

ELEMENTARY HANDBOOK – GENERAL INFORMATION

Statement of Non Discrimination

Dallas School District No. 2 does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or gender in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Please contact the Dallas School District Office at (503) 623-5594 and ask for the Affirmative Action Officer for additional information and/or compliance issues.

Alternative Education

Alternative Education programs are available in the Dallas School District and will be considered should the following situations occur:

1. A second or any subsequent occurrence of a severe disciplinary problem within a three-year period;
2. The District finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational process;
3. The District is considering expulsion as a disciplinary alternative;
4. A parent or legal guardian notifies the District of intent to withdraw a student from the educational program, or;
5. A student is expelled pursuant to subsection (#) of ORS 339.250.

Alternative Education programs might include:

1. Alternative Education classroom for remediation of basic skill, completion of regular course curriculum, or the pursuance of a G.E.D.
2. Home Instruction
3. Counseling
4. Vocational Training
5. Correspondence courses
6. Supervised independent study

The Alternative Education programs are provided under the Department of Special Education. If you feel your child may receive benefit from the special education services and programs offered by the Dallas School District, or wish to inquire about what is available, please do not hesitate to contact the Special Education office at 503-623-5594. Any inquiries will be treated with all due respect and confidentiality.

Attendance/Tardies

State laws require school attendance. Dallas School District expects regular attendance of all students. Regular attendance is very important if students are to make good progress with their learning. Dallas School District's expectation for **regular attendance is no more than four (4) unexcused absences or eight (8) unexcused half day absences in a four (4) week period.** Excused absences need an acceptable written or verbal explanation within three days of the student returning to school. Oregon law requires the school to review any absences and determine whether or not it is an unexcused or excused absence.

Excused absences (written or verbal notification of one of the specific reasons below is required):

- *Days when a student is ill
- *Serious family illness
- *Medical appointment which can not be scheduled after school
- *Authorized religious holidays
- *Approved pre-arranged absences
- *Other absences approved by the district

Unexcused absences:

- *Those not falling in the excused category
- *Skipping school
- *Failure to bring a proper excuse
- *Baby-sitting younger brothers or sisters

If it is necessary for a child to remain indoors, a daily excuse is requested. For any period exceeding three days, a doctor's statement is expected. For absences due to a communicable disease, a permit from the doctor of County Health Department may be required.

Parents who wish to have their children excused for private music lessons must comply with School Board Policy IKF-AR-2.

After children report to school, they need to sign out with parent permission through the office if they leave the grounds before the end of the school day.

Parents will be notified in writing when students have too many absences. Compulsory attendance is required of all children from ages 7 to 18 who have not completed grade 12 unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Failure to send a student to school may result in contact with law enforcement and the local district attorney's office. Such failure to send a student to school is a class B infraction and may result in the issuance of a \$100 citation. Your cooperation in assuring regular attendance for your student is appreciated. If you have any concerns or questions, please contact the school office.

In addition to regular attendance, having your child arrive at school on time ready to begin class each day is very important. When your child misses the first instructions of the day, it can place an unnecessary burden on the child, the teacher and the other children in the classroom. Parents will be notified when tardies are becoming a problem and these may also be handled through the disciplinary process (Please see the student code of conduct). Your child needs to be on time and remain through the whole day to have maximum benefit of academic instruction. Although appointments are sometimes necessary, it is helpful if these can be scheduled outside the school day. Checking your child out early too often can be disruptive to the rest of the instruction in the classroom and place an undue burden on staff. Please hold these kinds of interruptions to a minimum. Your cooperation is appreciated.

Bicycles/Scooters/Skateboards/Heely's

During good weather, many youngsters like to ride their bicycles to school. In order to have fewer difficulties concerning their use as well as teaching safety, we have the following regulations:

1. A bicycle that has been ridden to school will be parked and locked in the rack and left there until time to go home. Locking up your bike is strongly suggested.
2. A bicycle shall be ridden by the owner and no one else.
3. Bicycles, scooters, roller blades, heely's or skateboards are not to be ridden on the school grounds or inside the buildings except during special specified times.
4. In riding to and from school, all traffic laws will be observed and monitored by local law enforcement agencies. (Dallas City Bicycle Registration forms are available at the school office to assist in security).
5. All students riding bicycles, scooters, or skateboards to and from school should wear helmets as required by law. Scooters and skateboards will be controlled, monitored or may be prohibited by in-building rules.

Classroom Read Alouds

Teachers often select additional materials to utilize in their classrooms that are beyond the district adopted resources. These materials specifically support, enhance, and/or enrich the approved and adopted curricula. Teachers choose these materials professionally by: 1) considering the relationship to district curricula and/or literary value; 2) assessing the appropriateness of the material for age and grade level and; 3) evaluating the content as it relates to the district's mission, philosophy, goals, including the Character Education program.

EQUAL EDUCATIONAL OPPORTUNITY

Dallas School District provides equal educational opportunities for all students. A variety of resources and services are available to meet the specific educational needs of individual students and provide alternative educational programs.

The District has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 0-21 years of age and who fall within the District's jurisdiction. Students found eligible for special education services receive specially designed instruction to meet the individual's unique needs.

When appropriate, students receiving special education services:

- Remain in the general education program with special education support, supplementary aids, or other special arrangements, if needed;
- Are educated to the maximum extent appropriate with students who are not receiving special education services;
- Are placed in an instructional arrangement as close as possible to the student's home;
- Are provided opportunities to participate in school activities on the same basis as students who are not receiving special education services, and
- Are offered an opportunity for interaction on a regular basis with students who are not receiving special education services.

For further information, please contact the Special Education Department at 503-623-5594. The Notice of Procedural Safeguards, Rights of Parents of Students with Disabilities can be obtained from Autymn Galbraith, Special Education Director or at the Oregon Department of Education at <http://www.ode.state.or.us/pubs/proceduralsafeguards/>. Dallas School District School Board Policies are available at <http://policy.osba.org/dallas/>.

Notice: While parents have the option of placing their children in private schools or obtaining additional services from a private individual or organization, the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must provide written notice and the opportunity for the district to clarify options available within the public school system before the private placement or services are obtained. Therefore, for any regular education, 504 or IDEA student, a parent must give written notice either at the last IEP meeting prior to obtaining private services or in writing at least 20 business days prior to

obtaining private services. The notice must include the parent's intent to obtain private services, the parent's reasons for the rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

Field Trips

Field trips and excursions are available as a part of the child's learning. All such activities are carefully planned and organized, and approved by the principal. If transportation is required for out of town trips, school buses will be used (unless special arrangements are made and parent's permission is obtained). Parents will be notified where the child is going, at what time, and the approximate returning time. Parents will be notified of field trips within the district, but signed permission slips are not required. Parents are often asked to volunteer to accompany field trips to help supervise smaller groups of students. If you are able to help in this role (or even if you are just accompanying the trip in a non-supervisory role), please be aware that it is expected that your other children (pre-school or other grade levels) cannot be with you. Additionally, appropriate volunteer forms, including criminal history verification will be required.

Grading and Curriculum Guides

Progress is assessed to determine how well each student is doing in reaching required content and performance standards and curriculum goals in each course taken. Periodic assessments are recorded in the teacher grade book and samples of student work that show evidence of progress toward meeting the state and district required benchmarks for Certificates of Initial Mastery and Advanced Mastery are maintained in classroom portfolios. Work from the classroom portfolios is selected by the student and teacher to be kept in the Passportfolio that follows the students from year to year. Progress in each course is also reported to parents on the progress report issued three times a year. Progress may be reported informally to the parents at other times, such as conferences and/or at the end of a quarter.

Parents may make an appointment with the teacher, the building principal or the counselor if they desire to find out what progress has been made on any of the course work used to determine grades. Instruction is related to the program guides, planned course statements, and course goals. Detailed curriculum guides for each subject area are available at each school for review.

Health Services

Children who become ill or are injured at school, will be cared for by the school and the parent will be notified. If the parent cannot be reached, the person whom you wish called in case of emergency will be notified. If the accident or illness necessitates the services of a physician, we will call the physician you have listed on the emergency blank. If the listed physician is not available, the local hospital will be used. **(Please keep your child's home phone, address, and emergency contacts up to date.)**

Hearing Screening

State law requires that all children in grades Kindergarten, First, and Second are screened for potential hearing loss. This process consists of an initial screening for all children in those grades during the months of September and October and follow up screenings for children who fail the initial screenings in November and December. The district will provide parents of children who fail either the initial or follow up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring

beyond the initial and follow up evaluations. Hearing screening dates are set one year in advance and therefore it is important that parents who do not wish to have their child screened, contact the building principal within the first two weeks of the new school year. If you have questions about this service, please contact the Director of Special Education at the Dallas School District Office 503-623-5594.

Library

The library is open every day. All students get instruction in how to use the library, as well as instruction and activities that supplement their grade level curriculum. Good books are available for all grade levels. Parents are asked to encourage their children to read library books, as this improves reading efficiency and adds to their general knowledge.

Lunch Buddy Program

With the support of the Dallas Service Integration Team, a Lunch Buddy/Mentoring program is available to students. Lunch Buddies are volunteer parents, community members, or D.H.S. students who come weekly to the school to eat lunch with the student and participate in activities with them. Parent permission is required prior to participation. If you would like to participate in the program as a lunch buddy or if you'd like to have your child participate, contact your school's counselor.

Marking Personal Property

Every year the school is confronted with the problems of locating and identifying objects, especially clothing, that have been lost by pupils. To aid in solving this problem, please mark first initial and last name on all clothing and school related items. The school district has no responsibility for lost objects, so it is recommended that valuable objects be left at home. The school office maintains a lost and found department and children are asked to call at the office for missing articles. Unclaimed articles are given to local charities. It is recommended that parent insurance provide protection for lost or damaged property.

***Music/Choir**

All elementary schools have general music programs for grades K - 5. Music appreciation in general and the skills in performing are emphasized through a variety of mediums, including singing, rhythm instruments, and movement. The music taught and performed is carefully selected to focus on all the historical and cultural aspects of our world. Dallas School District policy "supports the inclusion of religious literature, music, drama and the arts in curriculum and in-school activities, provided it is intrinsic to the learning experience in the various fields of study, and is presented objectively." Pursuant to this policy, and in order to provide students with a diverse exposure to a wide variety of musical languages, styles and experiences, musical selections may include songs having a religious theme or text. Students who do not wish to rehearse or perform religious selections will not be required to do so and will be provided with appropriate alternative assignments.

***Due to a Reduction in the State School Fund, our Music program is offered on a limited basis in the elementary schools by a certified Music instructor. All efforts are made by the classroom teacher and school to still provide and support music exploration in the regular curriculum.**

Parent Pick-up

Some parents prefer to make arrangements for transporting their children privately. Please make sure that the office has all the correct and most current information about who is allowed to pick up your child. We are very concerned about safety and supervision. If a situation should change on a temporary or permanent basis, the school needs to be informed. All private or unauthorized vehicles need to follow the posted restrictions

regarding parking, bus lanes, loading and unloading zones, etc. Please do not block other vehicles and use designated areas and routes for dropping off and/or picking up students at school. The safety of your children is one of our greatest concerns. Courtesy and following the established routines will ensure that students are safe and arrive and depart the school efficiently.

Parent/Teacher Club (P.T.C.)

Each of the schools has a group where parents can become involved in supporting the schools with extra projects and activities that cannot be funded through the regular budget. These groups sponsor a variety of fun activities for families and the community that raise funds for the school and/or promote positive involvement in the school. Joining and attending the meetings is a good way for parents to find out more about the school. Meeting times and frequency can vary at each school (please check at the office). Supervised childcare is usually available. These support groups do various fundraisers to help the schools get computers, playground equipment, support student field trips, staff appreciation and special events. The meetings include staff from the school and the principal. You are encouraged to attend and volunteer in these groups' activities.

Parent/Teacher Conferences

Parent-Teacher Conferences for goal setting and progress review are scheduled in the Fall and Spring. Parents are notified of the time of their conference, and it is hoped that you will take this opportunity to spend a few minutes with your child's teacher. The school believes this time is valuable to the parent and the teacher alike. The first conference of the year is largely for reviewing and assessing where the child is academically and setting goals for the year. The second conference is to review progress made for the year and what areas, if any, still need attention.

Parties

School parties are limited to three per year. Commercially prepared birthday treats (**Department of Health regulations prohibit homemade items**) may be provided during the lunchtime only.

Wellness

Foods offered in classrooms or school-sponsored activities and food and beverages sold as part of approved school fund-raising events shall be nutritious foods as determined by the school's or district's nutrition committee.

Registration

When a child enters a Dallas School, the parents or guardian must be present to register the child. This helps assist each child's transition and gives the school valuable information for our permanent and emergency files. Any child who is five years of age on or before September 1st may enter Kindergarten. A Certificate of Birth, Social Security Card and Certificate of Immunization are required of children new to public school in the state of Oregon. The school office has forms available to help in obtaining the child's birth certificate. State law requires that a student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reason, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

Released Time For Religious Instruction

Students may be released from the regular school program for one hour per week to participate in the Religious Instruction program. Parents must make written requests for such released time in advance. Permission forms are available from the Weekday School of the Bible. **Please note: Students may not attend Weekday School of the Bible without parent permission. Additionally, students will not be allowed to withdraw from Weekday School of the Bible without written parent permission.**

School Lunch

Beginning the first day of school, Breakfast and lunches will be served. Prices are: **Full price lunch \$2.25, Reduced .40; Full priced Breakfast \$1.00; Reduced priced Breakfast FREE; Adult lunch is \$3.00. Milk is included with the meal or can be purchased separately for .50.**

We use a computerized meal system so there are no meal tickets to keep track of or lose. Depositing money for the week or month will reduce your handling of money as well as ours.

Payments are made in the school cafeteria in the morning (**Please put your cash or check in an envelope with the child's name on the outside and account number**) **or** they can be made on-line with your credit card at www.dallas.k12.or.us click on "Menu/Food Services". Click on "Pay for Meals" then go to "Create your Sodexo account now." There is a small convenience fee to use this service and accounts are credited within 2 business days. **Students are not allowed to charge meals.** A student, who doesn't have money in their account and is unable to make other arrangements from home, will be given a deli sandwich (which can be turkey, turkey ham, egg salad, cheese, etc.), milk and offering bar until a payment is made. A reminder to bring more money is also given to the student. It is the parent's responsibility to know what their child's balance is. Please keep money in the account to save your child any embarrassment, when going through the line.

The district offers the Confidential Free and Reduced meals program for families whose income meets the requirements. Forms are available in the office.

School Dismissal

If you find it necessary to pick up your student before the regular dismissal time, please come directly to the school office to sign them out. Office staff will call the class to excuse your student to come to the office to meet you. **Please Note: While it is sometimes necessary for a child to be excused prior to the regular dismissal time, for appointments or other family matters, it is extremely disruptive if parents routinely pick their child up a few minutes before dismissal just for convenience. We ask your cooperation in keeping these disruptions to a minimum.**

All children are expected to go home immediately after school is dismissed unless retained for special help. Students will not be kept after regular school hours unless parents have been notified in advance. Bus children are supervised in assigned areas until departure time.

All children who for some reason do not go home as usual are to bring a written explanation signed by a parent or guardian. **Please Note: For your child's safety, we will continue to dismiss your child according to your original instructions, unless we receive other instructions from the parent or authorized guardian in writing or by phone.** When giving us your instructions for dismissal, or if you are making changes, please be specific about the duration of the change.

The closing of school because of extremely bad weather or other severe emergencies will be announced on the locally received radio and television channels and on our school district website at www.dallas.k12.or.us. (Information is sent home with each child in the Fall.)

School Procedures for Administration of Medication at School

1. **All** prescription medications must be in their original container. All prescription medications must have a physician's order or the pharmacy label containing the following information:
 - * Student name
 - * Medication name
 - * Dosage
 - * The time medication is to be given
 - * How the medicine is to be administered and any special instructions.It is the parent's responsibility to maintain an adequate supply of medication at the school for the duration of the student's dosage requirements.
2. All non-prescription medications (over-the-counter drugs) must be in their **original** container, *must have the student's name affixed to the label* and be accompanied by written and signed instructions from the parent/guardian. **NO phone instructions or tablets in a "baggy" will be accepted.** All instructions for non-prescription medications must include:
 - * Student name
 - * Medication name
 - * Dosage
 - * The time medication is to be given
 - * How the medicine is to be administered and any special instructions.
3. It is against state law to transfer medications from one bottle to another; therefore, please bring medications in an appropriately labeled container prepared by your pharmacist with the number of tablets as stated on the pharmacy label. It may be a good idea to ask your pharmacist to put your prescription in two separate containers, one for school and one for home.
4. Inhalers must have the prescription label affixed to either the inhaler itself or the original box in which the inhaler was dispensed. Inhalers must be kept in the office and be accompanied by a "Medication Form" that needs to be completed by a parent or guardian of the student. Students are allowed access to their inhaler anytime that they need it as it complies with the dosage prescribed.
5. **Parents/guardians must personally bring medications into the school. Please **do NOT** send them in with your child.**
6. These rules apply to all medications, including creams such as Neosporin, Calamine Lotion, etc., as well as cough suppressants and cough drops. Please remember that no alcohol-based medications that are to be taken internally will be accepted.
7. Only trained designated school personnel may administer medications in the school.
8. Certain medications in tablet form, such as: stimulants, sedatives, barbiturates (anti-convulsant), narcotic analgesics and psychotropic drugs must be counted when brought to the school.
9. Any non-prescription medication instructions, which differ from the manufacturer's recommended dosage(s), must have a physician's prescription.
10. Any student in grades 9-12, deemed developmentally and behaviorally responsible, may self-administer medications. These students must have a signed form, signifying parental permission, on file in the school office. *In case of prescription medications, permission from the physician is also required.* These students may carry only enough medication for one (1) school day. If medication is required for longer than ten (10) school days, a written request from the parent/guardian must be on file.
11. When your child participates in field trips, his/her medication(s) will be transported in the **original** containers. Please send a smaller container with either the pharmacist's or manufacturer's label and all of the above criteria with one (1) day's supply of medication for the trip. Your child may not be allowed to participate in the field trip if the school does not have an appropriate-sized container.

12. If your child needs half a tablet, please break the tablet before the medication comes to school; or, if the tablet needs to be crushed, please bring a “pill crusher” to the school. These can usually be obtained at your local pharmacy.
13. If your child is to take an elixir, syrup or suspension, please bring a dosage spoon to school. Most of the local pharmacies will have these in stock.
14. All medications not picked up at the end of the school year, or five days thereafter, will be disposed of per district policy.

These regulations have been adopted with your child’s safety in mind. Please help school district personnel to implement these policies as smoothly as possible. If you have any questions regarding these rules, please feel free to contact Mary Casalegno, R.N. at 503-623-8336

Staff Qualifications (Highly Qualified Staff)

In Dallas School District we work to hire and retain highly qualified educators. One of the goals of No Child Left Behind is to have all students taught by highly qualified staff. In Oregon this means that the teacher’s holds the proper licensure for the level of students they are teaching.

As a parent you have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). IF you request this information, the school or district will provide you with the following as soon as possible:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
3. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. If your child is receiving Title I services from paraprofessionals and if so, his/her qualifications. If you would like to request this information, please contact your building principal.

Student Insurance

Student accident insurance may be purchased through the school for all pupils whose parents desire such a service. Details of the plan will be sent home during the first week of school. No physical examination is necessary. You are urged to examine the material carefully to know the exact nature of coverage and protection.

Please Note: The district does not carry special insurance that covers typical student accidents that may occur on the playground or in P.E. classes. The district only carries insurance for situations where the district is legally liable because of negligence. If you do not have medical insurance of some kind, you are strongly urged to look into the purchase of school insurance or some other kind of coverage for your child.

Visiting the School

Parents are encouraged to visit school at any time. This is an excellent opportunity to observe the work that is being accomplished. It is suggested that this time not be used for conferences with the teacher. They are responsible for their classroom and a more appropriate time can be arranged. **Visiting by a brother, sister, other relative or friend is not permitted. All visitors must sign in the office upon entering the building and receive a visitor/volunteer badge.**

Volunteer Parents Program

Our school is proud of its Volunteer Parents Program. Each year parents have helped in this way to enhance your child's education. It is a rewarding experience for both you and your child. If you are available for an hour one or more days a week, please contact the school. We look forward to meeting with you. **Please Note: Volunteers who work in our schools must have a current volunteer form on file and criminal history verification.**

AIDS, ARC, HIV, HEPATITIS B CURRICULUM

Oregon statues require school districts to provide instruction about infectious diseases, including Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), Human Immunodeficiency Virus (HIV), and Hepatitis B as a part of students; health education curriculum. This instruction is required in all grade levels. In order to comply, the District formed a Parent Advisory Committee which developed several lessons. If you do not wish to have your child participate in this portion of the health instruction, please call the school and let them know. We believe this instruction is age-appropriate, and vital in helping to prevent the spread of these deadly diseases. If you have further need for clarification, call the Dallas School District office at 503-623-5594.

STUDENT EDUCATION RECORD

The information contained below shall serve as the District's annual notice to parents of minors and eligible student (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor student who have a primary or home language other than English.

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provide by Board policy and law.

Education records are maintained in a minimum one-hour, fire-safe place in the school office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name of school;
3. Student birth date;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school(s) previously attended;
7. Subjects taken;
8. Marks received;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social Security Number;
13. Other information (i.e.; psychological test information, anecdotal records, records of conversations, discipline records, IEPs, etc.)

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

Requests for Education Records

The District shall, within ten (10) days of a student seeking enrollment in or services from the District, notify the public or private school, education service district, state institution, private agency or youth care center in which the student was formerly enrolled and shall request the student's education record. The District will transfer all requested student education records to an educational agency no later than ten (10) days after receipt of a request from the new educational agency.

Directory Information

Parents and student should be aware that Directory Information may be released for use in local school publications, other media, and for such purposes as deemed appropriate by the principal.

Certain personally identifiable information is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph (including video tape), date and place of birth, major

field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

Parents of students who object to the release of any or all directory information should notify the school principal within fifteen (15) days from the date this handbook was issued. Hearing no objection, the directory information may be released for use in local school publications, other media, to appropriate governmental agencies and for such other purposes as deemed appropriate by the principal.

Transfer of Records

When a student is going to withdraw or transfer to another school, the parent or guardian should inform the school of the date of the intended withdrawal and the new location of the student's school attendance. When your child is enrolled at the new school, that school will request records. All requested records will be sent within ten (10) days of receipt of the request as required by law.

Access/Release of Education Records

The Education Amendments of 1974 and Family Rights and Privacy Act, 1988, provide that certain state and federal agencies may inspect student records without written consent but requires that a record be maintained indicating specifically the legitimate educational or other interest that a person, agency or organization has in seeking this information. This statement is to become a permanent part of the record only for inspection by the parents or students over 18 and the school official who is responsible for the custody of such records.

Records transferred to third parties shall be clearly stamped with the statement, "These records may not be transferred except as provided for under Public Law 93-380 as amended." By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the District is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

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

Review of Records/Challenge of Records

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the contents of the records, the parent or eligible student has the right to a hearing under the provisions of Policy and Administrative Rule JO and JO~AR. A copy of this Policy and Administrative Rule shall be provided to the parent or eligible student upon request.

Social Security Number Disclosure Statement

The Dallas School District is required by law to inform you about our use of student Social Security Numbers. The following is provided for your information.

Providing your social security number (SSN) is voluntary. If you provide it, the District will use your SSN for record-keeping, research, and reporting purposes only. The District will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described. OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN). Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet

state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The District and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.

State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as cited above. State and federal law protects the privacy of your records.

Student Education Records Privacy

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents and students certain rights with respect to their child's educational records. When a student reaches the age of eighteen or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's educational records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. If you wish to seek access to your child's educational records, please direct your written request to the school principal.
- 2) To request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. If you wish to request an amendment to your child's record, please contact the school.
- 3) To control the disclosure of their child's personally identifiable information from their educational record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. FERPA allows school to disclose those records without consent to the following parties or under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or a lawfully issued subpoena; appropriate officials in case of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

- 4) You may file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Dallas School District has a comprehensive board policy and administrative rule related to education records (JO and JO~AR) that can be obtained from the Superintendent's office, school principal or downloaded from <http://policy.osba.org/dallas/>.

CUSTODY ISSUES

The courts must handle custody disputes. **The school has NO LEGAL JURISDICTION to refuse a biological parent access to their child and/or school records.** The only exception is when **signed restraining orders or proper divorce papers, specifically stating court ordered visitation and/or limitations are on file in the school office.** Should any such situation become a disruption to the school, the Police Department will be contacted and an Officer will be requested to intervene.

**PARENTS ARE ASKED TO NOT INVOLVE
THE SCHOOL SITE IN CUSTODY MATTERS.**

The school will make every attempt to reach the custodial parent when another parent or any person not listed on the May Pick-up/May Not Pick-up form attempts to pick-up the child.

RESPONSIBLE STUDENT'S GUIDE

Responsible students:

1. Show respect towards others (teachers, assistants, and fellow students).
2. Exhibit good sportsmanship and citizenship.
3. Arrive no earlier than 7:40am each day if you walk or ride with your parents.
4. When arriving at school, you must do one of the following:
 - Go to designated supervised play area immediately upon arrival at school.
 - If you eat breakfast at school, report directly to the breakfast area.
 - If you need to turn in lunch money, turn it in at the breakfast area and then go directly to the playground.
 - If you need to turn in anything to the office, please do so and then go directly to the playground.
5. Keep clear of exit doors when outside.
6. Avoid unsafe games.
7. Play games in those areas authorized by staff on duty.
8. Play games with rules that are fair to all.
9. Use playground equipment wisely and according to established rules.
10. Work to keep the school's appearance neat.
11. Obtain permission through the office before leaving the school grounds.
12. Make arrangements before coming to school so that using the office telephone is not necessary except in case of emergencies.
13. Follow all bus riding rules.
14. Complete classroom and homework assignments.
15. Check with classroom teacher for any additional responsibilities or explanations.

Dallas School District No. 2 - Elementary Schools

Information Regarding Attire

"Pupils are to be neat and clean in dress and grooming in keeping with good health, sanitary and safety practices." (Board Policy JFCA)

As in the past, using the above statement as a guideline, the following conditions will assist you to know what is not acceptable concerning attire in the district's elementary schools.

ACCEPTABLE

Shorts and skirts no higher than the tips of extended fingers when arms are hanging down and while shoulders are relaxed

Pants must be worn at the hip bone or higher

Rubber soled footwear should be worn on student's PE days

NOT ACCEPTABLE

Tank tops with spaghetti straps

Pants hanging below hips/waist (undergarments must not be visible)

Long belts hanging below waist

Chains

Backless tops

Bare midriffs

Slits higher than the tips of extended fingers

Hats, Caps and Hoods inside the building.

T-shirts or other clothing promoting gangs, violence, drugs, alcohol or sexual innuendo

Any clothing which contributes to the weakening of a positive teaching-learning environment

Violations of the Dallas School District dress guidelines will be dealt with as outlined in the District Discipline Plan outlined in the previous pages.

Pupils participating in special activities, such as programs, field days, etc. are to meet the standards established for participants. These will be communicated to families through individual school bulletins. Thank you for your cooperation.

BUS REGULATIONS

Students who live some distance (usually one mile or more) from school will be provided bus service to their neighborhood school. The following are basic regulations that will be enforced for those riding the bus:

- Pupils being transported are under the authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of emergency or as directed by the driver.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
- Pupils shall remain seated while bus is in motion.
- Pupils may be assigned seats by the bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or heads through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without the permission of driver.
- Pupils shall keep the bus clean, and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils and passers-by.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

PUPILS WHO REFUSE TO OBEY PROMPTLY THE DIRECTIONS OF THE DRIVER OR REFUSE TO OBEY REGULATIONS WILL RECEIVE A CITATION. THE FIRST CITATION WILL RESULT IN A WARNING WRITTEN BY THE BUS DRIVER INFORMING YOU OF THE VIOLATION. A SECOND VIOLATION WILL RESULT IN A SECOND CITATION AND A CALL HOME WILL BE MADE. A SUSPENSION MAY RESULT. A THIRD CITATION WILL RESULT IN A 3-5 DAY SUSPENSION OF BUS RIDING PRIVILIDGES. A FOURTH CITATION OR SEVERE INFRACTION WILL RESULT IN A 10 DAY SUSPENSION UP TO A 1 YEAR EXPLUSION FROM BUS RIDING PRIVILDGES.

Students should not arrive at bus stops more than five (5) minutes ahead of bus.