

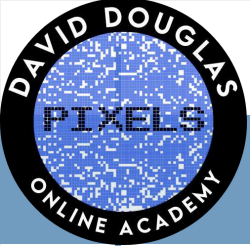
# Welcome to DDOA

## Elementary School Handbook

2024-2025

ID Number: \_\_\_\_\_

Student Name: \_\_\_\_\_



# Welcome!

Hello!

We are glad to have you join us at David Douglas Online Academy.

**Please read this Handbook carefully** - it has all of the information you will need to begin as well as some important resources. You can always refer back as needed. Please remember to reach out to your counselor - Kim Anderson - if you have any questions at all.



**Everything is hyperlinked.** You can click on any of the buttons or blue underlined links, or click on the tabs on the right side to jump to a different section.

## DDOA Office

(located within North Powellhurst School)

**1400 SE 135th Ave.**

**Portland OR 97233**



Monday-Thursday 9:30 am – 3:00 pm

Fridays 10:00 am - 2:00 pm

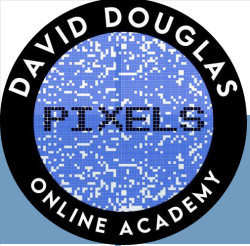
## An Overview of DDOA's offerings and support:



## Agreement between Caregivers and Staff:

By enrolling in DDOA, students and their caregivers are agreeing to the commitments outlined on our website:





# DDOA OFFICE STAFF



## **Principal: Shawna Myers**

Email: [Shawna\\_Myers@ddsd40.org](mailto:Shawna_Myers@ddsd40.org)

Phone/Text: 503-482-8392

In Person at North Powellhurst School Tuesdays and Thursdays 9:30-3:00



## **Head Secretary: Naomi Schneider**

Email: [Naomi\\_Schneider@ddsd40.org](mailto:Naomi_Schneider@ddsd40.org)

Phone/Text: 503-389-0288

In Person at North Powellhurst School Mondays and Thursdays 9:30-3:00



## **Assistant Secretary: Stephanie Torralba**

Email: [Stephanie\\_Torralba@ddsd40.org](mailto:Stephanie_Torralba@ddsd40.org)

Phone/Text: 503-272-1075

Habla Español

In Person at North Powellhurst School Thursdays and Fridays 10:00-2:00

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# DDOA OFFICE STAFF



## School Counselor: Kim Anderson

Email: [Kim.Anderson@ddsd40.org](mailto:Kim.Anderson@ddsd40.org)

Phone/Text: 971-225-0094

In person office hours at North Powellhurst School  
Tuesdays and Wednesdays 9:30-2:00



**Click the buttons to schedule  
an appointment with me**



## Learning Specialist: Stacy McMahon

Email: [stacy\\_mcmahon@ddsd40.org](mailto:stacy_mcmahon@ddsd40.org)

Phone/Text: 503-342-8063

Ms. McMahon supports students who have an IEP.  
Families, you can expect to hear from me once school  
starts and throughout the year.

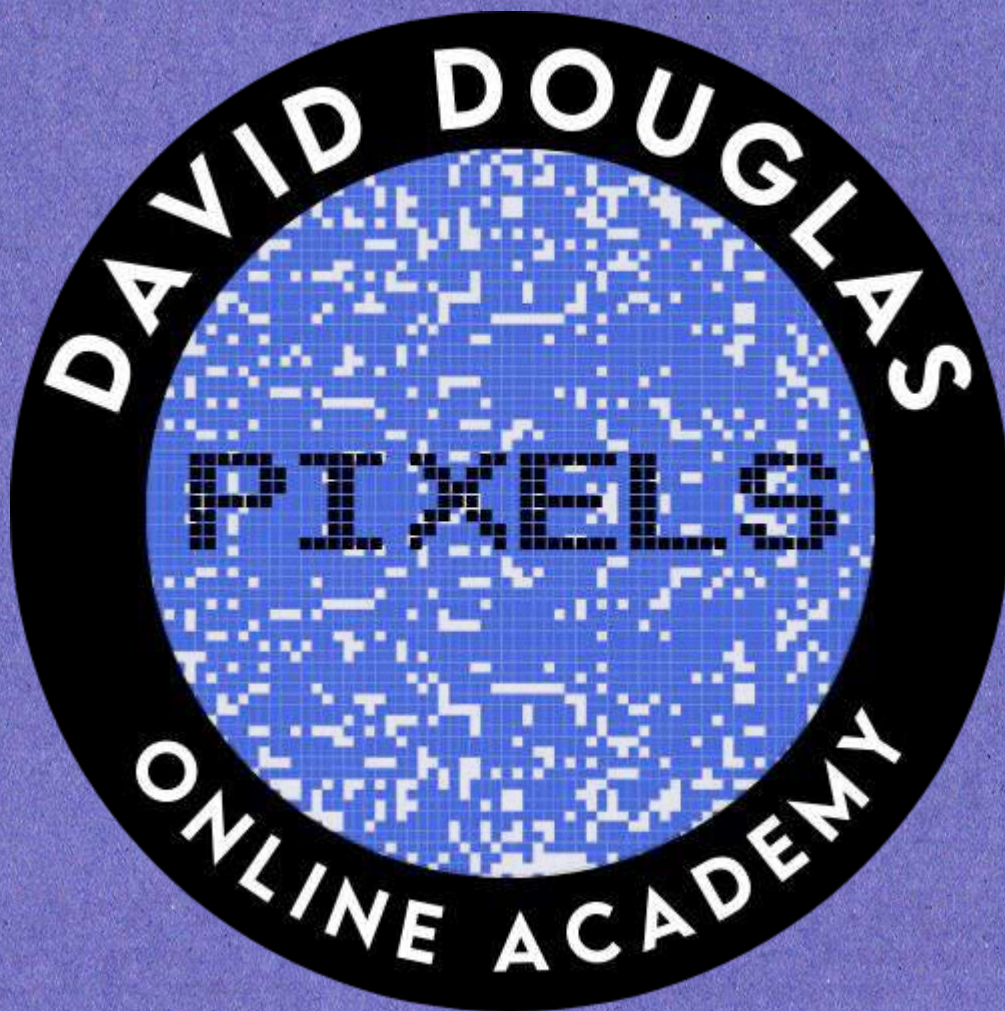


## Speech Language Pathologist: Jillian Joinson

Email: [jillian\\_joinson@ddsd40.org](mailto:jillian_joinson@ddsd40.org)

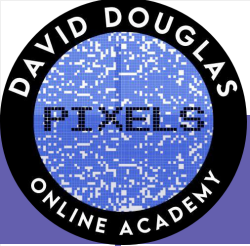
Phone/Text: 503-389-0728

Ms. Joinson supports students with speech and  
language/communication services. Families, please  
keep an eye on your email throughout the year for  
communications from me.



# EXPECTATIONS & POLICIES





# EXPECTATIONS & POLICIES

**Students are expected to login to class on time each day and complete assignments per teacher instruction.**

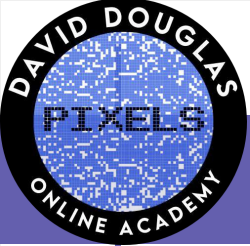


## David Douglas Online Academy Expectations

Pixels are...

Respectful	Responsible	Safe
<ul style="list-style-type: none"><li><input type="checkbox"/> Be kind and positive towards teachers &amp; classmates</li><li><input type="checkbox"/> Press the raised hand button before speaking</li><li><input type="checkbox"/> Be considerate of everyone's talk time</li><li><input type="checkbox"/> Respond to differences in ideas politely, without judgment</li><li><input type="checkbox"/> Be an active listener</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Join all meetings on time &amp; follow the daily schedule</li><li><input type="checkbox"/> Be prepared: Computer charged, headphones on, camera on, have class materials nearby</li><li><input type="checkbox"/> Complete daily assignments</li><li><input type="checkbox"/> Be engaged- ask questions and contribute to class discussion and try your best</li><li><input type="checkbox"/> Use the chat, stream page, and Q &amp; A appropriately to write questions or comments that are related to school and what we are learning.</li><li><input type="checkbox"/> Follow expectations and instructions when in breakout rooms with another student or students</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Use district-approved websites and programs</li><li><input type="checkbox"/> Use school-appropriate language</li><li><input type="checkbox"/> Be in a distraction-free, quiet learning environment</li><li><input type="checkbox"/> Make sure your background environment is appropriate for school</li><li><input type="checkbox"/> Teacher must preview anything that you'd like to share to the class beforehand</li><li><input type="checkbox"/> Only join meetings with a live teacher present</li></ul>

**\*Students that need additional support in these areas will take part in a student/caregiver meeting with their teacher and/or principal to work on supports. The teacher has the right to mute or remove the students from class if behavior is inappropriate.**



# EXPECTATIONS & POLICIES

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## Student Rights & Responsibilities:

This document is designed to be a reference for students and parents in order to help all learn and contribute to a positive, respectful environment in our David Douglas Schools. We believe that staff, students, parents, and guardians should work together in order to provide a safe and respectful environment for each and every member of our community.



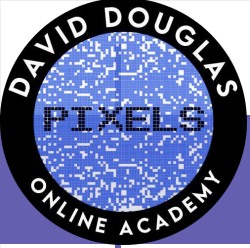
## Immunization Policy:

Oregon law requires proof of immunization or exemption for students. Students who are out of compliance may be excluded from in-person activities.

## Technology Policy:

Students are not permitted to use personal devices for their school work. Each DDOA student will check out a district Chromebook each school year and return it to DDOA when they graduate or withdraw from our school.

Students are expected to follow the district Technology Acceptable Use Policy on the following pages. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.



# EXPECTATIONS & POLICIES



## Student Technology Acceptable Use Policy Elementary

### WHAT IS THE AUP?

AUP stands for “**Acceptable Use Policy**.” It means that you agree to only do “**acceptable**” things when you are using computers at school. The David Douglas School District (DDSD) has rules that all students have to follow when they use the Internet. The “Acceptable Use Policy” tells you and your parents what is “acceptable” and okay to do on the computers.

### WHY HAVE AN AUP?

A lot of people use DDSD computers. We need to make sure that everyone feels comfortable and safe using the network. We all also need to make sure that our computers and printers are in working order for everyone to use.

### WHY DO I HAVE TO BE RESPONSIBLE FOR WHAT I DO ON THE COMPUTERS AT SCHOOL?

Using the Internet in school is a **privilege not a right**. The DDSD Schools’ **network, web pages, and email accounts** are NOT private. DDSD staff are able to “**monitor**” everything you do on the school computers. This means someone can read what you write and see the web pages that you visit.

THINK -- before you do anything online that you would not want your teachers or parents to see. **WHAT**

### HAPPENS IF I DON'T FOLLOW THE RULES IN THE AUP?

The DDSD has “**consequences**” or punishment for students who use the Internet in unacceptable ways. Just like when someone breaks classroom rules, there are “consequences if you don’t follow the rules in the AUP rules. You need to report to a teacher or another adult anything you see online that does not follow the rules listed in the AUP. If you do not follow this policy, you can lose your computer privileges in school.

### STUDENT COMPUTER ACCESS INCLUDES:

- Online activities that support student learning. Students will have access to online curriculum, online interventions, Google Docs including email accounts for specific purposes and ages, and other educational resources

### STUDENT SAFETY:

- Internet filtering services are provided by the Multnomah ESD and the DDSD to help online security for students and staff. While DDSD makes every effort to protect students from online danger, it is important that students read, understand, and follow the ‘STUDENT ACCESSIBILITY’ Guidelines.

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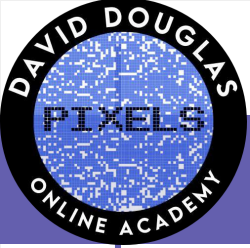
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# EXPECTATIONS & POLICIES

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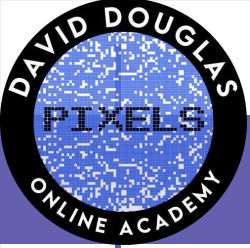
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## Student Acceptable Use In Elementary

1. I AM RESPONSIBLE FOR MY PASSWORD AND ONLINE ACCOUNTS. I will not give my **password** to other students. I will **log off** from my **account** when I am finished. If I see another person's work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the Internet and in my school email that I would use in class with my teacher. I will not use bad words when I use a computer.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not "**stalk**" any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. I AM RESPONSIBLE FOR MY USE OF THE SCHOOL COMPUTERS.
  - I will not look for web pages with pictures, words, or sounds that are not **appropriate** in school. I will not look for web pages or documents about sex, violence, or weapons.
  - I will not **download** any files, including music and video files, unless a teacher gives me permission.
  - I will not try to change security settings or install any software on school computers without permission.
5. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I will not intentionally damage school computers.
6. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or video that is **hurtful or embarrassing** to anyone.
7. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.
8. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not "**plagiarize**." Which means using others' work as my own. When I use information from a website, I need to let people know where I got the information. I will cite my sources. I will obey **copyright laws** and will not download words, pictures, video, or music that belongs to someone else.
9. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I **PUBLISH** ANYTHING ONLINE. I will not publish any material on a school or district **website, blog, or discussion group** without permission. I will not publish a picture, including my own, with the person's first or last name in the caption.
10. I AM RESPONSIBLE FOR PROTECTING SCHOOL COMPUTERS. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission. In the event of lost or damaged student technology resources, the following fee schedule may be applied:



# EXPECTATIONS & POLICIES

**Chromebook Charger Loss:** students will pay a \$20 replacement fee

**Chromebook Damage:**

1. First repair: The DDSD will pay for the repair
2. Second repair: The student will pay \$50
3. Third repair: The student will pay \$75
4. Fourth repair: The student will pay \$150

**Chromebook Loss:**

- The student will be charged \$300 for each lost Chromebook.
- If a student leaves the DDSD but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply.

If a lost or stolen device is later recovered in working condition, the fees will be refunded.

**Student Violations of Technology Acceptable Use Policy Could Result in:**

- Notification of parents
- Suspension of computer privileges
- Detention, suspension, expulsion from school and school-related activities
- Legal action and/or prosecution

## Student Technology Acceptable Use Policy Acknowledgement - Elementary

By signing the Acceptable Use Policy, parents/guardians acknowledge the following rules and conditions:

**Parent or Guardian:**

As the parent or guardian, I have read the above DDSD Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of the DDSD, and that student use for any other purpose is not allowed. I recognize it is impossible for the DDSD to restrict access to all inappropriate materials, and I will not hold the school or district responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



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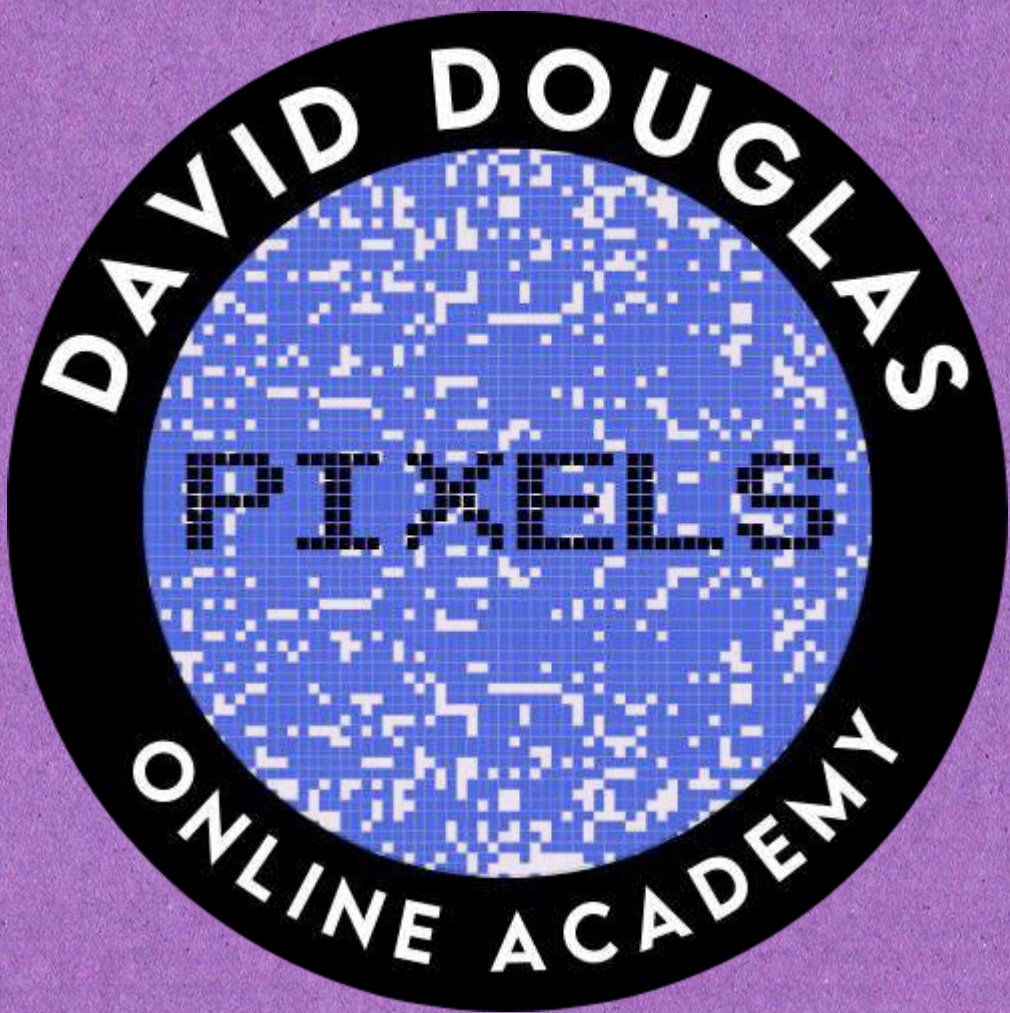
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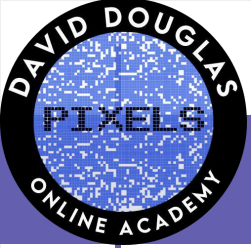
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# PLANNER





# PLANNER

## 2024-2025 School Year

Student's First Day: September 4, 2024

Last Day of School: June 12, 2025

Teacher/Caregiver Conferences:

November 26-27, 2024

March 20-21, 2025

Virtual School Assemblies:

October 25, 2024 | 12:00 pm

December 20, 2024 | 12:00 pm

February 28, 2025 | 12:00 pm

May 30, 2025 | 12:00 pm

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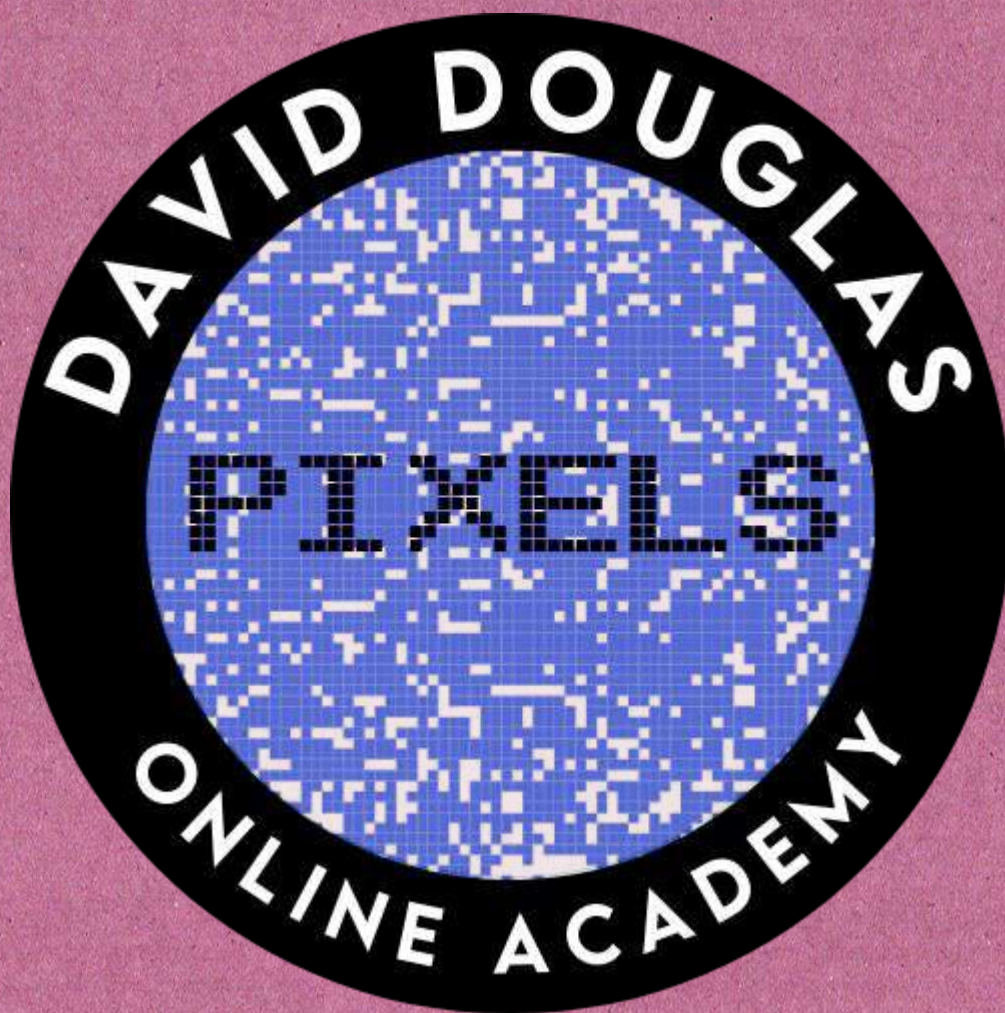
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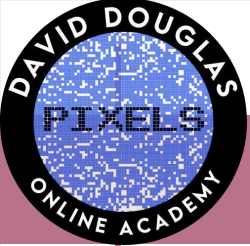
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# Getting Started: Logging in to Email and Dashboard



# LOGGING IN: YOUR STUDENT ACCOUNT

**Step 1: Log into your student account.**

## Enter your Username and Password

### Username

6 digit District ID number

Contact the office if you don't know your number  
[online\\_academy@ddsd40.org](mailto:online_academy@ddsd40.org)  
(503) 389-0288 (call or text)

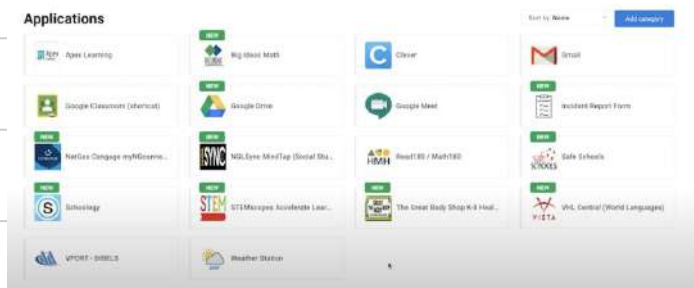
The login form is titled 'Enter your Username and Password'. It features a 'Username' field and a 'Password' field. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a green 'Login' button. The form is set against a dark green background with a small logo at the top.

### Password

Your Birthdate: MMDDYYYY  
(if this doesn't work- write out your birth month)  
Examples: if you were born March, 26 2010 you would use 03262010 or March262010

*If you have any issues logging into your student account please call the District Computer help desk at: 503-256-6521.*

This is your student dashboard:



**Step 2: Click the Gmail icon to access your student email.**



In your email, you will find instructions from your teacher about how to access your schoolwork. Please review this email before moving forward.



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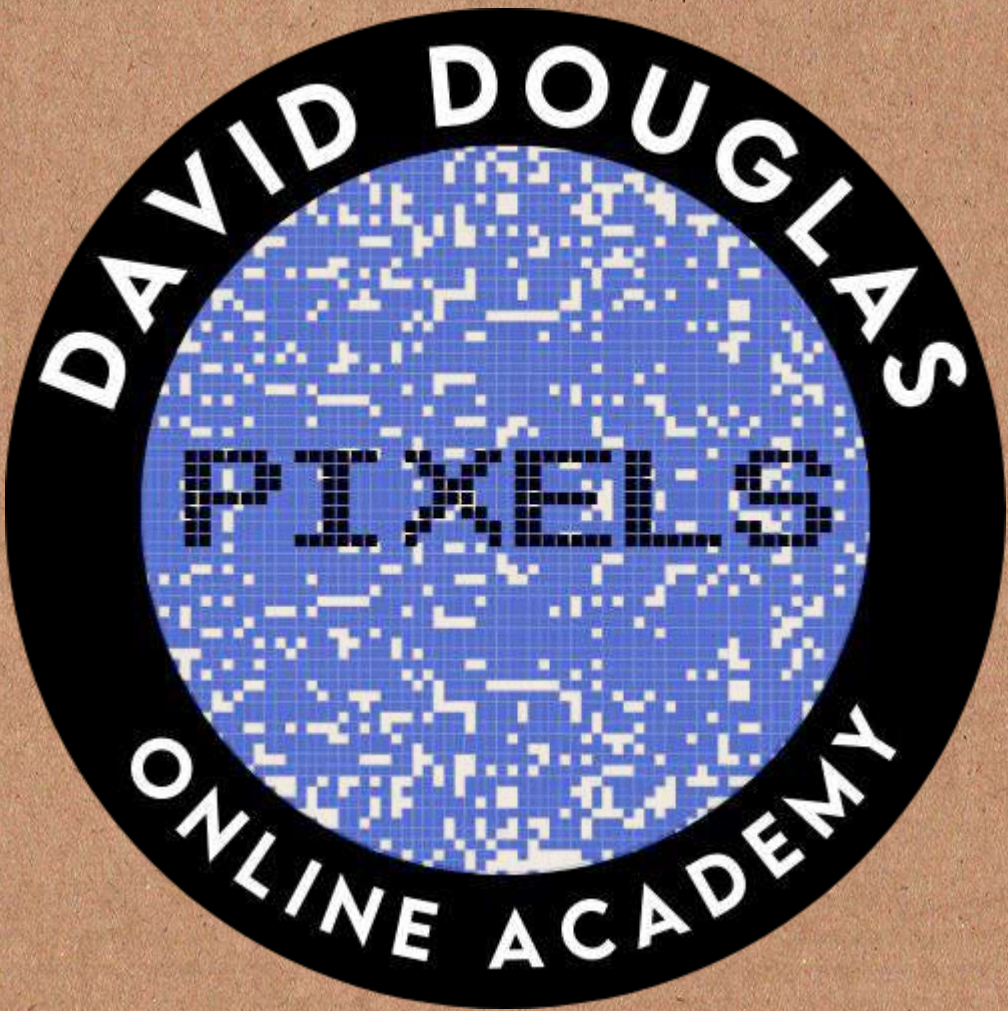
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# TEACHERS

# JENNIFER PARTLOW with Miranda Charbonneau



I am Jennifer Partlow, DDOA's K-3rd grade teacher. This will be my 3rd year teaching at our online school. I have been teaching with David Douglas School District for 17 years. I am excited for a new year of growth, celebrations, and fun! I am looking forward to working together to make our year successful.

## Class Expectations:

- Be on time (9:00 everyday)
- Have your class materials ready or accessible
- Camera on (background is optional)
- Mic Muted
- Raise your hand and wait to be called on before unmuting

If what you are doing interferes with learning, hurts someone's heart, or prevents you from being your best self, you should not be doing it.

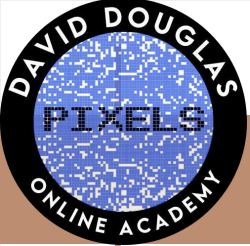
Both of these links have a bunch of other apps you can open. If you can't find something, check here.

These bookmarks are places your teacher will often direct you to.

**\*Click this to begin\***  
It will open these two website pages.  
1) "Hello ID - Applications" is your dashboard with app choices  
2) "Home" is your google classroom

This is your Gmail for exchanging emails with your teachers.





# HALEY FERRIS with Cathy Kopp



## Welcome to DDOA 4th and 5th Grade with: Mrs. Ferris & Ms. Kopp



### Contact info. (Mrs. Ferris)

Phone: (503) 985-8631 call/text

Email: [haley\\_ferris@ddsd40.org](mailto:haley_ferris@ddsd40.org)

DDOA website:



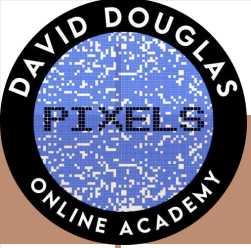
### Student Expectations Checklist

#### I'm Ready for the school day when:

- ☒ I'm in my learning space
- ☒ My Materials/supplies are accessible
- ☒ My Chromebook is charged/plugged in
- ☒ My Headphones are on
- ☒ I join each meeting on time
- ☒ My Camera is on (background optional)







# MUSIC and PHYSICAL EDUCATION



## Music Teacher: Doug Withrow

Email: [doug\\_withrow@ddsd40.org](mailto:doug_withrow@ddsd40.org)



## PE Teacher: Tanner Adrian

Email: [tanner\\_adrian@ddsd40.org](mailto:tanner_adrian@ddsd40.org)

Mr. Withrow and Mr. Adrian are teachers at Mill Park and also provide asynchronous lessons each week for K-5th DDOA students. Each quarter, they invite their DDOA students for an in-person class at Mill Park Elementary School.

- **November 1 - Music & PE**
- **March 7- Music & PE**
- **June 12- Field Day**

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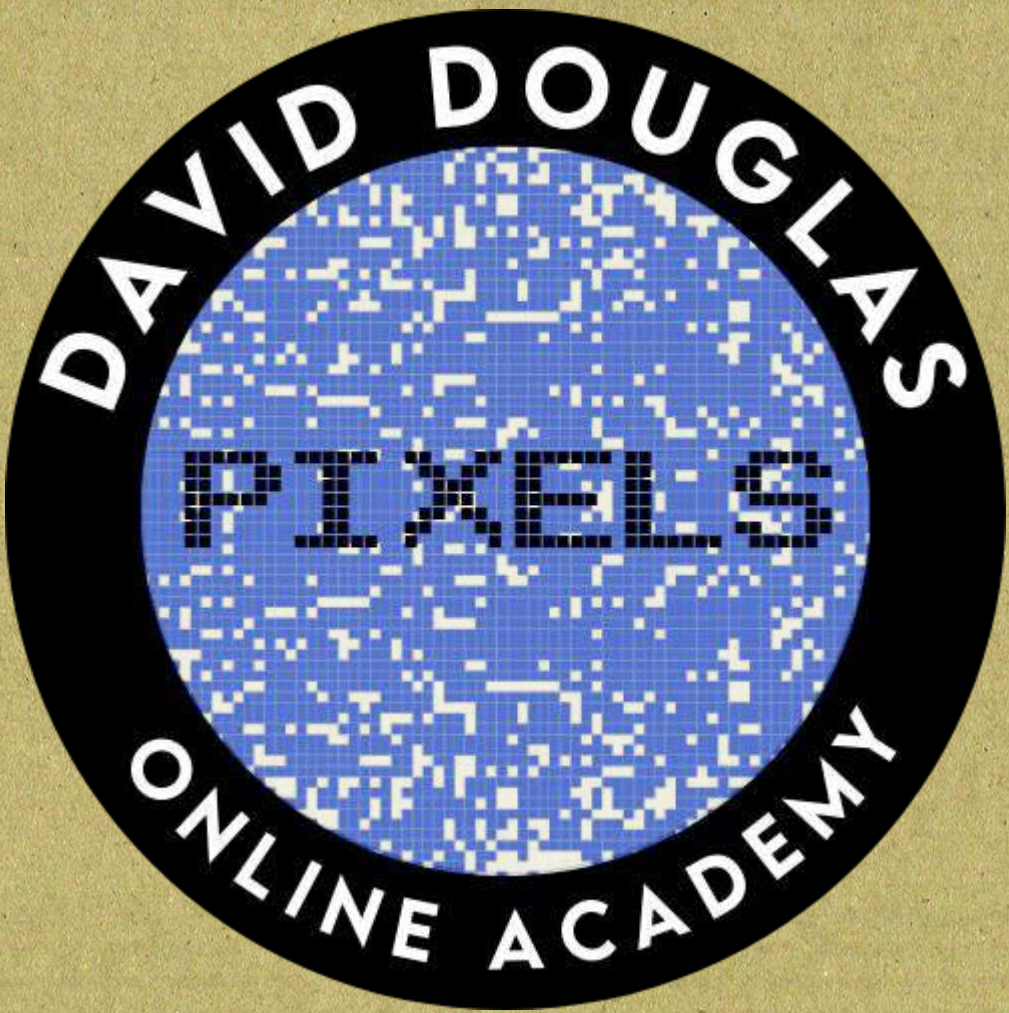
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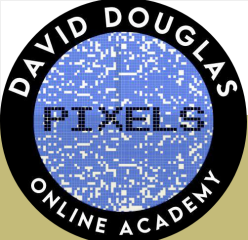
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# CALENDARS





# DDOA Elementary CALENDAR

David Douglas School District

## DDOA Elementary Calendar 2024-2025

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 August	26 W/ PD	27 W/ PD	28 W/ PD	29 W/ PD	30 X	31
1 H	2 W	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 ★	21
22	23	24	25	26	27	28

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 PD	12
13	14	15	16	17	18 ★	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 ★	2
3	4	5	6	7	8	9
10 H	11 W	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 X	28 X	29	30

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 ★	14
15	16	17	18	19	20	21
22 X	23 X	24 X	25 X	26 X	27	28
29 X	30 X	31				

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 X	2 X	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 ★	18
19 X	20	21	22	23	24	25
26	27	28	29	30 W	31	

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 PD	15
16 H	17	18	19	20	21 ★	22
23	24	25	26	27	28	

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 ★	8
9	10	11	12	13	14 W	15
16	17	18	19	20	21	22
23 X	24 X	25 X	26 X	27 X	28	29

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 ★	26
27	28	29	30			

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 ★	10
11	12	13	14	15	16	17
18	19	20	21	22	23 PD	24
25 H	26	27	28	29	30	31

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 ★	12 Hall Day	13 Teacher's Last Day	14
15	16	17	18 X	19		21
22	23	24	25	26	27	28
29	30					

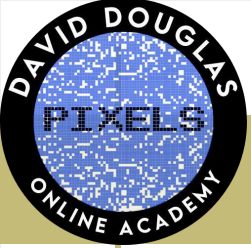
Teachers' First Day	August 26, 2024
First Day of School	September 4, 2024
Winter Break	Dec. 23, 2024 - Jan. 3, 2025
Spring Break	Mar. 24, 2025 - March 28, 2025
Students' Last Day	June 12, 2025
Teachers' Last Day	June 13, 2025

- H** Holiday
- X** Non-School Day
- W** Teacher Workday
- PD** Teacher Professional Development
- ▽** Parent Communication / Data Review Meeting
- △** Conferences

- End of the Grading Period
- ★ Optional In-Person Activities
- IA Professional Development: Aug. 25 & 27, Oct. 11, Feb. 7, April 18

No School  
No School  
No School  
No School  
No School  
No School





# CALENDARS

## 2024-2025 In-Person Activities

*Please note: these dates & times are tentative*

*\*Teachers will provide final schedules*

September 20 - Friday Fun -North Powellhurst

October 18 - Pumpkin Patch

November 1 - Music & PE at Mill Park

November 6 - Zenger Farm (4th/5th Grade)

December 13 - Winter Celebration -NP

January 17 - Friday Fun

February 5 - Zenger Farm (4th/5th Grade)

February 21 - Friday Fun

March 7 - Music & PE at Mill Park

April 25 - Friday Fun

May 7 - Zenger Farm (4th/5th Grade)

May 9 - Friday Fun

June 11 - K-5 End of Year Celebration

June 12 - Field Day

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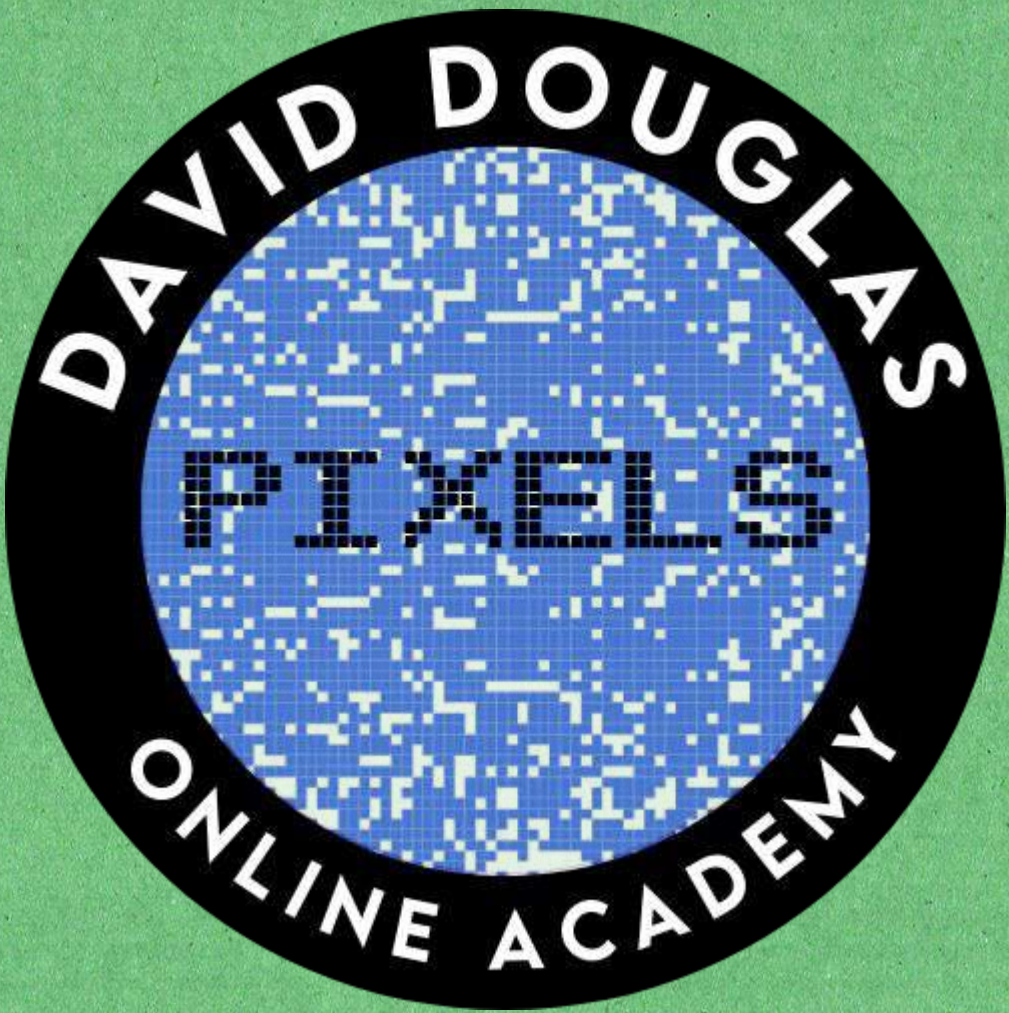
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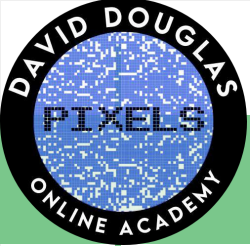
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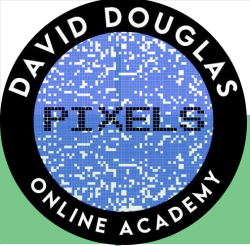
# Grade Level Information





# Kinder-1st GRADE

Time	Teacher - Jennifer Partlow (Synchronous)	Asynchronous
8:15-9:00	Teacher Prep/planning/grading/communication	
9:00-9:20	K-3 Live Meeting- whole group community connection (Check-ins, daily schedule review, announcements)	
9:20-10:10	Kinder/1st - Reading	
10:10-10:30	BREAK	
10:30-11:00	K/1 - Math	
11:00-11:30	K/1 - Group Writing Time	
	K/1 - Science/SS/Health (ELD)	
11:30-12:30	LUNCH BREAK	
12:30-1:15		K/1
1:15-1:45		Seesaw Assignments
2:00-2:30		Specials
2:30-3:00		Dream Box
3:00-3:15		Imagine Learning

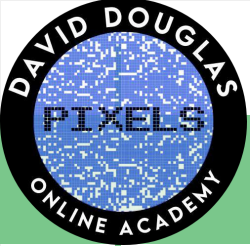


# 2nd-3rd GRADE

- WELCOME
- EXPECTATIONS/ POLICIES
- PLANNER
- GETTING STARTED
- TEACHERS
- CALENDARS
- GRADE LEVEL INFORMATION
- RESOURCES

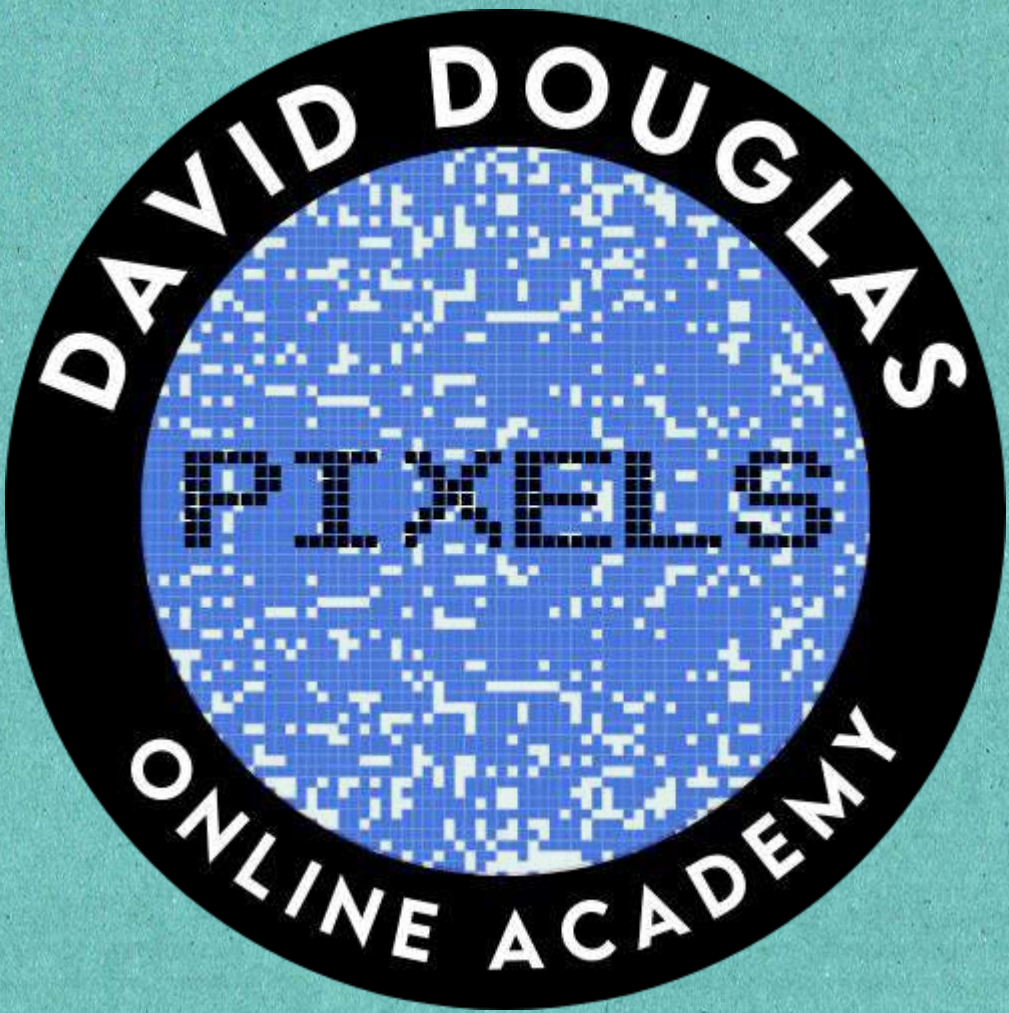
Time	Teacher - Jennifer Partlow (Synchronous)	Asynchronous
8:15-9:00	Teacher Prep/planning/grading/communication	
9:00-9:20	K-3 Live Meeting- whole group community connection (Check-ins, daily schedule review, announcements)	
9:20-10:10		2/3
10:10-10:30		Specials
10:30-11:00		Dream Box
11:00-11:30		Imagine Learning
		Independent Reading
11:30-12:30	LUNCH BREAK	
12:30-1:15	2/3 - Reading	
1:15-1:45	2/3 - Math	
2:00-2:30	2/3 - Writing/Spelling	
2:30-3:00	2/3 - Science/SS/Health (ELD)	
3:00-3:15	Prep	





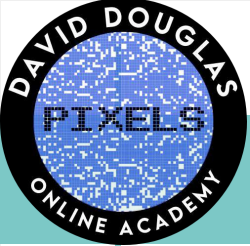
# 4th-5th GRADE

Time	Student schedule
Start of School: 9:00	Join Google Classroom Meeting
9:00-9:10	Live- whole group (Morning attendance, community connection/circle time, check-ins, daily schedule review, announcements)
9:10-9:50	Live- <b>Reading</b> Lesson w/ Mrs. Ferris (4th grade) OR Live- Small group Reading w/ Ms. Kopp (5th grade)
9:50-10:30	Live- Reading Lesson w/ Mrs. Ferris (5th grade) OR Live- <b>Small group Reading</b> w/ Ms. Kopp (4th grade)
10:30-10:40	<b>Movement Break</b> (Sign off)
10:40-11:30	Live- Whole Group <b>ELD/Writing &amp; Grammar</b>
11:30-12:00	<b>Lunch &amp; Movement Break</b> (Signed off)
12:00-12:30	<i>Asynchronous</i> Specials (Signed off) Mon./ Wed. <b>PE</b> Tues./Thurs. <b>Music</b>
12:30-1:05	Live- <b>Math</b> w/ Mrs. Ferris (4th grade) OR Live- Small group Math w/ Ms. Kopp (5th grade)
1:05-1:45	Live- Math w/ Mrs. Ferris (5th grade) OR Live- <b>Small group Math</b> w/ Ms. Kopp (4th grade)
1:45-2:15	Live- Whole Group <b>Content</b> Lesson (Science/Social Studies/Health)
2:15-3:15	<b>Asynchronous Work Time</b> for: <ul style="list-style-type: none"> <li>• Reading for 20 minutes + Daily Reading Log entry</li> <li>• HMH Ed. &amp; iReady Math incomplete class work from the day</li> <li>• One-on-ones/Office hours</li> </ul>
End of School: 3:15	Sign off for the day



# RESOURCES





# RESOURCES

→ District IT help desk: 503-261-6521



District IT  
How-To Videos

→ Mental and Physical Health Resources:



Mental Health  
Resources



David Douglas Student  
Health Center



DDSD Family  
Resources



Request  
Support



Resource  
Directory



## Every Student Belongs

### Guiding Values

1. We are all responsible for keeping schools safe.
2. Every student must feel like they belong.
3. Racist symbols cause harm to all and prevent students from being able to access their education.
4. That means adopting and implementing policies that promote welcoming schools, full equity and inclusion, and standing up against racism.
5. Communication and education are key non-punitive responses.
6. It is important to address racism as a systemic problem.
7. All are entitled to discrimination/harassment-free schools.

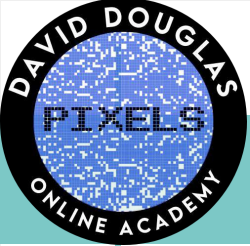


**DAVID DOUGLAS  
SCHOOL DISTRICT**  
*Learn • Grow • Thrive*



**OREGON  
DEPARTMENT OF  
EDUCATION**  
BOARD of EDUCATION





# RESOURCES

## We Are Here for You.

*We value collaboration with our families.*

When You Have Concerns, Questions, or Need Support:



### 1st

Start with your teacher or school counselor  
Contact them via ParentSquare or (503) 389-0288

*If the issue is not resolved*

### 2nd

Contact Building Principal  
Shawna Myers: (503) 389-0288

*If the issue is not resolved*

### 3rd

Contact the District Office  
503-252-2900

### Who Should You Contact at the District Office?

For staff related  
questions,  
contact Andy Long  
Phone: (503) 261-8205

For communication, family  
engagement  
& community partner  
related questions,  
contact Aidé Juárez Valerio  
Phone: (503) 261-8229

For curriculum & instruction  
related questions, contact  
Brooke O'Neil  
Phone: (503) 261-8228

For special education, social-  
emotional, & homelessness-  
related questions, contact  
Florence Protopapas  
Phone: (503) 261-8209

For equity related questions,  
contact Taye Spears  
Phone: (503) 261-8223

For technology related  
questions, contact  
Derek Brown  
Phone: (503) 256-6521

*If the issue is not resolved after contacting the District Office*

### 4th

Contact the Superintendent, Ken Richardson  
Phone: 503-261-8201

*If the issue is not resolved*

### 5th

Contact the DDSD School Board  
Board Secretary: 503-261-8201 or [laurie\\_brunelle@ddsd40.org](mailto:laurie_brunelle@ddsd40.org)

*If the following steps do not  
resolve your concerns, scan the  
QR code to be directed to the  
complaint procedures.*







## ***DDOA School Mission Statement***

Expanding access to equitable education for all students in a safe, supportive and rigorous learning environment through a virtual setting.

## ***DDOA School Vision Statement***

Every student will grow and thrive socially, emotionally and academically through student accountability, relationships, engagement, and high expectations in an online setting.

# We are here to help!