

DALLAS HIGH SCHOOL



2023

2024

STUDENT/PARENT HANDBOOK



1250 SE Holman Avenue
Dallas, OR 97338

(503) 623-8336

www.dallashighschool.org

★ I matter ★

★ You matter ★

★ We matter ★



PURPOSE OF THIS HANDBOOK

The material covered within this student handbook is intended as a method of communicating to students and parents general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this student agenda is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

District policies may be reviewed at <http://policy.osba.org/dallas>. Print copies are available upon request.

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SCHOOL INFORMATION



LETTER FROM THE DHS ADMINISTRATIVE TEAM

Welcome to the 2023/2024 School Year,

It is our pleasure to extend a warm welcome to both returning and new members of our school community. We are thrilled to have you with us and look forward to a productive and successful year ahead.

Please join us in extending a warm welcome to our new staff members:

- Dennis Misner, Counselor (P-Z)
- Hailee Wright, Special Education Teacher in the Dragon Academy
- Brittney Talley, Educational Assistant in New Options
- Kristine Blanchard, Educational Assistant in New Options

We are confident that their expertise and passion for education will greatly contribute to our students' growth and success.

With the new school year comes some important updates to our attendance procedures. According to Oregon law (ORS 339.065 Estimates of Attendance), the district is only allowed to excuse up to 5 days (35 periods) per three-month term or 10 days (70 periods) for per six-month term for absences that are caused by sickness, emergencies, or other reasons when satisfactory arrangements are made in advance. In accordance with this law, the district will require additional documentation to excuse absences for the remainder of the year when excused absences exceed these limits. Please also remember that all absences must be excused within three school days of the absence.

Additionally, we have made changes to our daily bell schedule. We are now following a straight 7-period daily schedule, with the exception of Dragon Days. Dragon Days will occur on Tuesdays during each 5-day school week. This year, we will have a total of 21 Dragon Days, barring any unexpected closures. Dragon Days provide students with opportunities to participate in Applied Learning, Intervention, and Enrichment (ALIE) so that they can receive direct support from individual teachers and participate in clubs and activities that enrich their experience at Dallas High School. On Dragon Days, all students are required to report to their Advisory Group Teacher before and after ALIE time for attendance. They will then follow the plan they create with their Advisory Group Teacher to make the best use of their ALIE time.

We are committed to providing a nurturing and inclusive learning environment for all our students. As we enter this school year together, please know that our dedicated staff and administration are here to support you and your child every step of the way.

Thank you for entrusting us with your child's education. We look forward to a productive and successful school year. Should you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

The DHS Administrative Team

OUR MISSION

Our mission is to provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.

OUR VISION

- ★ Focus on learning for all
- ★ All students value education and want to come to school
 - ★ Ongoing collaboration among all staff
- ★ Teaching to district adopted Common Core Standards and using research based best practices
 - ★ Common regular assessments
- ★ Interventions and enrichment based on regular assessments
- ★ Improving teaching and learning based on data, reflection, and collaboration
 - ★ Accurate and timely feedback and reporting to parents
 - ★ All students will attain a meaningful high school diploma

OUR PROMISE

Every student at Dallas High School is known by name, strength and need, and graduates ready for career, college and community.

BELL SCHEDULES

Dragon Pride

Bell Schedule:



DHS is operating on a straight 7 period daily bell schedule for the 23-24 school year.

With the exception of Dragon Days.

Dragon Days = Tuesday's that occur during a 5-Day school week

7 Period Straight	Start Time	End Time
Period 1	8:30	9:15
Period 2	9:20	10:05
Period 3	10:10	10:55
AG	11:00	11:30
Extended Lunch	11:30	11:40
Lunch	11:40	12:10
Period 4	12:15	1:00
Period 5	1:05	1:50
Period 6	1:55	2:40
Period 7	2:45	3:30

Dragon Pride



DRAGON DAY Schedule:



*This schedule will only occur on Tuesdays that fall in a full school week. **The dates are listed below.** In the event of a school closure during one of the below dates, we will change from a Dragon Day to a Normal Schedule.*

DRAGON DAY!!	Start Time	End Time
AG Check-In	8:30	9:00
ALIE 1	9:00	10:00
ALIE 2	10:00	11:00
AG Check - Out	11:00	11:10
Lunch	11:10	11:40
Clubs	11:40	12:10
Staff Development	12:10	4:00

DRAGON DAYS



Sept : 12th, 19th, 26th Feb : 6th, 27th
 Oct : 3rd, 17th, 24th March : 5th, 12th
 Nov : 14th, 28th April : 2nd, 23rd, 30th
 Dec : 5th, 12th May : 7th, 14th
 Jan : 9th June : 4th

Two Hour Delay

*This is the operating
schedule in the event of a
Two Hour Delay*



7 Period Straight	Start Time	End Time
Period 1	10:30	11:04
Period 2	11:08	11:42
Period 3	11:46	12:20
Lunch	12:20	12:58
Period 4	1:02	1:36
Period 5	1:40	2:14
Period 6	2:18	2:52
Period 7	2:56	3:30

- *Classes will be 34 minutes long*
- *Passing time will be 4 minutes between each period*
- *Lunch will be 38 minutes long*
- *No AG*

Assembly Schedule

We like to come together as a whole school and get the students and staff excited about major events happening at DHS. Below is the acting schedule for those days!



7 Period Straight	Start Time	End Time
Period 1	8:30	9:15
Period 2	9:20	10:05
Assembly	10:10	10:50
Period 3	10:55	11:40
Lunch	11:40	12:10
Period 4	12:15	1:00
Period 5	1:05	1:50
Period 6	1:55	2:40
Period 7	2:45	3:30

***Please notice that we will not have AG on days that we are operating on an Assembly Schedule*

ADVISORY GROUP (AG)

Students are assigned to an AG class as freshmen and stay with the same class throughout their time at Dallas High School. The bond between students and their AG teacher begins when they are introduced at the end of 8th grade and concludes at graduation, when their AG teacher hands them their high school diploma. In addition to care and connection, AG provides students with multiple opportunities for academic preparation, future planning, and self-discovery, all while fulfilling the “Careers” credit that is required for graduation. Students complete weekly grade checks and conversations with their AG teacher to support their success in all of their classes.

EXTENDED LUNCH

The purpose of Extended Lunch is to encourage positive behaviors. Students can earn "Extended Lunch" each week for the following week (Monday-Friday) by earning [Good Pride Standing](#)/meeting the following criteria during the week:

- No unexcused absences
- No more than one unexcused tardy
- No behavior incidents (including referrals or suspensions)
- Attend ALIE and make satisfactory academic progress/growth as determined by their AG teachers

APPLIED LEARNING, INTERVENTION, & ENRICHMENT (ALIE)

Applied Learning, Intervention, and Enrichment (ALIE) is a mandatory class that will take place on Tuesdays that are Dragon Days (see the Dragon Day Schedule under [Bell Schedules](#) for more details). The goal of ALIE is to provide opportunities for students to (1) receive direct support from individual teachers, (2) receive targeted and individualized academic interventions, and (3) participate in clubs and activities that enrich each student's experience at Dallas High School.

On Dragon Days, all students report to their Advisory Group (AG) Teacher at the start of the day for attendance, where they will create a plan with their Advisory Group teacher for how they plan to spend their ALIE time during the two ALIE Periods that are offered. After students have attended both ALIE periods, they return to their AG class to check in with their AG teacher regarding what they accomplished during ALIE. Attendance will be taken again when students return to AG. If students follow the plan and have good attendance and behavior during the week, they can achieve [Good Pride Standing](#).

DISTRICT CALENDAR

Dallas School District

2023 - 2024 Calendar*

JULY 2023					AUGUST 2023					SEPTEMBER 2023					OCTOBER 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	H ₄	5	6	7	1	2	3	4						DI ₁	2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	H ₄	5	6	7	8	9	10	11	12	SI ₁₃
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
31					DI ₂₈	DI ₂₉	DI ₃₀	DI ₃₁	25	26	27	28	29	DA ₃₀	DI ₃₁				

NOVEMBER 2023					DECEMBER 2023					JANUARY 2024					FEBRUARY 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	NS ₁	2	3	4	5				1	2
6	7	8	9	H ₁₀	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	11	12	13	14	15	NS ₁₅	16	17	18	19	12	13	14	15	DI ₁₆
K12 ₂₀	K12 ₂₁	K12 ₂₂	H ₂₃	NS ₂₄	NS ₁₈	NS ₁₉	NS ₂₀	NS ₂₁	NS ₂₂	22	23	24	25	DA ₂₆	NS ₁₉	20	21	22	23
27	28	29	30	NS ₂₅	NS ₂₆	NS ₂₇	NS ₂₈	NS ₂₉	DP ₂₉	30	31	26	27	28	29				

MARCH 2024					APRIL 2024					MAY 2024					JUNE 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	6/12A ₁₂	6	7	8	9	10	10	11	12	K5 ₁₃	DA ₁₄
11	12	13	14	15	DI ₁₅	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	K3 ₂₀	K3 ₂₁	K12 ₂₂	22	23	24	25	26	20	21	22	23	NS ₂₄	24	25	26	27	28
NS ₂₅	NS ₂₆	NS ₂₇	NS ₂₈	NS ₂₉	29	30	H ₂₇	28	29	30	31								

Aug. 28-31	Inservice
Sept. 1	Inservice
Sept. 4	Labor Day
Sept. 5	K-5 School Begins, Orientation Day
Sept. 5	6th School Begins, Orientation
Sept. 5	9th School Begins, Freshman Only
Sept. 6	School Begins All Grades
Oct. 13	State Inservice Day
Oct. 30	Assessment Day
Oct. 31	Inservice Day
Nov. 10	Veterans Day
Nov. 20-22	K-12 Conferences
Nov. 23	Thanksgiving
Nov. 24	No School
Dec. 18-29	No School
Jan. 1	No School
Jan. 15	MLK Day
Jan. 26	Assessment Day
Jan. 29	Planning Day
Feb. 16	Inservice Day
Feb. 19	No School
March 20, 21	K-3 Conferences
March 22	K-12 Conferences
March 25-29	Spring Break
April 12	6-12 Assessment Day
April 15	Inservice Day
May 24	No School
May 27	Memorial Day
June 7	DHS Graduation
June 12	K-5 Last Student Day, 1/2 Day
June 12	8th Grade Recognition
June 13	K-5 Assessment Day
June 13	6-12 Last Student Day, 1/2 Day
June 13	Morrison Campus Graduation
June 14	Assessment Day

DI	District Inservice Day
SI	State Inservice Day
DA	District Assessment Day
K12	K - 12 Conferences
DP	District Planning Day
K3	K - 3 Conferences
6/12A	LaCreole, DHS Assessment Day
K5	K - 5 Assessment Day
NS	No School
H	Holiday

Dragon Days (Secondary Only)	
September:	12th, 19th, & 26th
October:	3rd, 17th, & 24th
November:	14th & 28th
December:	5th & 12th
January:	9th
February:	6th & 27th
March:	5th & 12th
April:	2nd, 23rd, & 30th
May:	7th & 14th
June:	4th

Board Adopted: April 24, 2023

1st Semester: September 5 - January 25
2nd Semester: January 30 June 13

* Calendar is subject to change based on funding levels.
Meeting instructional hour requirements may require snow days to be made up.

*Updates to the calendar can be accessed at <https://www.dallas.k12.or.us/calendars>.

STAFF LIST

Administration

Tim Larson, Principal
Ashlie Miller, Assistant Principal
Shannon Ritter, Assistant Principal
Ron Snively, Athletic Director

Counseling

Alexis Page (Counseling Secretary)
Bill Masei (College & Career/CTE)
Debra Middleton (Students: H-O)
Dennis Misner (Students: P-Z)
Kristi Woolner (AG Coordinator)
Megan Seifried (Polk County MH)
Natalie Pope (Students: A-G)
Rachel Gillins (Registrar)

Educational Assistants

Amber Rowden (DLC)
Ashlee Lichtenberger (DLS)
Brittany Talley (New Options)
Caitlin Masterson (Sign Language)
Cindy Read-Keen (ERC)
Eva Miller (ERC)
Gretchen Rebeschke (DLS)
Heather Baker (DLC)
Jamie Perryman (New Options)
Jasmin Cooley (DLC)
Jessica Sickles (New Options)
Jill Jones (DLS)
Jordan Miller (ERC)
Kristine Blanchard (New Options)
Lecia Poli (Dragon Center)
Linda Brown (DLC)
Matt Scrapebeck (Dragon Center)
Michelle Basey (New Options)
Noel Chancery (DLC)
Samantha Hedges (DLC)
Sue Finnegan (Sensory Room)
Suzanne Talmadge (ERC)
Sarah Hernandez-Nolasco, (DLC)
Tony Blosser (New Options)

Electives

Anna Jackson (Choir)
Annee Blevins (Library)
Blair Cromwell (Drama)
Danielle Bull (Ag/Woods)
Devin Hammill (AVID & Spanish)
John Beck (Ceramics)
Joseph Frederic (Art)
Julia Shinkle (Leadership)
Kelleigh Ratzlaff (Culinary Arts)
Kristi Woolner (Child Development)
Kurt Woolner (Spanish)
Laura Delaney (Computer Science)
Michelle Zelenka (Business/CTE)
Shaina Dillon (Band)
Ryan Rowley (Ag/Woods)

Food Service

Damiana Gil
Jill Wheeler

Language Arts

Aaron Fawcett
Erika Fitzyounger
Jack Davis
Jeff Baer
Natalie Shreve
Rory Lassetter

Maintenance & Facilities

Carolyn Cameron
Chris Mann
Gabe Hayes (Building Engineer)
Monty Weld
Thelma Wallis
Zach Rowden

Mathematics

Anna Tally
Brian Hughes
Brittney Hill
John Jones
Kyler Zach
Robert Patterson

Office Staff

Annee Blevins (Testing Coordinator)
Casey Trowbridge (Office Manager)
Danielle Landis (Athletic Secretary)
Jennie White (Graduation Coach)
Jennifer Krug (Athletic Trainer)
Julanne Courtney (Records Manager)
Cassandra Taylor (Front Reception)
Kelli McGuire (Bookkeeper)
Megan Dunkin (Attendance Secretary)
Yvette Geissinger (Auditorium Manager)

PE & Health

Andy Jackson
Brandi Jackson
Brodie Unger
Julia Shinkle

Science

Austin Markee
Brandy Dickerson
David Flugum
Emily Schmelling
Tony Olliff

Social Sciences

Amy Anderson
Erica Wiebelhaus
James Moran
Roger Shafer
Trent Schwartz

Special Education

Dustin Pires (ERC)
Jessica Dehm (SpEd Support)
Jordan Sollman (ERC)
Kendra Steele (ERC)
Micah Faulkner (New Options)
Shana Lavier (DLC)
Teresa Fenton (DLS)


HELP DIRECTORY

DHS Contacts		Community Contacts	
Athletics	503-831-1976	District Office	503-623-5594
Attendance	503-831-1974	Morrison Campus	503-623-8480
Counseling Center	503-831-1975	Bus Barn	503-623-7245
Fax	503-623-4669	Chemeketa - Dallas	503-623-5567
Kitchen	503-623-8996	Jostens	503-255-7120
Reception	503-623-8336	PADTC	503-623-5588
Special Ed. Records	503-917-4269	Weekday Bible	971-444-9030

***The DHS office is open from 7:30am to 4:00pm daily.**

How to Contact a Teacher

We do not interrupt class time for phone calls or messages. We ask that you email teachers rather than calling.



STAFF EMAIL ADDRESSES
Staff email addresses follow the following pattern:
firstname.lastname@dsd2.org

VISITORS & VOLUNTEERS

Parents and other visitors are encouraged to visit the high school; however, Dallas High School students will not be permitted to bring student visitors to school. All visitors must report to the office upon entering the school. The principal will approve requests to visit classrooms as appropriate. Tours of the school may be arranged with the office.



ASSOCIATED STUDENT BODY (ASB) / STUDENT COUNCIL

The organization known as the Associated Student Body (ASB) includes all Dallas High School students. Student Council is a governing body within the ASB that is comprised of student officers from each grade. Dallas High School is a member of the National Association of Student Councils and participates in the Mid-Willamette Conference of Student Councils. The Student Council operates within a Constitution and its officers and student representatives are elected by popular vote. The Student Council works with the school administration and faculty for the benefit of every student and the school. The final authority of the Student Council is vested in the administration of the school and all decisions must receive approval from this body. More information regarding the ASB and the Student Council is available in the front office or contact Julia Shinkle at Julia.Shinkle@dspd2.org.

ACTIVITY STICKERS

An Activity/ASB sticker may be purchased for \$30. This entitles a student to free admission to all regularly scheduled home games and price reductions to after-game dances and other school activities. Activity/ASB stickers are not transferable. More information is available in the front office.

DANCES & SOCIAL EVENTS

Student Body Cards are required for admittance into all dances. School rules concerning general conduct, dress, appropriate physical contact while dancing, and use of controlled substances shall be enforced at all times. A breathalyzer will be present at all school dances and may be used if there is reasonable suspicion of alcohol influence. If a student is dressed inappropriately, they will be asked to change clothes or cover up. Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. Vulgar/provocative dancing, such as grinding, will not be allowed. Couples should be face to face when dancing. School officials reserve the right to make decisions on suitable dancing. Individuals who engage in the above-mentioned behaviors will be removed from the dance and parents/guardians will be notified.

By purchasing or presenting a ticket for admittance, students are agreeing to abide by the stated expectations. Those desiring to attend dances must arrive within one-half hour after the starting time of the dance or admission may be refused. Students may leave the dance at any time; however, they may not re-enter. Unless otherwise advertised, all dances will conclude at 11:00pm.

DHS students enrolled at the time of the dance may obtain guest passes under the following conditions:

- Guest is enrolled in high school and is not over the age of 20. Middle school students are not permitted.
- Guest is deemed to be in good standing by the administration at their attending school.
- Guest must have photo ID.

DHS Students may bring only one guest and complete all guest pass paperwork by the stated deadline. Forms can be obtained in the office.

For more information regarding conduct and dress, please see the District's K-12 Code of Conduct and Student Dress and Grooming policy.

EXTRACURRICULAR ACTIVITIES & CLUBS

All students, regardless of ability level, are encouraged to take part in extracurricular activities. In addition to the Athletic Programs offered, DHS students can letter in the following activities:

- ASB (Advisor: Julia Shinkle)
- BAND* (Advisor: Shaina Dillon)
- BOWLING (Advisor: Jeff Baer)
- CHOIR* (Advisor: Anna Jackson)
- HI-Q (Advisor: Brandy Dickerson)
- Oregon High School Equestrian Teams (OHSET) (Advisor: TBD)
- Future Farmers of America (FFA) (Advisor: Ryan Rowley)
- Thespians (Advisor: Blair Cromwell)

*OSAA sanctioned

Dallas School District will charge a pay-to-participate fee of \$75.00 for an individual to participate in Future Farmers of America (FFA) and Band.

OSAA activities may establish rules of conduct—and consequences for misconduct—that are stricter than those for students in general. If a violation also violates the K-12 Code of Conduct the consequences specified by the district shall apply in addition to any consequences specified by the organization.

Students can form clubs by obtaining student signatures on the Club Petition of Interest form, finding a staff member who is willing to serve as an adviser, filling out an Application for Charter that states the purpose of the club and the activities and fundraisers that the founders intend to engage in, and submitting forms to the Student Council for approval. Some previous clubs include the following:

- Art Club (Advisor: John Beck)
- Gay, Straight Alliance (Advisor: Charlotte Riester)
- Inkblot (Advisor: Jeff Baer)
- International Club (Advisor: Stacie Mcgraw)
- National Honor Society (Advisor: Brandy Dickerson)
- Yearbook (Advisor: Annee Blevins)

ELIGIBILITY FOR ACTIVITIES AND ATHLETICS

To be eligible under [OSAA rules](#) (rule 8) a student must be enrolled in school, attending regularly, and passing at least five classes. Students must have passed five classes during the preceding semester and be “on-track” to graduate on time. (See the [Athletics Section](#) of this handbook).

PARTICIPATION COMMITMENT FOR ACTIVITIES AND ATHLETIC EVENTS

All DHS students participating in any activity related group or athletic team will read and sign a commitment that outlines the school expectations of good citizenship and good attendance and any additional guidelines and rules established by the coach and/or advisor. Contact activity and club advisors for more information.

ATTENDANCE AT ACTIVITIES AND ATHLETIC EVENTS

When admission is charged and/or entry to an activity is controlled, students who have entered once will not be allowed to re-enter after they leave the event. All DHS students and fans will display sportsmanship in accordance with OSAA standards and conduct themselves appropriately at all activities.

GRADUATION CEREMONY

Participation in the graduation ceremony will be restricted to those students who are successfully completing all graduation requirements set by Dallas School District and by the State of Oregon. Participation in this ceremony is optional and a privilege that may be revoked if a student has fees outstanding or disciplinary action that denies participation. Information on exceptions to this policy is available in the Counseling Center.

ATHLETICS



Athletics play an important role at Dallas High School. More than 40% of our student population actively participates on one or more of the school's athletic teams. To be eligible to compete in an athletic program during the current school year a participating student will be responsible for paying the participation fee for the sports program they are participating in. In addition, athletes must have completed the online registration, have a current physical on file, a current ImPact test, and meet [OSAA academic eligibility standards](#).

ATHLETIC PROGRAMS

Fall: Volleyball, Football, Cross Country, Soccer, Cheerleading
Winter: Basketball, Wrestling, Swimming, Cheerleading, Dance
Spring: Softball, Baseball, Track, Tennis, Golf

Online registration is available at www.dhsdragonsathletics.com

You will find the link "Register an Athlete" in the upper right-hand corner of the website. Parents will need to create the account with their information first. Once you've completed that part, you will be directed to a different portal to start your student's registration. If your student is a returning athlete from last year, you will use the same log-in and password. If you have misplaced your information, please contact the Athletic office at 503-831-1976.

Please visit the [Dallas Dragons Athletics](#) site for more information on the teams available and see the [Athletic Calendar](#) for information about games.

ACADEMIC ELIGIBILITY REQUIREMENTS

Participation in athletics at Dallas High School, whether attending DHS or another OSAA associate member school within the Dallas School District boundaries, must conform to [OSAA rules](#). A student must be enrolled in school, attending regularly and in good standing with the OSAA requirements.

Minimum Satisfactory Progress Requirements:

- OSAA credits required prior to Year 2: 4.5
- OSAA credits required prior to Year 3: 10.0
- OSAA credits required prior to Year 4: 17.0
- Note: This is not sufficient to graduate. Students need a minimum of 24 credits to graduate as outlined in the [Graduation Requirements Section](#) of this handbook.

All returning students who do not meet the Minimum Satisfactory Progress Requirements shown above need to enroll in and complete a credit recovery program during the summer in order to regain (or attempt to regain) their eligibility.

Students who are not "on track to graduate" are not eligible to participate in athletics during the 2021-22 school year.

Student-athletes who fall below the [OSAA academic eligibility standards](#) can have their eligibility revoked. The athlete may return to competition once they demonstrate they are passing five classes.

For more information, please visit the [Dallas Dragons Athletics](#) site.

ATHLETIC PARTICIPATION FEES

- Cheer: \$80 per season
- All other sports: \$160 per sport per season with a maximum of \$320 per individual student and \$480 per family
- Note: The fee for students on free or reduced-price lunches is reduced to \$35 per sport. Students must bring their free or reduced-price lunch award letters to the athletic office when registering.

PHYSICALS

In accordance with state law, student athletes must complete a sports physical and ImPact test every 2 years. This generally includes Freshmen, Juniors, and all new athletes to the district. Students participating in a preseason activity connected to school-sponsored athletics should get a physical during the summer if they have not had one in the last two years. Should a physical expire during a season, the athlete must renew their physical prior to the start of that season.

The sports physical can be completed for free by a family doctor as part of an annual wellness visit or for a small fee at a variety of clinics. Please have the doctor complete the [OSAA School Sports Pre-Participation Examination Form](#) and turn it into the Athletic Office before the beginning of the sports season the student is participating in. **We cannot accept any other form!**

The ImPact test can be conducted online by going to the [ImPact website](#) and entering the following passcode: 46QHKP9XHT. Print out the email confirmation and return it to the Athletic Office.

SPECTATOR BEHAVIOR AT ATHLETIC EVENTS

OSAA Sportsmanship Statement: Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission and promote civility in society. Therefore, student-athletes, coaches, spectators and all others associated with high school activities, programs, and events should adhere to the fundamental values of respect, fairness, honesty, and responsibility.

ADMISSION CHARGES

- Adults: \$5
- Students: \$4
- Dallas HS students with a valid student body card: Free to home events (excludes all league and state playoff games)
- Senior Citizens (60+): Free
- Children (6 & under): Free

TRANSPORTATION OF ATHLETES

Arrangements for all athletic travel will be made by the Athletic Director. School buses or activity buses will be used for team travel. Under no circumstances will students drive themselves or other participants. All athletes will travel to and from the contests on the team vehicle. Any exceptions must be approved in advance by the coach and the Athletic Director.

STUDENT LIFE



ASSEMBLIES

Student conduct during assemblies must meet the same standards as in the classroom. A student who does not abide by the [K-12 Code of Conduct](#) during an assembly will be subject to disciplinary action. Attendance at all assemblies is required unless prior administrative approval to leave school has been given.

ASSEMBLY OF STUDENTS

Dallas High School recognizes the constitutional right of students to assemble. Student assembly shall be related to school programs and should not interrupt classes or cause hazards to persons or property. A request for student assembly shall be made in advance to the principal, and students will be notified of the decision within a reasonable period of time.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Skateboards are not allowed to be ridden on school property. Skateboards that are used as transportation to and from school are to be stored in a locker during the school day.

DISTRIBUTION OF MATERIALS

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. All non-school publications must be approved by a school administrator.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or other extra-curricular purposes. All students are considered "in school" while participating in district-sponsored field trips and will follow all school rules and regulations.

FUNDRAISING

Student organizations, clubs, or classes, athletic teams, outside organizations, and/or parent groups may occasionally be allowed to conduct fundraising drives. An application for permission must be submitted to building administrators before the event. Additional information is available from the bookkeeping office.

INSURANCE

The district will make available to students a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is wanted) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have either purchased the student accident insurance or show proof of insurance.

LIBRARY

The library is open 24/7 [online](#)! The physical space is open from 7:30 a.m. to 4:00 p.m., but closed for lunch. The library carries print books, eBooks, video, internet access, and subscription databases for research and leisure reading.

LOCKERS

Lockers will be issued when requested by students. If you would like to sign up for a locker, please contact Alexis Page in the Attendance Office at alexis.page@dspd2.org.

Students should keep their combinations confidential. The lockers are the responsibility of the student to whom they are assigned and should be kept clean and free from inappropriate signs, pictures, slogans or anything which would damage them. Lockers must be emptied before leaving school for the summer. Although lockers are provided for the student's personal storage, lockers may be searched at any time. For more information, please see the [Search and Seizure Section](#) of this handbook.

LOST AND FOUND

The "lost and found" is located in the front office. Anything left unclaimed after ten school days may be disposed of or donated to a non-profit organization.

LUNCH PROGRAM

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Application forms and information are available from the front office and [online](#). Menus, prices, and online purchase options can also be found on the [Food Services site](#).

For more information, see the District's [Reimbursable School Meals and Milk Programs Administrative Rule](#).

MESSAGES FOR STUDENTS & STUDENT PHONE CALLS

Messages for students from anyone but parents or guardians will not be accepted. Students who need to make outgoing calls can use the student phone in the attendance office or another office phone with permission.

OPEN CAMPUS

DHS has an open campus for all students, except for freshmen. Freshmen may not leave school grounds during the school day. Open campus is a privilege that may be withdrawn at an administrator's discretion and/or with a parent's request. Parents may request this action by contacting an administrator.

PARKING & TRAFFIC CODE

The Dallas High School Traffic Code sets forth regulations providing for the registration of vehicles, designation and posting of parking areas, and the assessment of reasonable fees for parking permits. Enforcement will be through administrative and disciplinary sanctions including, but not limited to, reasonable fines, impoundment of vehicles and assessing reasonable fees for such impoundments.

Staff, faculty, students, guests and visitors of the District are responsible for complying with the Traffic Code. They will be responsible for any violation of the Traffic Code in which a vehicle in their possession is involved, regardless of who the operator may be.

The District has entered into agreement to allow enforcement on campus premises of the current Oregon Vehicle Code and the Dallas High School Traffic Code by local and state law enforcement officers in the local circuit, justice or municipal courts ([ORS 332.445](#)).

Citations or warnings for violations of the Dallas High School Traffic Code may be issued on a form approved by the Superintendent, or designee, or on a form approved for enforcement in local, circuit, justice, or municipal courts. Citations issued for a violation of the Oregon Vehicle Code will be on a form approved for such purposes under [Chapter 153](#) of the Oregon Revised Statutes.

All students who drive vehicles to school are subject to parking and driving rules developed by school administration. Dallas High School administration requires all students parking vehicles on the High School campus to show evidence of the following when applying for a parking permit:

- That the student driving the vehicle holds a valid driver's license;
- That the vehicle is currently registered through the Oregon Department of Motor Vehicles;
- That the student driving the vehicle is insured under a motor vehicle liability insurance policy or other satisfactory proof of compliance with the financial responsibility requirements of the State and;
- That the vehicle is in compliance with school rules by displaying the appropriate vehicle information sticker or permit as applicable.

Parking Permits

- Permits are required in all parking lots on campus Monday through Friday 7:00 AM through 4:30 PM.
- Parking permits are for one academic year (September through June) and are typically non-refundable; however, fees have been waived this year.
- Parking permits may be requested in the office.
- Permits are required to be hung from the rearview mirror.
- Permit holders are responsible for knowing and obeying the regulations contained in the Dallas High School Parking & Traffic Code.
- Parking permits are issued to a vehicle. The vehicle owner is responsible for any parking violation regardless of who is operating the vehicle.

Manner of Parking

Parking of student vehicles is allowed only in areas designated as student parking by striping, signing or marking. Student parking in areas designated as "Staff" parking space is prohibited. The lack of an appropriate parking space is not an excuse for parking in violation of the Dallas High School Vehicles shall not be parked in areas identified as restricted parking by signs, striping or marking, e.g., fire lanes, red zones, bus only, except with an appropriate permit. Vehicles shall be parked with the front of the vehicle facing the curb or other terminus of a parking space ('head-in' parking only, vehicles may not be 'backed-in').

- Vehicles may not be parked on grass.
- Vehicles shall only park within the boundaries of a single parking space.
- Parking is permitted only in the designated parking spaces. Do not park in spaces designated "Reserved", "Guest", or Chemeketa parking.

Parking for the Disabled

Only vehicles displaying a valid permanent or temporary disabled parking placard or permit, issued by a state Motor Vehicles Division, may park in a space designated by signs and/or marking as reserved for disabled persons. Parking in a van accessible aisle adjacent to a disabled parking space is prohibited. Citations may be issued at any time for violation of disabled parking regulations.

Violations

Vehicles parked in violation of the Traffic Code are subject to a citation or warning. The citation may be issued on a form approved by Dallas High School or on a form by the state for local, justice or municipal court adjudications. Drivers of vehicles being operated in violation of the Oregon Vehicle Code may be issued citations that are processed through a local or state court. Vehicles parked in a manner that impedes the normal flow of traffic may be towed at the owner's expense. Vehicles abandoned on District property may be towed under [ORS 98.830](#). Students with 3+ violations are subject to having their parking privileges revoked and forfeiture of parking permit fee.

The origin of the citation form shall govern the applicable bail and enforcement mechanism. The bail for violations of the Oregon Vehicle Code, including a citation issued under [ORS Chapter 811](#) for unlawfully parking in a disabled parking space, is established by the state. Such citations, when issued on a state-approved form, are subject to enforcement in a local, circuit, justice or municipal court. The bail for Citations issued on approved Dallas High School forms will be \$10.00.

Miscellaneous

Riding bicycles is restricted to roadways and parking lots. Bicycles may not be ridden in pedestrian areas, except by Public Safety or law enforcement officers. The use of skates, roller blades, non-motorized scooters and skateboards are not permitted in pedestrian areas of the campus. Motorized wheelchairs and motor assisted scooters are allowed in pedestrian areas of campus, when operated in compliance with the Oregon Vehicle Code.

Appeals

Appeals of citations issued on a state-approved form are governed by the local or state court process. Appeals of citations issued on a Dallas High School approved form must be tendered in writing to the assistant principal's office.

For more information, please see the District's [Vehicle Use on District Property](#) and [Suspension of Driving Privileges](#) policies.

POSTERS

Before any posters, signs, etc. are hung in the building or on school property, permission must be obtained from a school administrator.

STUDENT BODY CARDS

A student body card will be given to each student on picture day. This student body card must be carried during school hours and at all school activities. The card is to be surrendered to a member of the DHS staff when requested.

ATTENDANCE



ATTENDANCE PROCEDURE

Dallas High School students are expected to attend school regularly and to be on time to their classes. If a student is unable to attend school on a particular day, a parent/guardian is expected to notify the school by calling the attendance office at 503-831-1974 or by emailing the attendance secretary at megan.dunkin@dsd2.org. If the student's parent/guardian does not notify the school, the student's parent must communicate with the attendance office within the next **three** school days to excuse the student's absence.

Examples of Excused Absences:

- Illness of the student
- Illness of an immediate family member
- Emergency situations that require the student's absence
- Field trips and school-approved activities
- Medical and dental appointments
- Religious observance
- Mental & behavioral health days (limited)
- Armed service dependent (may receive 7 days of excused absences if the member is on active duty or is called into active duty).

Examples of Unexcused Absences:

- Oversleeping/running late
- Missing the bus
- Senior Skip Day
- Personal grooming appointments (hair, nails, tanning, etc...)
- Vacations (without pre-approval from the principal)

Oregon law (see ORS 339.065 Estimates of Attendance) allows the district to excuse up to 5 days per three-month term or 10 days per six-month term for absences that are caused by: 1) sickness, including the mental or behavioral health of the student or a member of the student's family, 2) an emergency, or 3) other reasons when satisfactory arrangements are made in advance. In accordance with this law, the district will require additional documentation to excuse absences for the remainder of the year if your student's number of excused absences exceeds 5 days or 35 period absences per three-month term or 10 days or 70 period absences per six-month term, with an option to appeal to the school's Attendance Supervisor, Assistant Principal, Ashlie Miller, who may use her discretion to determine if additional absences will be excused.

TRUANCY

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, exclusion from extracurricular privileges, closed campus, and citation/referral to truancy court.

When is a student / parent in violation?

- Unexcused Absences: Eight (8) unexcused one-half day absences or 28 period absences in any four-week period during which the school is in session.
- Excused Absences: Five (5) days or 35 period absences per 3-month term or ten (10) days or 70 period absences per 6-month term without pre-approval by an administrator. Absences beyond these limits will be considered and marked as unexcused.

For more information, please see the District's [Complutory School Attendance](#) policy. For more information regarding discipline, please see the [Discipline Section](#) of this handbook.

TARDY POLICY

Students are required to be in class on time every day. When students are late to class, they must first go to the attendance office to get a tardy slip before reporting to class. Students who are tardy will be subject to disciplinary action including detention, suspension, and exclusion from extracurricular privileges.

AUTOMATED ABSENCE NOTIFICATION SYSTEM

Automated phone calls for student absences go out twice each day. Data is entered into our system as soon as possible; however, we are not always able to process the large volume of absences prior to attendance call cutoff times. Therefore, you may receive an attendance call even though you have already reported an absence. All absences will be processed by the end of the day. Please check PowerSchool the day following the absence to confirm that the absence was marked correctly.

Please also note that teachers have until the end of the period to update attendance. When a student is tardy to class, teachers have often already taken roll prior to the student's arrival and attendance calls may have already gone out before a teacher has a chance to update the student's attendance. If you believe there is an error in attendance, please check PowerSchool and go to the classroom teacher to clarify any attendance issues.

PRE-ARRANGED ABSENCES

Prearranged absences should be coordinated through the attendance office.

CHECKING IN

Students who arrive late to school must check in at the attendance office, or the main office when the attendance office is closed.

CHECKING OUT

Students who must leave school during the day due to illness must first report to the front office. Students who must leave school for other reasons, must sign out at the attendance office, or the front office when the attendance office is closed.

REQUESTING HOMEWORK

If a student knows in advance that they will be absent for family reasons, rather than school-related activities, arrangements need to be made with the attendance office and teachers to obtain the homework that will be missed. Failure to make up assigned work within the number of days absent plus one additional day will result in a grade of zero for the assignment. Absenteeism will not be used as the sole criterion for the reduction of grades. However, no credit will be given for assignments missed because of unexcused absences.

Students should check Canvas and contact teachers regarding missed assignments when possible. If homework is unavailable in Canvas, parents can contact the attendance office to arrange for collection of homework. Please allow at least 24 hours for the collection of homework.

ACADEMIC INFORMATION



GRADING & EVALUATION

The following grading scales will be used to calculate a student's course grades and grade point average:

Course Grades will be calculated using the following scale:	Grade Point Averages (GPAs) will be calculated using the following scale:	GPAs for Advanced Placement courses will be calculated using the following scale:
A 90-100%	A (4.0)	A (5.0)
B 80-89%	B (3.0)	B (4.0)
C 70-79%	C (2.0)	C (3.0)
D 60-69%	D (1.0)	D (2.0)
F 0-59%	F (0)	F (0)

Academic Integrity

The faculty and administration of Dallas High School believe that honesty and integrity are personal attributes worth nurturing in our students. Because we value the educational and skill development opportunities provided by classroom assignments, research projects, tests, and credit recovery, we expect students to express academic integrity by doing their own work and properly documenting information gathered from other sources. Congruous with this belief is our resolve to handle those who violate the principles of academic integrity with accountability and consequences, as outlined in the [Discipline Section](#) of this handbook.



GRADUATION REQUIREMENTS

To receive a Dallas High School diploma, you must earn 24 credits and meet all course requirements by the end of the student's senior year. Counselors and Advisory Group teachers are available to review student transcripts and help students stay on-track for graduation, but it is the student's responsibility to enroll in and successfully complete all necessary courses. If students wish to participate in the graduation ceremony, they must have completed all the requirements prior to graduation day. Requirements include:

STANDARD DIPLOMA	HONORS DIPLOMA	MODIFIED DIPLOMA
4 credits English 3 credits Social Science 3 credits Math – Algebra 1 and above 3 credits Science ½ credit Careers 2 ½ credits Applied Arts, Tech Ed, OR Second Language + 1 credit Health 1 credit Physical Education 6 credits Electives 24 credits - Standard Diploma	4 credits English 3 credits Social Science 3 credits Math – Algebra 1 and above 3 credits Science ½ credit Careers 2 ½ credits Applied Arts, Tech Ed, OR Second Language + 1 credit Health 1 credit Physical Education 8 credits Electives 26 credits – Honors Diploma	3 credits English – any level 2 credits Social Science – any level 2 credits Math – any level 2 credits Science 1 credit Applied Arts/Second Language/ Careers 1 credit Health 1 credit Physical Education 12 credits Electives 24 credits - Modified Diploma
<p>Additional Requirements:</p> <ul style="list-style-type: none"> Reading, writing, and math proficiency (currently waived for the classes of 2023 and 2024) <p>Important Note: The requirements for acceptance into the vast majority of 4-year colleges are above and beyond high school graduation requirements. Students need to plan carefully.</p>	<p>Additional Requirements:</p> <ul style="list-style-type: none"> Reading, writing, and math proficiency (currently waived for the classes of 2023 and 2024) Specific course requirements (AP) 3.5 Cumulative GPA through 7th semester Education Plan and Profile College and Scholarship applications ACT, SAT, ASVAB, Compass or Asset exam 	<p>Additional Requirements:</p> <ul style="list-style-type: none"> Reading, writing, and math proficiency (currently waived for the classes of 2023 and 2024) IEP/504 Team meeting required

Other Options:

- Extended Diploma - 12 Credits - IEP Students Only
- Alternative Certificate - 0 Credits - IEP Students Only: certificate of attendance earned over a minimum of 4 years.

COURSE INFORMATION

For more information on the courses available at DHS, see the [DHS Course Catalog](#).

STUDENT SCHEDULES

Student schedules are available on through the PowerSchool [Parent Portal](#) and on the Mobile App ([Apple](#) / [Android](#)). If you need assistance with your login information please contact Linda Shryer in the Counseling Center at 503-831-1975 or by email at linda.shryer@dsd2.org. Once a complete schedule of classes has been assigned to a student, schedules will not be changed without a valid educational reason. If you need a schedule change for a missing period, computer error, or incorrect level placement, please contact the Counseling Center. New students may stop by the front office and pick up an enrollment packet anytime. Once we receive records from your previous school, we will contact you to schedule an appointment with a counselor.

DROPPING A CLASS

Students who drop or are removed from a class after the first ten (10) school days in a semester will be held responsible for the earned grade. Exceptions to this policy may be granted by the administration after consultation with the teacher for reasons such as inappropriate placement. Information on dropping a class is available in the Counseling Center.

INFORMATION FOR SENIORS

Early Graduation

You MUST apply officially to become an early graduate. See your counselor for an application and requirements before then end of your Sophomore year.

Legal Name on Diploma

The name on your diploma must be your legal name. Your transcript and diploma are legal documents, so names and spelling must be correct. See the registrar in the Counseling Center if a change needs to be made.

Rank in Class

Colleges want to know your rank. Your rank is where your GPA places you in relation to all other students in the same graduating class.

Valedictorians / Salutatorians / Honor Students

At the end of the 7th semester, Valedictorians, Salutatorians & honor students are determined. Honor cords are given to students who have a 3.50 (or better) and are presented at Senior Awards Night. Valedictorians and Salutatorians must maintain their GPA through the 12th week of their last semester. Salutatorians have an accumulative G.P.A. of a 4.00. Valedictorians have an accumulative G.P.A. of 4.01 or higher.

Class Meetings

Ordering caps and gowns, creating class mottos, song, and colors, planning a senior trip, and senior party decisions are made during senior class meetings. Always attend.

Senior Pictures for the Yearbook

Seniors may provide copies of professional photographs for inclusion in the yearbook. If they do not, their school picture will be used. Deadline for Senior photos is typically March 1st.

Announcements, Caps, & Gowns

Jostens will take orders in the Fall. A cap and gown are required to participate in the ceremony in June, but students do NOT have to buy announcements. The approximate cost for a cap and gown is \$40. **YOU MUST ORDER ON TIME!** [Order online](#) or contact Jostens at 503-255-7120.

Senior Awards Night

This is held on an evening in May for seniors and parents where scholarships and honor cords (3.5 GPA) are presented. DHS Graduates routinely earn over \$2,000,000 in awards each year. Valedictorians and students who have earned Honor Diplomas, music awards, athletic awards, and/or participated in OSAA activities are recognized. Additionally, attendance is required for all local scholarship applicants.

SPECIAL EDUCATION

Dallas School District has a special education program for students who have a learning disability and are falling behind in their academic progress. If you have questions about whether you or your child qualify for this special program, or if you have an I.E.P. and feel you or your child is not being served well, contact Autymn Galbraith, Director of Special Education, at 503-623-5594 or autymn.galbraith@dsd2.org.

For more information regarding special education, please see the District's [Special Services](#) site. For information about the District's use of Restraint and Seclusion, please see the District's [Use of Restraint and Seclusion policy](#) and [Use of Restraint and Seclusion Administrative Rule](#).

TALENTED AND GIFTED PROGRAM

To serve academically talented and intellectually gifted (TAG) students in grades 9 -12, an identification process is conducted annually. Parents, students, and teachers who have concerns or questions should contact the DHS TAG Coordinator, Brandy Dickerson, at brandy.dickerson@dsd2.org.

For more information regarding the Talented and Gifted program, please see the District's [Special Services](#) site.

ALTERNATIVE LEARNING OPTIONS

Several alternative education programs are available to help students successfully complete their high school education. A summary of each option is provided below. More information is available in the Counseling Center.

Correspondence Courses/Online/Distance Learning for Credit

If your goal is to make up credits for classes that you have failed or simply to earn as much credit as possible in a shorter amount of time, there are many accredited organizations that offer high school credit through classes done online or through the mail. This credit will be at the student's own expense. Dallas High School will accept credit earned through accredited learning institutions only. The student must provide the Counseling Center with an official transcript and proof of accreditation.

GED Options

Students must be 16 with parent permission and have a government-issued photo ID to sign up for the GED Options program through Chemeketa Community College. It is free of charge for students. Applications are at

DHS, but there may be a waiting list. An earned GED can translate into credits for students who wish to return to high school and work toward a diploma.

Morrison Alternative School

Morrison Alternative School is a diploma program for students in grades 11-12 who are credit deficient or who need an alternative learning environment. Applications are available on the Morrison campus and at DHS. It is recommended that students who wish to attend Morrison bring a good attendance record and some high school credits. For more information, please contact the Morrison campus at 503-623-8480 or your DHS school counselor.

Summer School

DHS offers a program of credit recovery during a limited time span in the summer. Students can access the online program from their home computers. There may be a tuition cost. Contact the Counseling Center for more information.

ACCELERATED LEARNING OPTIONS

DHS offers an Honors Diploma, Advanced Placement courses, College Credit Now through Chemeketa Community College, and the Willamette Promise dual credit program to provide opportunities for accelerated learning and advanced coursework. A summary of each option is provided below. More information is available in the [DHS Course Catalog](#) and the Counseling Center.

Advance Placement Courses

DHS offers Advanced Placement (AP) courses that allow college credit to be earned at Oregon University System schools after achieving a 3 or above on the AP exam that is offered each spring. Please note that private colleges accept community college credit and AP test scores at their discretion. Teacher approval is required to take AP courses. A fee is required to take each AP exam.

College Credit Now Courses

Students can earn high school and college credits simultaneously (dual credit) through a partnership with Chemeketa Community College (CCC). Students pay a small fee to receive college credit for courses taken at the high school. Be aware that community college is based on quarters rather than semesters; therefore, the grading periods are different for CCC than they are at DHS. The college grade, which **permanently** appears on the college transcript, may be different than the DHS semester grade.

To take a class at Chemeketa Community College (CCC), students must be 16 years old with a GPA of 3.0 or higher and have parent and counselor signatures on the CCC Release Form. The Release Form is in the Counseling Center. Registration forms are available from the class instructors. For more information, contact the Counseling Center or CCC at one of the following phone numbers:

- Chemeketa Dallas Campus.....503-623-5567
- Chemeketa Salem Campus.....503-399-5206

Willamette Promise Courses

Students can earn high school and college credits simultaneously (dual credit) through a partnership with Willamette Promise. Students pay a one-time yearly fee of \$30 to receive college credit from Western Oregon

University for courses taken at DHS. A copy of your transcript and a letter of recommendation from a teacher or counselor may be required. More information is available in the Counseling Center.

DHS Honors Diploma

The Honors Diploma is a 26-credit diploma earned through a planned program of study that exceeds the State of Oregon's standards. A portfolio and 3.5 GPA are required to qualify. See the [DHS Counseling website](#) or Counseling Center for more information.

STUDENT RECORDS

Education records are those records related to students that are 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 guardian and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without authorization from parents and eligible students or as otherwise provided by board policy and law. Education records are maintained in a one-hour, fire-safe place in the school office.

Permanent records shall include:

- Full legal name of student
- Name of school
- Student birth date
- Name of parent/guardian
- Date of entry into school
- Name of school(s) previously attended
- Subjects taken
- Marks received
- Credits earned
- Attendance
- Date of withdrawal
- Social Security number (when available)
- Other information (i.e.: psychological test information, anecdotal records, records of conversations, discipline records, I.E.P.'s, 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

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 videotape), 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 new school will request records. All requested records will be sent within ten (10) days of receipt of the request as required by law.

The Education Amendments of 1974 and Family Educational Rights and Privacy Act (FERPA) provide that certain state and federal agencies may inspect student records without written consent but requires that records 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 legal 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 [OAR 581-021-0310](#). A copy of this Policy and Administrative Rule shall be provided to the parent or eligible student upon request.

For more information, please see the District's [Education Records/Records of Students with Disabilities](#) policy and [Education Records/Records of Students with Disabilities Management Administrative Rule](#).

Social Security Number Disclosure Statement

The Dallas School District is required by law to inform you about our use of student Social Security Numbers. 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 581-021-0250](#) 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.

For more information, please see the District's [Education Records/Records of Students with Disabilities](#) policy and [Education Records/Records of Students with Disabilities Management Administrative Rule](#).

REQUESTING TRANSCRIPTS

To request your transcript, please fill out a Transcript Request Form and return it by mail, email, or in-person to the Counseling Secretary, Linda Shryer (Linda.Shryer@dsd2.org). You can find the form [here](#).



TECHNICAL SCHOOLS & TRADE SCHOOLS

Career & Technical Education

A career and technology-based education (CTE) helps students achieve more than an academic education. CTE can give students what is needed to succeed in life: technical skills, academic skills, and employability skills. In addition, CTE courses help students see how their school experience applies to the needs of employers. Our goal for every CTE student at Dallas High School is to graduate with meaningful skills and competencies that allow them to enter the workforce immediately upon graduation in the most sought-after technical career fields. Dallas High School has eight approved CTE Concentrator programs of study: Agriculture, Culinary, Media Arts, Health Sciences, Engineering, Business Management, Education, and Theatre Tech. We also offer the opportunity for advanced industry certification and internships, as well as memberships in professional student organizations. See the [DHS Course Catalog](#) for more information.

Private institutions (Examples: [Northwest Culinary Institute](#), [Northwest Nanny Institute](#), [Pilchuck Glass-Blowing School](#), [International Air Academy](#), [Phagan's Beauty School](#), [BCTI Business College](#), etc...)

- Generally, private technical schools and trade schools are more expensive than community college, but are often completed in shorter amount of time.
- These schools primarily offer certificate programs that lead to a trade, business, or technical career (although sometimes an associate or a bachelor's degree is available).
- Usually take course work focused only on area of interest.
- Generally, cannot transfer credits or programs to a 4-year institution.
- Generally, a smaller campus with fewer activities and fewer numbers of programs offered; often no housing provided.
- State and federal financial aid is sometimes available and FAFSA is often accepted, but not always. Often the school offers its own loan programs.
- Tutoring, remedial or special education help is sometimes available. In general, there are fewer services and supports available.
- Generally strong placement services; often there are direct ties to the industry. Many times, it is advertised that job placement is "guaranteed".
- Fill out application online (don't forget to fill out the school's scholarship & financial aid applications)
 - Meet with representative
 - Take placement test if required
 - Many require portfolios, work samples or auditions

Apprenticeship Programs

Apprenticeship programs combine paid on-the-job training with classroom instruction to prepare workers for highly-skilled careers. For more information on the apprenticeship opportunities available in Oregon, see the [Bureau of Labor & Industries \(BOLI\)](#) site.

MILITARY SERVICE

What are the advantages of military service?

- Educational and career training (technical & professional)
- College degrees (associate, bachelor's, master's)
- Vocational or technical certifications
- Certificates of completion for apprenticeships
- High school diplomas or GEDs

- Opportunity to become a commissioned officer through ROTC
- Travel
- Specific guaranteed training upon entry
- Free medical and dental care
- Commissary/Post exchange privilege
- Guaranteed pay/promotion opportunities
- 30 day paid vacation yearly
- FHA loans to buy a house
- Lifetime retirement benefits after 20 years of service

Military Academies

Traditional or selective college requirements. All academies (except Coast Guard) require appointment from congressional level of state government.

- West Point (Army - New York State)
- Annapolis (Navy & Marines - Maryland)
- Air Force Academy (Colorado)
- Coast Guard Academy (Connecticut)

Make sure you know all the facts before signing on the dotted line. Recruiters are frequently at Dallas High School. A quick phone call will get you an appointment. **If you are under 18, your parents must consent for you to join a service.** Because of this, a recruiter will ask to meet your parents before enlisting you.

Your eligibility for military AND specific training is based on the scores you receive on the ASVAB (Armed Forces Vocational Aptitude Battery). Your recruiter can set up testing.

If you serve for a period of time, you may find that some generous scholarship programs are available. In some cases, you can receive an education first and serve an equivalent amount of time in the military after you graduate. There are also programs where you can accumulate money for an education while you complete your tour of duty. College scholarship programs (ROTC) can pay up to full tuition for up to four years of undergraduate study. You are required to serve from 4 to 7 years of active duty in the regular service as a commissioned officer after graduation.

ASK LOTS OF QUESTIONS ... GET ANSWERS IN WRITING ... BE INFORMED

COLLEGES & UNIVERSITIES

2-Year Community Colleges

General Information

(Examples: Chemeketa, Linn-Benton Community College, Lane CC, Central Oregon CC, College of the Siskiyou, College of the Redwoods, Feather River CC, Shoreline CC)

- Cost is generally half the cost of a 4-year school and usually much less than a trade school.
- Can get a general education program which leads to associate degree (2-year degree) but also offers a multitude of certificated programs leading to a trade or technical career.
- May need to take full range of courses (English, science math etc.) to attain degree.
- Many transferable credits and programs which allow students to enter a 4-year institution directly.
- Often a larger campus with a variety of activities and programs; occasionally housing may be available.
- Fill out application online

- Meet with Academic Advisor at college to plan program and check prerequisites
- Take placement tests (Asset or Compass)
- State and federal financial aid always available. Do the FAFSA and apply for same aid as if you were attending a 4-year college. Fill out & submit the FAFSA on line at www.fafsa.ed.gov
- Tutoring, “bridge” classes, remedial help, day care, student support services, health services, special Ed and bilingual services available.
- Some job placement services, especially through apprenticeship programs; no guarantees of employment after graduation.

Who can enroll?

Anyone 18 years old may enroll with or without a high school diploma. If you are under 18, you need a release from your high school (available in the DHS Counseling Center).

Are there enrollment limitations?

Community colleges have many competitive programs and you cannot always get into the one you want immediately. You may need to take some “bridge” or prep classes to meet the requirements of a specific program. There are writing and math requirements for many programs. **Take as much college prep writing and math in high school, while you can get it for free!**

The following programs may have limited enrollment:

- Dental Assisting Emergency Medical Technology
- Fire Suppression Computer Programming
- Electronics Drafting Technology/AutoCAD
- Human Services Medical Office Assistant
- Nursing Graphic Design
- Automotive Technology Criminal Justice
- Integrated Circuit Mask Design Welding Technology
- Child Care Worker CISCO Computer Networking
- Culinary Arts/Chef Business Technology

What kind of degree can I get from a community college?

There are 3 types of programs:

1. Associate Degree: a 2-year degree usually focusing on a specific area of study.
2. Transfer Program: for students going on to a 4-year college or university. It can be anywhere from 2 terms to 2 years depending on the college/program to which you are transferring.
3. Certificate or Completion Program: a specific trade or vocational program. It can be anywhere from 6 months to 2 years in length. It can include on-the-job training, apprenticeships, internships and/or job placement.

Catalogues and more information are in the Counseling Center and online. Check them out. Look at the differences between tech schools and community colleges carefully.

4-Year Colleges & Universities

Traditional 4-Year College/University

Must have the following on high school transcripts:

- English—4 years (MUST include College Writing and 1 semester of an Advanced Literature class)
- Math—3 years (MUST include Algebra 2)
- Science—Minimum 2 years (Physical Science and Biology)
- Social Studies—3 years
- Second Language—Minimum 2 years of the same language
- 2 extra years of core classes (science, math, English, language, etc.)
- Take SAT or ACT late junior year and/or early senior year
- Fill out college application online
- Fill out housing and college scholarship applications
- Fill out NCAA Clearinghouse application if you want to play sports - www.ncaaclearinghouse.net
- Fill out and submit FAFSA online (ask: does your school also require a PROFILE?)
- Do Scholarship searches on www.fastweb.com and www.collegeboard.com
- Apply for local scholarships at DHS Feb–March
- Apply for Oregon State Scholarship Commission Scholarships at www.oregonstudentaid.gov

Selective 4-Year College/University or Honors Colleges

Must have the following EXTRA course work on high school transcripts:

- English—4 years
- Math—4 years (Algebra 2 and higher)
- Second Language—3–4 years of same language
- Science 3–4 years
- Social Studies 3–4 years
- SAT II tests are often required in addition to SAT/ACTs
- Letters of Recommendation
- Honors College Application

Out of State Tuition

The Western Undergraduate Exchange Program (WUE) allows students in many western states may enroll out of state at many 2- and 4-year colleges at a tuition significantly LESS than regular out-of-state tuition.

How do I apply?

You must find out if your college accepts WUE students and then apply as a “WUE Student” on your college application. There may be a separate application process. Some colleges only offer the reduced tuition if you major in specific programs at their school. Others have a limited number of slots for WUE students. Still others require certain test scores or GPAs. Each school is different. INQUIRE. See www.wiche.edu/wue for more information.

Which states are part of WUE?

- Alaska
- Arizona
- California
- Colorado
- Hawaii
- Idaho
- Montana
- Nevada
- New Mexico
- North Dakota
- Oregon
- South Dakota
- Utah
- Washington
- Wyoming

Myths About College

Myth #1: I have to know what I want to major in before I invest in a college education.

The average college student changes majors once or twice before deciding on an emphasis. College graduates will change careers 3 to 5 times in their lifetime. It's okay to not know exactly what you want to be. While it is important to have some goals for yourself and be aware of major interests, you can limit yourself drastically if you try to choose a specific career too early or decide not to pursue college because you're not sure what you want to do yet. College can be the place WHERE you make these decisions. Enjoy your time there, be open and flexible and explore all your interests. While college is not for everyone, your career and financial opportunities can be limited without some education beyond high school, so think hard before you decide NOT to go.

Myth #2: I can't afford an expensive or exclusive private college.

It's easy to rule out a school because the high cost appears to be more than the family can afford. When all financial aid opportunities are explored, you may be surprised how affordable any college can be. Private schools, in particular, may offer significant amounts of financial aid in order to attract students from all income levels. Remember, colleges are businesses. Without customers, they won't survive. They frequently look for a diverse student body. Many times, these schools are highly subsidized by private industry, donations or alumni. Their job is to help make it possible for you to attend, even if it seems out of reach at first glance. In the end you may still not be able to afford to attend, but it is definitely worth the attempt.

Myth #3: My GPA isn't very high... My SAT scores aren't very good... I have less than 2 years of a foreign language so I can't get into a 4-year school.

Colleges try really hard to look at the WHOLE student. You are much more than your tests scores or GPA. It may indeed be true that if you have not met the entrance requirements for a particular school, you won't be accepted, but it is always worth a try if you really want to attend that school. Most schools public AND private, have what is called "conditional acceptance". You are accepted to the college contingent on doing a few things like keeping your GPA at a certain level during your freshman year, or taking a lower level math class to get your skills up, or taking a summer class before you get there. Remember, you can always spend 2 or 3 terms at a community college and get your entrance requirements done for a fraction of the cost. Then you can apply to transfer to a 4-year school. In Oregon, as little as 2 terms (6 months) at community college can allow you to transfer to a state university.

Advanced Coursework in Academic Areas

College Credit Now is a plus. Colleges love it when you go above and beyond the minimum. Taking 4 years of any course work gives a student an edge. Seniors should take a minimum of 6 classes each semester with at least 3 rigorous academic classes. Maintain good GPA: Most 4-year schools expect a minimum of a 3.00 for acceptance.

Involvement in activities, clubs, leadership roles, volunteerism, community service and/or athletics:

Colleges look for students who are well-rounded, who have a variety of skills and interests, who go above and beyond what is required, who recognize a commitment to community and who pursue volunteer experiences. Keep track of all recognitions, leadership positions, awards, volunteer or work experiences in and out of school. You should keep your resume updated.

Testing

Advanced Placement Test (AP Tests)

Subject tests given to juniors & seniors in May. If you are taking an AP course, you will be preparing for the exam. The exam is optional. College credit can be earned and/or college requirements waived (depending on score and the college). Approximate cost is \$85.00. See your AP teacher for more information.

Note: Every college has different requirements for tests. Check with EACH school to be sure. Also, registration for the ACT and the SAT is done WEEKS in advance of the test. Check in Guidance for those important deadlines.

College Admission Tests

Almost ALL 4-year institutions (public & private) require entrance exams, either the SAT or the ACT. It will help to take the PSAT (a practice SAT offered at DHS every October) or an SAT prep program but the best overall preparation for these exams is to take a full load of rigorous courses throughout high school. There are many computer programs available in the Salem bookstores and in any public library as well. There are practice tests (hardcopy and CD) available in the DHS Counseling Center. It is well worth the time and/or expense to prepare yourself as much as possible for doing well on these tests.

Preliminary Scholastic Aptitude Test (PSAT)

Given at DHS every October and offered to all sophomores free of charge. The PSAT is highly recommended for all juniors. There are 3 reasons to take a PSAT. The PSAT is a replica of the actual SAT and an excellent practice tool. It automatically enters your JUNIOR student in the National Merit Scholarship Qualifying competition (NMSQT). It allows colleges to send your student (with his/her permission) information about programs your student identified as interests. The cost is about \$20.00. Allow 5–6 weeks for scores to return.

Scholastic Aptitude Test (SAT 1 Reasoning Test)

Required to be accepted into the majority of 4-year colleges and universities nationwide, including acceptance to the Oregon University System (OUS) schools. It is a 3-hour, primarily multiple choice test that measures verbal, writing and mathematical reasoning abilities that develop over time. The test costs about \$52.00. It is offered 7 times a year, September through June. McKay and West Salem High Schools are usually the closest testing sites. Allow 4–5 weeks for test. Go to www.collegeboard.com for the SAT.

American College Test (ACT)

An alternative to the SAT I. Many Eastern and private schools require the ACT. The ACT covers English, Math, Science and Social Studies. The cost is about \$52.00. It is offered 6 times a year, September through June. The closest testing sites are Chemeketa's main campus and Sprague High School in Salem. Go to www.actstudent.org for the ACT.

SAT II

These tests are one-hour subject tests. These tests may be required by some private or out of state schools. Currently, the California Public University system requires at least 3 SAT II subject tests for admission. Some colleges use these tests as an indication of subject mastery and not necessarily as an entrance requirement. You can take up to 3 SAT II tests on a regular testing day (although you cannot take an SAT I on the same day you take an SAT II). Cost is \$20 per test. Check the schedule in Guidance.

NCAA

NCAA Clearinghouse Application

Clearinghouse application is REQUIRED (prior to the start of college) for high school athletes who wish to play college sports in Division I or II colleges. Register online at: <http://www.eligibilitycenter.org>

NCAA-No Online Credits Accepted

The NCAA will no longer accept correspondence or online credits on high school transcripts. If you are an athlete headed to a Division I or II college, you may be accepted to the college, but you will be denied athletic participation at that school. BE VERY AWARE OF THIS REQUIREMENT.

Financial Aid & Scholarships

FAFSA

The Free Application for Federal Student Aid applies to the majority of 2-year and 4-year colleges and universities public or private, trade schools, business & beauty colleges. If a student wishes ANY financial aid of ANY kind (regardless of family income), this form must be submitted. It can be done at no cost, online and submitted after October 1st. Go to www.fafsa.ed.gov. Don't miss Financial Aid Night in the Fall to learn more about the FAFSA.

Profile

Additional financial aid form required by many colleges. There are several colleges in Oregon, public & private, which require a PROFILE in addition to the FAFSA. There is a cost.

Letters of Recommendation/Essay

Required for most scholarships, for acceptance to many private colleges, to honors colleges or special programs. Also, required for "conditional acceptance" to colleges if minimum entrance requirements cannot be met with grade point average or SAT/ACT scores.

Can I apply online?

Local scholarships specific to Dallas High School have paper applications, but there are many statewide and national scholarships available online. You can do this from your own computer or use one in the career center or library. Here are the best websites for you to do your own free scholarship searches.

- <http://www.finaid.org>
- www.college-scholarships.com
- www.fastweb.com
- www.collegequest.com
- <http://www.cashe.com>

Oregon's OWN scholarship commission has over 350 scholarships with only ONE application. This is particularly worth the effort. <http://www.oregonstudentaid.gov/home.aspx>

How do I know which scholarships I should apply for?

Look carefully at the application or talk with a Counselor or Counseling Center secretary. Every scholarship has requirements and a deadline. Some have essays, interviews, presentations, and/or a grade point average requirement. Some are for a specific type of college or program of study. Pay attention, do your research and start early.

My GPA isn't really high

Should I even look at scholarships? Some scholarships are not based on grade point average. Some have to do with how much your grades improved over time or what classes you've focused on in high school. Some are also based on affiliations your family may have with certain organizations. Look at every scholarship. Many will have a GPA requirement, but not all.

I'm not going to a 4-year college

I'll probably attend a trade school or 2-year school. Are there scholarships for me? There are many scholarships for students who are going to short term training. Every year thousands of dollars go to DHS grads who are attending culinary arts colleges, community colleges, technical programs and trade schools.

I keep getting mail from companies who guarantee that they will find scholarship money for me. Should I just hire a company to do this?

While there are many reputable organizations that will do scholarship searches for you, be wary. On a computer, you can access EVERY scholarship they can. **Warning: you should never have to pay to apply for any scholarship.** All it takes is time. Beware of guarantees to find money. Some of these organizations are very expensive and the student still must do all the applications.

Are there other resources to help me find scholarships?

There are resource books in the Counseling Center. Many local and college libraries have access to a program called CIS Scholarship Search. This is a free and extremely comprehensive search of hundreds of scholarships.

STUDENT RIGHTS & RESPONSIBILITIES



In accordance with the District's [Student Rights and Responsibilities](#) policy, federal laws, And state laws, students in the Dallas School District are both responsible for and have the right to the following:

- The right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights
- The right to privacy, which includes privacy with respect to the student's education records.

Additionally, students have the right to know the behavior standards expected of them, as well as to know the consequences of misbehavior.

DIVERSITY

Dallas School District #2 recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy for the Dallas School District #2 Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

GENDER

Dallas High School will be proactive in creating a school culture that respects and values all students and fosters understanding of gender identity within the school community. Such guidelines are intended to ensure a safe learning environment free of discrimination and harassment, and to promote the educational and social integration of transgender students. They do not anticipate every situation that may occur and the needs of each student will be assessed on a case-by-case basis.

CAREER AND TECHNICAL EDUCATION (CTE)

Dallas School District No. 2 offers Career and Technical Education (CTE) Programs in Agriculture Science and Technology and Engineering Technology. Admission to these programs is based on availability of classes. It is the policy of Dallas School District No. 2 not to discriminate on the basis of race, color, national origin, sex or handicap in its CTE programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICAN'S WITH DISABILITIES ACT

Dallas School District adheres to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. The nondiscrimination requirements in these acts apply to all district programs and activities, including athletic and extracurricular activities. If you wish to learn more about the nondiscrimination aspects of

these acts as they apply to programs outside of the classroom or if you believe an accommodation is needed for participation in school athletics or activities please contact the compliance officer at compliance.officer@dsd2.org.

COMPLAINT PROCESS

For more information regarding the complaint process for harassment, intimidation, bullying, cyberbullying, and teen dating violence, please see the District's Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence Complaint Procedures.

The following individuals may be contacted regarding complaints concerning discrimination and student disabilities:

District Title VI and ADA Contact:

Dennis Engle, Director of Human Resource
111 SW Ash Street, Dallas, OR 97338
(503) 623-5594

District 504 Contact:

Autymn Galbraith, Director of Special Education
111 SW Ash Street, Dallas, OR 97338
(503) 623-5594

District Title IX Contact:

Ron Snively, High School Athletic Director
1250 SE Holman Ave., Dallas, OR 97338
(503) 623-8336

Or email: compliance.officer@dsd2.org

For complaints about educational standards and instructional materials, we encourage students and parents to first contact the classroom teacher or activity coordinator. If the complaint cannot be resolved at this level, and/or the complaint is regarding other matters, please contact the main office for assistance in contacting a high school administrator.

GUIDELINES FOR BEHAVIOR



BEHAVIOR PHILOSOPHY

Students are expected to demonstrate appropriate behavior in the classroom, on school property, and off campus during District-sponsored events. Students are expected to contribute to a safe, positive, caring learning environment by cooperating in work and play; doing their best to achieve academic excellence; respecting themselves, others, and the environment; and conducting themselves in a safe manner at all times.

DRAGON PRIDE

Clearly defined behavioral expectations are consistent school-wide through the Dragon **PRIDE** acronym. We strive to teach our students to take **PRIDE** in themselves and the school by demonstrating: **Purpose**, **Respect**, **Integrity**, **Determination**, and **Empathy** at all times.

Examples are evident in the PRIDE Behavior Expectation Matrices, like the example below, that are posted in each classroom and throughout the school.

DRAGON PRIDE IN THE CLASSROOM

P	R	I	D	E
PURPOSE	RESPECT	INTEGRITY	DETERMINATION	EMPATHY
<ul style="list-style-type: none"> Be present Be prepared Be on time Engage in classroom activities Support your classroom and school communities Model safe behavior Set the example for others 	<ul style="list-style-type: none"> Listen actively (eyes & ears focused) Use electronic devices (cell phones) only with permission Respect others' space & property Raise your hand Use appropriate language & volume Clean up after yourself Wear school appropriate clothing 	<ul style="list-style-type: none"> Be honest Follow classroom rules & agreements Do your own work Cite sources when using others' work Stand up for what is right Take responsibility for your actions & behaviors Report injustices 	<ul style="list-style-type: none"> Stay on task Use your time wisely Give your best effort Focus on growth and improvement Demonstrate self-control Seek feedback Ask for help when you need it Take responsible risks Advocate for your needs Attend ALIE 	<ul style="list-style-type: none"> Be kind Make space for the needs of others Help those in need Listen carefully Refrain from judgment Acknowledge your biases Seek to understand others and value differences Engage in dialogue rather than debate

IT'S A GREAT DAY TO BE A DRAGON!

CLASSROOM RULES

Because the main activities of school occur in the classroom, each teacher will determine what behavior is appropriate for their room. Teachers are responsible for communicating expectations and classroom rules. Teachers will enforce all school rules within their classroom, including but not limited to:

- Attendance
- Disruptive conduct
- Dress code
- Harassment
- Use of electronics

DISCRIMINATION

The District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates. The district prohibits discrimination and harassment, including but not limited to, educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

For more information, please see the District's [Equal Educational Opportunity](#) policy.

DRESS CODE

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that buttocks, genitals, breasts and nipples are fully covered with non-see through clothing fabric. All items listed in the "must wear" and "may wear" categories below must meet this main principle. Adjustments to the dress code may be made on a case-by-case basis for a student's IEP or 504 plan.

Students Must Wear (while following the main principle, stated above):

- A shirt/covering (with fabric in the front, back, and on the side under the arms), AND
- Pants/jeans or the equivalent (example: shorts, a dress, leggings, a skirt, sweatpants), AND
- Footwear. (example: shoes, boots, sandals, footwear that generally protects feet)

Note: Courses that include attire as part of the curriculum (example: professionalism, public speaking, job readiness) may include specific dress requirements, but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoe requirements are permitted (example: athletic footwear for PE).

Students May Wear (as long as they don't violate the main principle, stated above):

- Religious headwear
- Religious head covering
- Hats (Hats must allow staff to see the face of the student and not interfere with line of sight)
- Fitted pants, including non-see through leggings, yoga pants, and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors

Students May Not Wear:

- Gang-affiliated clothing.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except those required for class or athletic practice)
- Clothing and accessories that could be considered dangerous or could be used as a weapon
- Clothing and accessories that display hate speech, profanity, or pornography
- Clothing and accessories that display violent language or images
- Clothing and accessories that display images or language depicting drugs or alcohol (or any illegal or activity)
- Clothing and accessories that display images, language or clothing that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
- Sunglasses while indoors

These dress code guidelines shall apply to regular school days and summer school days (whether on school property or participating in Distance Learning), as well as any school related events and activities, such as graduation ceremonies, dances and prom.

All concerns regarding student dress issues should be referred to a building administrator. Administrators take all referrals into reasonable, equitable consideration and reserve administrative discretion. Administrator discretion may occur based upon the equitable needs of the student and the context of those needs. Anything that disrupts the learning environment is taken in to account.

For more information, see the District's [Student Dress and Grooming](#) policy and the [K-12 Code of Conduct](#).

GANGS

The presence and activities of gangs in schools may cause substantial disruption and material interference with school activities and is a threat to the safety and well-being of students and school personnel. It is the policy of this District that gangs and gang-related activities shall not be permitted on school property or at any school activity or athletic event. Failure to abide by this policy may result in disciplinary action up to and including expulsion.

For more information, see the District's [Gang and Gang Related Activities](#) policy.

GOOD PRIDE STANDING

All students must be in Good PRIDE Standing (GPS) to earn extended lunch and attend school events, including athletic events and dances. To earn Good PRIDE Standing, students may not have any unexcused absences, more than one unexcused tardy, nor any behavior incidents (including referrals or suspensions) during the week. Students must also receive their ALIE stamps and make satisfactory academic progress/growth as determined by their AG teachers. Students will be given a GPS Passport by their AG teachers on Dragon Days. Students will use the passport to make a plan for ALIE time. When students reach their ALIE destinations, the receiving staff member will stamp their passport if they made an honest effort to get help and/or use their time productively. The following Monday, AG teachers will review their students' attendance, behavior, and academic progress from the previous week to determine if the student has achieved GPS, which resets each week on Monday.

Note: Students who are all caught up in their classes, may participate in enrichment activities and receive stamps from the organizer of the activity.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, AND MENACING

Harassment, intimidation or bullying, and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Any student who has knowledge of conduct in violation of this policy or feels they have been harassed, intimidated or bullied, has been a victim of teen dating violence, or has been cyberbullied in violation of this policy is encouraged to immediately report their concerns to the superintendent who has overall responsibility for all investigations.

For more information, see the District's [Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence](#) policy and [Complaint Procedures](#).

INAPPROPRIATE DISPLAYS OF AFFECTION

In an effort to protect the learning environment and promote a safe and respectful climate and culture, inappropriate displays of affection are prohibited. This includes kissing, groping and prolonged hugging.

INTERNET, STUDENT EMAIL, & GOOGLE APPS FOR EDUCATION

DHS provides students with Google Apps for Education (GAFE) which includes free, web-based programs for Oregon students and teachers. This service is available through an agreement between Google and the State of Oregon. Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only.

GAFE is available at school and at home via the Internet. Known sites that are inappropriate are blocked, but there is always a chance that students will be exposed to inappropriate content. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of GAFE when accessing programs from home. Students are responsible for their own behavior at all times. School staff, administrators and parents all have access to student email for monitoring purposes. Students have no expectation of privacy with GAFE or on district systems.

Students may use GAFE for personal use subject to the restrictions below and other school rules and policies which may apply:

- Students may use GAFE for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes or Personal financial gain (running a business or trying to make money)
 - Inappropriate sexual or other offensive content
 - Threatening another person
 - Misrepresentation of Oregon Public Schools, staff or students. (Apps are extensions of classroom spaces where student free speech rights may be limited.)
- Student files and email are safe with GAFE but it is the responsibility of the student to make backups of important documents.
- Safety
 - Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.

- Students will never agree to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their account. Under no conditions should a user provide his or her password to another person.
- Digital Citizenship
 - Treat others well. Be kind when using email or making a post on a forum or web page. Everyone will see what you write. Be careful with what you say about others and yourself.
 - Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work protected by a copyright. Works often contain language specifying acceptable use. Requirements should be followed.
 - Your First Amendment rights to Free Speech can be limited in school. If you post something which disrupts the learning environment in your school, your right of speech may be limited.

School websites, email and groups are for educational use and are not considered public forums for debating ideas.

Access to and use of GAFE is considered a privilege accorded at the discretion of Dallas School District. The district maintains the right to withdraw the access and use of GAFE when there is reason to believe violations of law or district policies have occurred. As a tenant of the Agreement with the State of Oregon, the state reserves the right to immediately suspend any user account in question of appropriate use. Pending review, a user account may be terminated as part of such action.

For more information, please see the District's [Electronic Communications System](#) policy and [Internet Use, Student Email & Google Suite for Education Permission Form](#).

PERSONAL ELECTRONIC DEVICES

Students are allowed to possess personal electronic devices at school and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school-sponsored activities or violate Board policies, administrative regulations, school or classroom rules, or state and federal laws. **Cell phone usage is only permitted during scheduled passing periods and lunch times.** Students should not be on their phones in the hallways and other common areas during class time and cell phone usage in the bathrooms and locker rooms is prohibited **at all times**. Students must use a Chromebook or laptop to complete and submit coursework. Cell phones cannot be used for this purpose and can only be used during class time with express advance permission from the teacher.

For more information, see the District's [Personal Electronic Devices](#) and [Personal Electronic Devices and Social Media](#) policies.

RESPECTING PROPERTY

Students should, at all times, show respect for the property of others and for school property. Students may not engage in activities that damage or endanger property. Dallas High School is not responsible for lost or stolen student property or textbooks, although we continually take reasonable precautions to secure all personal property. The school does not carry theft insurance and will not reimburse students for stolen property. Students

can report and claim lost items in the front office. Stolen items should be reported immediately on an Incident Form in the Dragon Center.

TOBACCO, ALCOHOL, DRUGS OR INHALANT DELIVERY SYSTEMS

Student possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol, and unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities, is prohibited. If possession, use, distribution or sale occurs near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc...). Additionally, Section 1 of the Dallas City Code Section 5.210 specifies that there is to be no smoking at any bus shelter structure or within 25 feet of any public or private school bus stop while children are present at the bus stop.

For more information, please see the district's [Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems](#) policy.

TRANSPORTATION

Students are expected to observe Dallas School District rules and procedures while being transported to school or school-related activities. In addition, students are to comply with the rules listed below. Any failure to follow rules may result in removal of transportation privileges and other consequences as stated in the Discipline Plan.

Students will:

- Obey the driver at all times
- Accept assigned seats
- Stay away from the bus when it is moving
- Be at the bus stop five minutes before the scheduled pick up time
- Comply with coaches and chaperones who are responsible for maintaining order on the bus
- Use emergency exits only as directed by the driver

Students will not:

- Throw objects
- Have possession of any weapon
- Fight, wrestle or scuffle
- Stand up and/or move from seats while the bus is in motion
- Possess matches or other incendiaries and concussion devices
- Extend hands, head, feet or objects from windows or doors
- Damage school property or the personal property of others
- Threaten or physically harm the driver or other riders
- Engage in disruptive activity which might cause the driver to stop
- Make disrespectful or obscene statements
- Possess and/or use tobacco, alcohol or illegal drugs
- Eat or chew gum
- Carry glass containers or other glass objects
- Take onto the bus large objects which might pose safety risks



For more information, please see the District's [Transportation Service](#) policy.

WHEN AND WHERE RULES APPLY

The behavior and guidelines outlined in this handbook apply:

- On school District property at all times
- At school District sponsored events regardless of location
- Traveling to and from school or school District sponsored events, including while waiting for the bus to arrive
- Off campus if the behavior violates the District's K-12 Code of Conduct

For more information, please see the District's [Student Conduct](#) policy and the [K-12 Code of Conduct](#).

DISCIPLINE



DHS uses progressive discipline. Consequences for a single disciplinary violation may increase based on number of previous offenses and/or severity of the offense. Assigned discipline may also include consequences from any lower level. In addition, violations of the K-12 Code of Conduct may also result in athletic participation penalties as outlined in the [Athletic Handbook](#).

DISCIPLINE LEVELS

Level 1:	Warning, Confiscation of Item, Academic Consequences
Level 2:	Detention, Non-Curricular Exclusion, Loss of Privilege, Parent Contact
Level 3:	In-School Suspension, Parent Conference, Restitution
Level 4:	Out of School Suspension for 1-4 School Days
Level 5:	Out of School Suspension for 5-10 School Days
Level 6:	Out of School Suspension for 10 days pending an Expulsion Hearing

OFFENSES THAT DISRUPT THE LEARNING ENVIRONMENT

Violation	Definition	Severity	Discipline Level
Attendance	Unauthorized absence from class. May include, but is not limited to, arriving late to class, leaving early from class, prolonged absences during class time, and/or unexcused absences.	Minor/First Serious/Repeat	Levels 1 – 3 Levels 3 – 6
Dishonesty	Intentionally deceiving or misleading school staff with lies, the omission of the truth or parts of the truth, and/or by twisting the truth. May include, but is not limited to: <ul style="list-style-type: none"> ▪ Copying material and presenting it as a student’s own work ▪ Forging a note with a parent or staff member signature ▪ Reporting false information to a staff member or District agent (includes making a fake bomb threat) 	Minor/First Serious/Repeat	Levels 1 – 3 Levels 4 – 6
Disorderly Conduct	Any disruption of a classroom, school, or District-sponsored activity. May include, but is not limited to: <ul style="list-style-type: none"> ▪ Loud and/or disruptive behaviors ▪ Violation of classroom rules ▪ Any behavior that disrupts the routine of school activities or work of a District employee or agent 	Minor/First Serious/Repeat	Levels 1 - 3 Levels 4 - 6

OFFENSES THAT DISRUPT THE LEARNING ENVIRONMENT (continued)

Violation	Definition	Severity	Discipline Level
Dress Code	<p>Violations to the rules specifying the type of clothing that can and/or must be worn at school. May include, but is not limited to wearing:</p> <ul style="list-style-type: none"> ▪ Gang-affiliated clothing. ▪ Any clothing that reveals visible undergarments ▪ Swimsuits ▪ Clothing and accessories that could be considered dangerous ▪ Clothing and accessories that display hate speech, profanity, or pornography ▪ Clothing and accessories that display violent language or images ▪ Clothing and accessories that display images or language depicting drugs or alcohol ▪ Clothing and accessories that display images, language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group ▪ Sunglasses while indoors 	Minor/First Serious/Repeat	Levels 1 - 3 Levels 3 - 6
Insubordination	<p>Behaviors that disobey, undermine, or defy the lawful authority of a District employee or agent. May include, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Refusing to follow a reasonable request from a staff member ▪ Directing offensive language, profanity, and/or vulgarity toward a staff member ▪ Behaviors that disrespect, demean, degrade, or malign a staff member ▪ Creating or distributing a malicious statement, image, or website about a staff member ▪ Persistent failure to comply with expectations 	Minor/First Serious/Repeat	Levels 1 - 4 Levels 4 - 6
Lack of Participation	<p>To not participate actively in classroom activities. May include, engaging in side conversations and off-task behaviors.</p>	Minor/First Serious/Repeat	Level 1 Levels 2 - 6
Lack of Preparation	<p>To show up unprepared. May include, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Arriving at class without the materials needed for class (textbook, a charged Chromebook, writing utensils, etc...) ▪ Wearing the appropriate clothing or footwear needed to safely participate in an activity 	Minor/First Serious/Repeat	Levels 1 - 2 Levels 2 - 6

OFFENSES THAT DISRUPT THE LEARNING ENVIRONMENT (continued)

Violation	Definition	Severity	Discipline Level
Misuse of Technology	<p>To use technology in a way that is problematic and detrimental to the user and/or those around them. May include, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Using an electronic device without permission during class time (includes cell phones and Chromebooks) ▪ Using an electronic device to access unauthorized sites, search for inappropriate items, or send inappropriate messages or images ▪ Using an electronic device to log into other student or staff members' accounts, impersonate others, hack into systems, or send images or messages that are sexual in nature 	Minor/First Serious/Repeat	Levels 1 - 4 Levels 4 - 6
Offensive or Inappropriate Material	<p>To possess, view, display, or attempt to access any material that is blatantly offensive, discriminatory, and/or inappropriate. May include, but is not limited to materials that are:</p> <ul style="list-style-type: none"> ▪ Pornographic ▪ Racist ▪ Sexist ▪ Sexually explicit ▪ Drug, alcohol, or tobacco related ▪ Includes hate symbols such as the Confederate flag, swastika, and noose, which were banned by the Oregon Department of Education in 2020 	Minor/First Serious/Repeat	Levels 1 - 4 Levels 4 - 6
Profane & Vulgar Words or Actions	<p>The use of offensive language profanity, and/or vulgarity. Includes words that refer to an individual's identity in a negative way, such as "gay" and "retarded."</p>	Minor/First Serious/Repeat	Levels 1 - 4 Levels 4 - 6
Public Displays of Affection	<p>Inappropriate displays of affection. May include but is not limited to:</p> <ul style="list-style-type: none"> ▪ Kissing ▪ Groping ▪ Prolonged hugging 	Minor/First Serious/Repeat	Levels 1 - 2 Levels 2 - 6

SAFETY OFFENSES

Violation	Definition	Severity	Discipline Level
Bus	Engaging in unsafe, disorderly, and/or disrespectful behavior on the bus.	Minor/First Serious/Repeat	Levels 1 - 4 Levels 5 - 6
Fire/Chemicals	Intentionally bringing, inappropriately using, or recklessly mishandling an incendiary device and/or a dangerous chemical on school grounds. Includes any act, or attempted act, of fire setting.	Minor/First Serious/Repeat	Levels 3 - 4 Levels 5 - 6
Gang Related	Using any manner or means to represent, recruit, or promote gang membership or activities, or engage in any criminal gang activity.	Minor/First Serious/Repeat	Levels 1 - 4 Levels 5 - 6
Horseplay	Engaging in play that is physically rough or boisterous. May include, but is not limited to wrestling, play fighting, shoving, hitting running, and jumping.	Minor/First Serious/Repeat	Levels 1 - 4 Levels 3 - 6
Illegal Substances, Medications, & Devices	Consuming, being under the influence of, transporting, possessing, attempting to purchase, distributing, and/or attempting to sell tobacco, alcohol, marijuana, prescription medication, and/or any controlled drug or narcotic substance, including look-alikes and/or paraphernalia.	Minor/First Serious/Repeat	Levels 1 - 4 Levels 4 - 6
Parking/Driving	Using any vehicle on school grounds or at a District sponsored activity in a reckless or unsafe manner; to cause a disruption with any vehicle. Includes parking in an unauthorized location.	Minor/First Serious/Repeat	Levels 2 – 4 Levels 5 – 6 Fines
Weapons	Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement which could reasonably be considered or used as a weapon, or attempted or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury, and/or which is of no reasonable or legitimate educational use to the student. May include, but is not limited to: <ul style="list-style-type: none"> ▪ Knife, sharp or pointed object ▪ Firearm, gun, or explosive ▪ Bat, club, or stick ▪ Look-alike objects 	Minor/First Serious/Repeat	Levels 1-4 Levels 5-6

OFFENSES AGAINST PERSONS

Violation	Definition	Severity	Discipline Level
Aggressive Behavior	Grabbing, shoving, or touching another student or staff member in an aggressive and/or unsafe manner without consent. Includes mutual physical altercations in which neither party is injured.	Minor/First Serious/Repeat	Levels 1 - 5 Levels 5 - 6
Assault	Touching or striking another person against their will, intentionally causing bodily harm.	All	Levels 5 - 6
Harassment & Bullying	Behavior, whether written (including text message, email, or Internet posting), verbal or physical, which serves to distress, threaten, demean, annoy, bully, cyber bully, intimidate, or torment another person. Includes harassment based on personal identity, race, and ethnicity.	Minor/First Serious/Repeat	Levels 1 - 4 Levels 5 - 6
Sexual Assault	Engaging in a sexual act of violence against another individual. Includes rape, attempted rape, forced sexual acts of any nature, sexual exploitation, unwanted penetration, groping, touching and any sexual act performed on or with a victim who is incapable of giving consent.	All	Levels 5 - 6
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, other written, physical, or verbal conduct and/or communication of a sexual nature that creates an intimidating, hostile, or offensive environment. Includes harassment based on one's gender identity.	Minor/First Serious/Repeat	Levels 1 - 4 Levels 5 - 6
Sexual Offense	Exposing oneself in an indecent manner and/or engaging in lewd behavior, sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force.	All	Levels 5 - 6
Threats & Intimidation	Behavior, whether written (including text message, email, or Internet posting), verbal or physical that is threatening against persons, groups, events, or property related to school or school activities. May include, but is not limited to: <ul style="list-style-type: none"> ▪ Bomb threat ▪ Threat of violence ▪ Threatening prank 	Minor/First Serious/Repeat	Levels 1 – 4 Levels 5 – 6

PROPERTY OFFENSES

Violation	Definition	Severity	Discipline Level
Property Damage & Vandalism	To damage property belonging to a student, staff, or agent of Dallas School District. May include, but is not limited to: <ul style="list-style-type: none"> ▪ Damages that result from reckless behavior ▪ Intentional damages ▪ Unintentional damages 	Minor/First Serious/Repeat	Levels 1 - 4 Levels 5 - 6
Non-Payment of Fees & Fines	Failure to pay fees and/or fines. May include, but is not limited to: <ul style="list-style-type: none"> ▪ Course fees ▪ Athletic fees ▪ Lost book fees ▪ Electronic device fees ▪ Parking fines 	Any	Hold records and account submitted for collection
Theft	Theft or attempted theft of property belonging to a student, staff, or agent of Dallas School District. Includes being knowingly in possession or control of stolen property.	Minor/First Serious/Repeat	Levels 3 - 4 Levels 5 - 6
Trespassing	To knowingly enter an area of the school or the district's property that is prohibited without permission. This includes all areas of the school outside school hours and all areas of the school during school hours for expelled students and students who are not currently registered at DHS. May include, but is not limited to the following areas during school hours and/or during extracurricular events: <ul style="list-style-type: none"> ▪ The mat room ▪ The dressing rooms ▪ Unsupervised classrooms ▪ The dugouts ▪ The roof 	Minor/First Serious/Repeat	Levels 1 - 4 Levels 5 - 6

Note: All property offenses are subject to mandatory restitution.

LAW ENFORCEMENT

Any student who engages in potentially criminal behaviors may be subject to law enforcement referral. Examples include, but are not limited to:

- Assault
- Disorderly conduct
- Fighting
- Harassment
- Property offenses including theft and vandalism
- Sexual harassment and assault
- Tobacco, alcohol, or drug possession
- Trespassing
- Weapon possession
- Other potentially illegal activities

Law enforcement will conduct its own investigation and make its own determination concerning legal action. For more information, see the District's [Law Enforcement](#) policy.

SEARCH AND SEIZURE

A search of a student's person or personal property by School District personnel shall be authorized when there are reasonable grounds to suspect that the search will disclose evidence that the student has violated or is violating a Federal, State or Municipal law, and/or an ordinance or rules of the Dallas School District.

For more information, please see the District's [Student Searches](#) policy.

SUSPENSION & EXPULSION

Students may be suspended for one or more of the following reasons:

- Willful violation of Board policies, administrative regulations, or school rules
- Willful conduct which materially and substantially disrupts the rights of others to an education
- Willful conduct which endangers the student, other students, or staff members
- Willful conduct which damages or injures district property

Students may be expelled for any of the following circumstances:

- When a student's conduct poses a threat to the health or safety of students or employees
- When other strategies to change the student's behavior have been ineffective (Note: expulsion may not be used to address truancy)
- When required by law

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

For more information, please see the District's [Student Discipline, Suspension of Students, and Expulsion of Students](#) policies as well as the [K-12 Code of Conduct](#).

APPEAL PROCEDURE

A parent or guardian may appeal suspensions and expulsions to the Superintendent. Suspension appeals must be made in writing, state the reasons for the appeal, and be received by the Superintendent's Office within two days of the administration's decision to suspend the student. The appeal must state the specific reason(s) for the appeal. The Superintendent or designee will review the record and render a written decision within three days of receipt of the written appeal. For more information on the appeal process for suspensions, please see the District's [Administrative Rule on the Suspension of Students](#).

Expulsion appeals must be made by the student or the parent/legal guardian within 15 calendar days after the hearing officer's decision at the expulsion hearing. Requests for appeal will be made at the superintendent's office where parents may obtain a form where they will specify the specific reason for the appeal. For more information on the appeal process for expulsions, please see the District's [Administrative Rule on the Expulsion of Students](#).

HEALTH & SAFETY



FIRE, EARTHQUAKE, & SAFETY DRILLS

Students and staff shall participate in emergency drills including rapid dismissal for fire, earthquakes, or other emergencies at least once each month during the school year. When the alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly manner. For more information, please see the District's [Emergency Drills](#) policy.

INCLEMENT WEATHER & EMERGENCY SCHOOL CLOSURES

In the event bad weather disrupts school bus traffic in the mornings, one of the following conditions will be released to area radio and television stations in time for broadcasts beginning at 5:30 a.m.:

- **CONDITION 1: School closed.** Classes will not be held and buses will not run. All extra-curricular activities and practices are cancelled.
- **CONDITION 2: Two-hour delay.** Morning bus runs will be delayed two hours, as will the start of school.
- **CONDITION 3: Snow routes only; NO delay.** Some roads will not be traveled. Buses will run as close to schedule as possible. If the snow routes occur in the A.M., buses will remain on snow routes for the P.M. See snow routes [here](#).
- **CONDITION 4: Two-hour delay AND buses on snow routes.** Morning bus runs will be delayed two hours, as will the start of school. Some routes will be altered. See snow routes [here](#).

Two Hour Delay		
<i>This is the operating schedule in the event of a Two Hour Delay</i>		
7 Period Straight	Start Time	End Time
Period 1	10:30	11:04
Period 2	11:08	11:42
Period 3	11:46	12:20
Lunch	12:20	12:58
Period 4	1:02	1:36
Period 5	1:40	2:14
Period 6	2:18	2:52
Period 7	2:56	3:30

• Classes will be 34 minutes long
 • Passing time will be 4 minutes between each period
 • Lunch will be 38 minutes long
 • No AP

The same information will also be placed on the school district web site and on the Facebook pages of each school and the district, as well as communicated through the district telephone notification system.

In the event of a two-hour delay, classes will be shortened to 60 minutes and there will be no extended lunch or ALIE time.

Students with driver's licenses and parents are encouraged to be extra cautious when driving in bad weather, especially when buses are on snow routes, as there may be ice or even snow on the roads when this occurs. Parents are reminded that they make the final decision about whether it is safe for their child to attend school on bad weather days. When a child cannot attend school due to bad weather, the school office should be notified and the absence will be excused.

If the roads look bad or if there has been ice or snow, listen to the radio or television or visit the school district website for possible closure or delays.

Please advise your child not to wait more than 20 minutes beyond the designated pick-up time for their bus. They should return to their homes at that time.

In any emergency, the Superintendent, or designee, will decide whether students should be sent home. The decision may be to send them home immediately, or to keep them in the schools indefinitely under continuous supervision until the emergency has passed. Should the students be held in their respective buildings, parents may pick up their children at school. These decisions will be communicated using the same processes used for school closure.

COMMUNICABLE DISEASES

As of 8/25/2022, the following Communicable Disease mitigation efforts are in place:

- The iHealth COVID-19 Antigen Rapid Tests are available at building sites for staff and student use as needed. Note: guardian consent is required for student tests.
- Each school has an isolation area for students who are sick.
- Students who test positive for COVID-19 may return to school on day 6 if they have been fever free for 72 hours and are feeling well. The day symptoms first develop is day 0.
- Students who have been exposed will no longer be excluded from school unless they have symptoms. Any siblings and parents who have been exposed may continue to go to school and/or work unless they develop symptoms.
- If students or staff members test positive for COVID-19, the district nursing staff will be notified so that individuals who have been exposed can be notified.
- Every student or staff member who has had close contact with a COVID-19 positive person will be given a warning notification via email.
- The district may be required to inform Polk County if an extreme outbreak were to occur; however, Polk County will not be notified regarding individual cases and individual names will not be shared.
- Facial coverings are welcome, but not required.
- Social distancing is no longer required.

For more information, please see the [District's Communicable Disease Management Plan](#) or contact one of the district's nurses, Jennifer Lanoue (jennifer.lanoue@dspd2.org) or Ginger Perkins (ginger.perkins@dspd2.org), for more information.

DALLAS HIGH SCHOOL

OUR MISSION

To provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life

OUR VISION

Continue the focus of learning for all

All students value education and want to come to school

Ongoing collaboration among all staff

Teaching to district adopted Common Core Standards and using research-based best practices

Common regular assessments

Interventions and enrichment based on regular assessments

Improving teaching and learning based on data, reflection, and collaboration

Accurate and timely feedback and reporting to parents

All students will attain a meaningful high school diploma

OUR PROMISE

Every student at Dallas High School is known by name, strength and need, and graduates ready for career, college and community



The material covered within this student handbook is intended as a method of communicating to students and parents general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this student agenda is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as guarantee of any employment of any duration.