

Stanfield Secondary School



Student/Parent Handbook 2018-19

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Stanfield Secondary School Mission Statement

To
Inspire
Greater
Educational
Relationships, Rigor
& Relevance at
Stanfield Secondary School



Stanfield School District 61R does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Beth Burton, Superintendent

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STANFIELD SECONDARY SCHOOL STAFF, 2017-2018

Penny Anderson	Media Manager/Librarian
Devin Bailey	MS Science, MS FB Coach, Head HS Boys Basketball Coach, Robotics
Mandy Blackburn	MS ELA
Jessica Gormley	MS Mathematics
Brigette Brandhagen	MS/HS ELL/Spanish
Steve Sheller	Principal
Blaine Ganvoa	Head HS Volleyball Coach
Tyler Davis	HS Mathematics, MS Boys' Basketball Coach, ASB, Yearbook
Darcy Gabriel	Food Services
Blaine Ganvoa	MS Social Studies
Juanita Gomez	Teacher Assistant
Wendy Griffin	Secretary
Morgan Hernandez	PE/Health/Health Services Ed.
Eric Jensen	Head HS XC & Track Coach
Dee Longhorn	Custodian
Frank Longhorn	Maintenance Coordinator
Clara Nichols	Kitchen Manager
Brandi Pollick	Special Education, Assistant VB Coach
Travis Reeser	P.E/Conditioning, Assistant FB Coach
Brad Rogers	HS Social Studies, Head Baseball Coach
Davie Salas	Head HS Football Coach
Mike Sanders	Industrial Arts/Vocational Agriculture, FFA
Daniel Sharp	Athletic Director, HS ELA, Head Girls' Basketball Coach
Tyler Watson	MS/HS Multiple Subjects, Assistant Track Coach
Lucas Tynkila	HS Science, Knowledge Bowl
Kirsten Wright	Counselor, National Honor Society, Generation College Club, GEAR UP
Sarah Milburn	MS/HS Band
Nick Wyckoff	Grounds

STANFIELD SCHOOL DISTRICT STAFF

Debbie Dever	Administrative Assistant
Beth Burton	Superintendent/Special Programs Director
Kris James	Business Manager

STANFIELD SCHOOL DISTRICT BOARD OF DIRECTORS

Karen Johnson	School Board Member
Jan Mills	School Board Member
Scott Morris	School Board Member
Terry Monkus	School Board Member
Elizabeth Sperr	School Board Member

2018-19 SSS ASSOCIATED STUDENT BODY (ASB) Student Council

Savannah Sharp
Kylee McClure
Rafael Orozco
Miah Goff
Franklin Gomez
Madison Poulson
Lyndzee Keltz

SENIOR CLASS OFFICERS

Elias Esquivel-President
Paola Rodriguez- Vice President
Hugo Hernandez- Secretary
Cody Griffin- Treasurer
Izabella Garcia-Class Representative

JUNIOR CLASS OFFICERS

Cierra Blankenship President
Rebecca Reynolds-Vice President
Mackenzie Cook- Secretary
Ricardo Garcia- Treasurer
Citlalli Ortega-Class Representative

SOPHOMORE CLASS OFFICERS

Brad Sample- Vice President
Kendall Cooper- Secretary
Yorcely Reyes-Garcia- Treasurer
Kayla Perkins- Class Representative

FRESHMAN CLASS OFFICERS

Courtney Gregerson-President
Katelyn Griffin- Vice President
Anaih Ibarra- Secretary
Angel Diaz- Treasurer
Rheanna Rivera- Class Representative

MIDDLE SCHOOL ASB OFFICERS

Jaelynn Wright
Jayden Bertsch
Ezra Schneider
Tristan Lopez
Maggie Sharp
Mazie Reeser
Isaiah Lemmon
J Jay Chavez
Jack Sperr

President
Vice President
Assistant Vice-President
Secretary/Treasurer
Activities Director
Student Recognition Director
8th Grade Representative
7th Grade Representative
6th Grade Representative

BELL SCHEDULES

Regular Bell Schedule

8:00-8:54 1st period
 8:58-9:50 2nd period
 9:54-10:24 Advisory
 10:28-11:20 3rd period
 11:20-11:50 MS Lunch
 11:24-12:16 4th per. HS
 11:54-12:46 4th per. MS
 12:16-12:46 HS lunch
 12:50-1:42 5th period
 1:46-2:38 6th period
 2:42-3:34 7th period

2 Hour Late Start

<i>PERIOD</i>	<i>BEGINS</i>	<i>ENDS</i>
1	10:00	10:40
2	10:44	11:24
3	11:28	12:08
1st LUNCH	12:08	12:38
4A (HS)	12:12	12:52
4B (MS)	12:42	1:22
2nd LUNCH	12:52	1:22
5	1:26	2:06
6	2:10	2:50
7	2:54	3:32

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Visit the online Board policies at: <http://policy.osba.org/sfield/>

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Three Important Notices

1st Notice: LOCKERS – All students are assigned lockers at the beginning of the school year. These lockers are to be used for storage of books and personal belongings of students. Students may not move their belongings from one locker to another without being re-assigned another locker by office staff.

Students are responsible for safe-keeping of items left in lockers. **Students must provide their own combination locks for their lockers.** Stanfield School District carries no insurance to cover loss or theft of students' property from lockers. If any item is taken from a locker, the student is responsible for the loss. Lockers should never be left open or forced for being opened quickly. **Students are strongly advised not to leave money, jewelry, or other valuables in their lockers. Please leave items of value at home as the school is not responsible for lost, damaged, or stolen personal property.**

Lockers are school property and are issued to students for their convenience. They are subject to search and inspection at any time. In the event that a student does not comply with a request to inspect his/her locker, the student's lock will be cut off/removed. It will be the responsibility of the student to replace the lock. Lockers may not contain or have placed upon them posters, signs, or other materials that display offensive language or pictures, advertise or promote alcohol, tobacco, or drug use, or display anything deemed inappropriate.

2nd Notice: ATTENDANCE – It is vital, and state law, that students are in school on a daily basis to maximize learning. Stanfield School District operates on a four day school week, with longer school days to meet the Oregon requirement for hours per year. With fewer school days than most school districts, every minute is essential. Students and families are encouraged to use Fridays and other non-school days for doctor, dental, and other appointments whenever possible. Monitoring and enforcing student attendance will be a point of emphasis this year. Students need to arrive on time and attend daily. Please refer to pages 10-12 of this handbook for more information on our attendance policies and practices, and

what is defined as an “excused” absence. Excessive unexcused absences is a Class C violation could result in a fine of up to \$500 for the family (ORS 339.095)

3rd Notice: PERSONAL ELECTRONIC DEVICES – Students may leave personal communication devices, such as cellular phones, smart phones, and personal electronic music devices, in lockers during the school day. First, these personal electronic devices emit an audible signals, vibrate, display a message or otherwise delivers a communication to the possessor are a distraction from the purpose of education. Second, most of these devices are expensive, and easily stolen. The school district will not be responsible for the loss of such device (Please refer to Important Notice 1). **The school district’s recommendation is to leave these devices at home.** Students found in violation of the personal electronic device use will be subject to disciplinary action. Those consequences may be found under **ELECTRICAL DEVICE (Continual Violation)**. Parents needing to contact their student should call the office: (541) 449-3851.

ADMISSION – A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

Alternative education services may be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently become a resident of the district.

ALTERNATIVE EDUCATION PROGRAMS – Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to student who are unable to succeed in the regular programs because of alternate learning styles or needs; for students who have not met or who have exceeded all of Oregon’s academic content standards; when necessary to meet a student’s educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

In-District Alternative Education Programs

Examples of alternative education program options could include:

1. Online coursework;
2. Independent study;
3. Tutorial instruction;
4. Small group instruction;
5. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

Non-district Alternative Education Programs

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student/and or parent, there is no obligation to propose or fund a second program.

ALTERNATIVE EDUCATION PROGRAMS - ESTABLISHMENT – Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination. Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

ALTERNATIVE EDUCATION NOTIFICATION – Individual notification to students and parents regarding an alternative education placement will be communicated prior to the change in assigned educational programming. Notification will be made as a result of:

1. Severe or continual disciplinary problems (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. A consideration of a recommendation for expulsion*;
3. An expulsion*;
4. Erratic attendance which is having a negative impact on the student educational progress;
5. When a student’s parents or emancipated student applies for exemption from regular school attendance on a semi-annual basis.

Individual notification shall be hand-delivered and/or sent by certified mail. Every effort shall be made to provide parents with individual notification prior to an actual alternative school placement.

Notification shall include:

1. The reasons behind the change in educational placement;
2. An explanation of the alternative education programs being provided to the student;
3. Procedures for enrolling the student in that alternative program;
4. Changes that will be assessed over time which will determine when the student may return to the current educational program.

[*The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapon laws.]

ASBESTOS – The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the maintenance office. The Maintenance Director serves as the district’s asbestos program manager and may be reached for additional information.

ASSEMBLIES – A student’s conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district’s Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSIGNMENT OF STUDENTS TO SCHOOLS – Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the district office for additional information.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, he/she must give the district notice and opportunity to propose other options available

within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

ATHLETIC DEPARTMENT- Athletics are an extension of the classroom and an important part of the educational system. For information on the athletic department protocol, please refer to the SSS Student/Parent handbook located at: <http://www.stanfield.k12.or.us>

ATHLETICS/ACTIVITIES CODE:
GENERAL GUIDELINES

1. Each coach or advisor will be responsible for determining training and/or individual behavior standards for his/her activity within the limitations listed in the "Specific Training Rules."
2. All students will travel with the group which they are members. Students may sign-out with parents after a contest to ride home. The parent must be present and sign them out with a coach.
3. All members of an activity are under the supervision of their coach/advisor from the time they leave on a trip until they return.
4. If unable to attend a practice or meeting, it is the student's responsibility to notify the coach/advisor.
5. The student is responsible for all equipment issued to them during an activity. That equipment must be returned or paid before you can practice, meet with, or participate in another activity.
6. Major or repeated violations of the student conduct code may result in removal from the team for the remainder of the season.
7. If a student participates on a team for the first league contest of the season or beyond, the student must finish the season. If a student quits the team before the season ends, that student is ineligible to participate in another activity for a calendar year. A student may submit a written appeal to the Athletic Director for consideration.

SPECIFIC TRAINING RULES

No student shall knowingly use, possess, or imitate a controlled or illegal non-prescription drug, tobacco products (including e-cigarettes) and/or alcoholic beverages.

No student shall be involved in any actions which endangers the health or safety of others.

No student shall abuse over-the-counter (OTC) drugs, inhalants, or other mind-altering substances.

No students shall attend functions where the above alcohol, tobacco, drugs, or other illegal substances are present.

If any of the above training rules are broken (*both in-season and out of season*), the student-athlete will be subject to the following:

LEVEL ONE is defined as a first violation and shall result in:

1. Suspension for **50%** of the regular season contests, which will carry over into the next sport the student participates in if necessary to meet the time requirement (suspension will carry over into next school year if applicable). The athlete must finish the season in good standing to fulfill the suspension requirement.
2. An intervention plan will be developed by a counselor and/or a state-licensed expert and followed by the student for a minimum of 6 weeks. The entire costs of the intervention plan will be the responsibility of the student and parent/guardian.
3. 20 hours of community service approved by the athletic director or principal.
4. Continued turnout for all practices, but the athlete will not travel with the group or participate in any contest during the period of the suspension. The athlete will not suit up in uniform for contests.
5. Refusal to comply with Level One procedures shall result in the athlete being judged as a Level Two offender.

LEVEL TWO is defined as a second violation and shall result in:

1. Suspension for **75%** of the regular season contests, which will carry over into the next sport the student participates in if necessary to meet the time requirement (suspension will carry over into next school year if applicable). The athlete must finish the season in good standing to fulfill the suspension requirement.
2. An intervention plan will be developed by a counselor and/or a state-licensed expert and followed by the student for a minimum of 6 weeks. The entire costs of the intervention plan will be the responsibility of the student and parent/guardian.
3. 40 hours of community service approved by the athletic director or principal.
4. Continued turnout for all practices, but the athlete will not travel with the group or participate in any contest during the period of the suspension. The athlete will not suit up in uniform for contests.
5. Refusal to comply with Level One procedures shall result in the athlete being judged as a Level Two offender.

LEVEL THREE

1. Suspension for **one calendar year** from the date of the violation assessment along with 80 hours of community service. The athletic director or principal will approve the community service.
2. An intervention plan will be developed by a counselor and/or a state-licensed expert.

APPEAL PROCESS:

Any and all violations and penalties can be appealed through the Athletic Board. This 5 member board will consist of an administrator or athletic director, one out-of-season coach, one in-season coach, if applicable (excluding the athlete's current coach), one staff member, and one teacher chosen by the accused athlete. The appeal must be requested in writing to the athletic director within 7 calendar days of the violation assessment. The decision of the Athletic Board is deemed final.

ATHLETIC ACADEMIC POLICY

All student-athletes are expected to maintain passing grades as academic success must be the first priority for student-athletes. It may be necessary to limit participation should a student's grades fall below a 60%. To maintain athletic eligibility at Stanfield Secondary School, student-athletes in grades 6-12 must be passing all of their classes. ***Student grades will be based on QUARTER GRADES, not semester grades.***

The following requirements apply to all students that participate in interscholastic activities at Stanfield Secondary School.

1. High School students must meet OSAA eligibility requirements. They must have passed 5 of 7 classes the previous semester, attend regularly, and be making adequate progress towards graduation per OSAA on-track guidelines.

2. All students must meet Stanfield Secondary School eligibility requirements. They must be passing all seven (7) classes (or as many classes as they are registered for). Grade checks will be conducted the week after the start of a new semester/quarter. After that point in time, grade checks from there on out will be conducted every week for the rest of the season on the first day of the school week.

Student-athletes in grades 6-12 who are failing any classes and are placed at Level 1 below. Grade checks will run every Monday. ***The student athlete has until 6th period on Tuesday to make any adjustments with their teacher to correct any failing grade. If they submit the sheet signed off by the teacher they will be removed from the list. If not, they will be ineligible for that week.***

LEVEL ONE: First Failed Grade Check = Warning

If a student-athlete is failing any class, he or she will be placed on **probation**. The student-athlete may continue to practice and participate in contests.

LEVEL TWO: Second Consecutive Failed Grade Check = Ineligible for Contests

If a student-athlete continues to receive a failing grade for any class after the second grade check, he or she will be **ineligible to participate in any contests for the entire week. The student-athlete will be eligible to practice with the team for the week.** Student-athletes at Level 2 will NOT be allowed to miss class time to attend contests with the team. Student-athletes at Level 2 will NOT be allowed to suit up in uniform for contests.

LEVEL THREE: Third or More Consecutive Failed Grade Check = No Contests, No Practice

If a student-athlete continues to receive a failing grade for any class after the 3rd grade check, he or she will be **ineligible to participate in any contests for the entire week. The student-athlete will also be ineligible to practice with the team for the week.** The student-athlete will be required to attend study hall or complete homework at practice during this time. The student-athlete will remain at Level 3 until they are passing all classes. Student-athletes at Level 3 will NOT be allowed to miss class time to attend contests with the team. Student-athletes at Level 3 will NOT be allowed to suit up in uniform for contests.

This applies to 3 consecutive weeks of failing any class. For example, if a student gets put on Level 2 and then gets his/her grades up to passing at grade check #3, that student would then be off probation. If the student receives an F later in the season or school year, they would start back at level 1.

*Students on an Individualized Education Program (IEP) must be making progress towards their goals.

SPORTSMANSHIP CODE

Stanfield student-athletes will be held accountable for their actions, and unsportsmanlike incidents will be tracked throughout the entire school year. To ensure consequences for unsportsmanlike conduct are comparable to the offense, two levels of consequences have been established.

LEVEL ONE:

Level 1 incidents are unsportsmanlike behaviors which lead to penalty flags, technical fouls, yellow cards, etc., but which do not lead to ejection from an athletic contest. These shall be punishable by one or more of the following:

- | | |
|---------------------|---|
| <u>1st incident</u> | 1. 5-10 hours of community service
2. Letter(s) of apology to official, team, school, etc. as appropriate
3. Minor suspension – any portion of a contest or competition
4. Major suspension – one or more contests or competitions |
| <u>2nd incident</u> | Same as 1st incident |
| <u>3rd incident</u> | Automatic Level 2 consequence |

Level 1 consequences will carry over to the next sports season or school year, if applicable.

LEVEL TWO:

Level 2 incidents are unsportsmanlike behaviors which lead to ejection from an athletic event or competition and are punishable by one or more of the following:

- | | |
|---------------------|---|
| <u>1st incident</u> | 1. 10-20 hours of community service
2. Letter(s) of apology to official, team, school, etc. as appropriate
3. Suspension of one or more contests or competitions
4. Fine paid by the student or parent/guardian to the OSAA. |
| <u>2nd incident</u> | Same as 1st incident, plus suspension from 3 contests competitions |
| <u>3rd incident</u> | Same as 1st incident, plus suspension from all athletic programs for the remainder of the school year |

Level 2 consequences will carry over to the next sports season or school year, if applicable.

ATTENDANCE –

Daily attendance is mandatory at Stanfield Secondary School. All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine (up to \$500) as provided by ORS 339.925. In an attempt to support the family, the district will conference with the student, notify the parent of the situation to determine a solution, and as a final step, provide notification in writing. These steps are in accordance with law. The district's superintendent will send written notice in the event of unresolved attendance problems which will include the following:

- 1.The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
- 2.Failure to send a student to school is a Class C violation;
- 3.A citation may be issued by the district;
- 4.A conference with the parent and student is required.

This written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)©, be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Exemptions from Compulsory Attendance

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Absences and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Absence from school or class will be excused under the following circumstances:

Excused Absences:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical, dental, or court appointments. Confirmation of appointments may be required;
6. Pre-arranged absences approved by the school (***pre-arranged form must be signed by teachers***).
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Unexcused Absences (include, but not limited to):

1. Student slept in and/or missed the bus.
2. Student absent without a valid excuse by the parent/guardian (see above).
3. ***Family vacations, hunting trips, etc that were NOT pre-arranged absences approved by the school.***
4. Student leaves school or a class without permission from the teacher or administrator in charge.
5. Care of siblings.
6. Student leaves campus *PRIOR* to having absence excused.
7. ***Out of school suspensions***

*Students who have an unexcused absence(s) will not be able to participate in, or attend, school activities on that day. Unexcused absences will result in Friday School ... chronic absenteeism may result in citations up to \$500 by the court.

Students may be excused on a limited basis from a pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

A student who needs to leave school during the day, must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office staff will decide whether or not the student should be sent home after the student's parent(s) have been notified.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher may result in a failing grade for the assignment.

Students who are more than 5 minutes late without an excused tardy note, will be considered truant.

Tardies –Each student is expected to be on time for the start of each class period. The four minutes of passing time has proven to be adequate time to travel the Stanfield Secondary School campus. If the student does not meet this obligation, they will be deemed tardy. A tardy is defined as, “Failure to be in the assigned classroom as the tardy bell stops ringing.” Students who are more than 5 minutes late without an excused tardy note, will be considered truant/unexcused absence. Note: If a staff member detains a student's passage to the next class for any reason, it shall be the staff member's responsibility to provide an excuse, converting the tardy to a late-arrival.

Tardy Infraction Penalties: See Discipline Matrix

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, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges. Students who are more than 5 minutes late without an excused tardy note, will be considered truant/unexcused absence, and a Friday School will be assigned.

SUSPENSION OF DRIVING PRIVILEGES

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may, under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. A student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive days of unexcused absence; or
2. Fifteen school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent/designee's or Board's decision through district suspension/expulsion due process procedures.

BAND – Parents, guardians and students should understand that, although Band is a course taken for credit, there are some activities which are extra-curricular in nature. These activities include occasional required performances before the public. These performances will be specified by the instructor and will fall under the specifications of the Athletic Code. Students will need to meet academic and behavioral standards as designated by that code.

BULLYING – Stanfield Secondary School does not tolerate bully behavior towards other students and/or staff. The school district operates under board policy JFCF: “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

Students who violate this policy will face disciplinary actions, up to and not limited to suspension or expulsion.

CLOSED CAMPUS – Stanfield Secondary School will maintain a closed campus. Students are required to remain on the school grounds from the time they arrive at school until school is dismissed at the end of the day, with the following exceptions:

1. Supervised school activities and projects.
2. Special and emergency situations approved by the parent or guardian.
3. Educational programs providing for early release as approved by the principal.
4. Classes taken in Echo, Hermiston, or through BMCC.
5. 2nd Lunch is open campus (for grades 9-12 only)

Lunch – Campus during 1st lunch is closed. Campus is open during 2nd lunch only for HS students in grades 9-12 only. If tardiness or truancy persists, the principal may revoke individual students’ right to leave campus. When a student is tardy a 2nd time to 5th period, they will lose off-campus privileges for up to the length of 1 semester. Students may NOT leave the school grounds without school authorization at any other time during the school day. Unauthorized students or visitors not enrolled at SSS are not allowed to come on campus during lunch or other times during the day.

CLUBS AND ORGANIZATIONS – We encourage all students to become involved in co-curricular activities. Student clubs and performing groups such as the band, FFA, FBLA, athletic teams, etc. will establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Students involved in activities such as National Honor Society, ASB, FFA, Band, Knowledge Bowl, FBLA, etc. are required to follow the athletic/activity codes as well. Students with failing grades, poor school attendance, behavior problems, or other circumstances may be prohibited from participating in events and missing school. The advisor and/or school principal has the right to remove or suspend a student from an activity/club if necessary.

COMMUNICABLE DISEASES – Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with a certain school restricted diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by school officials. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

COMPUTER USE – Students may be permitted to use the district’s electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district’s mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited.

The district’s electronic communications system meets the following federal Children’s Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;

5. Unauthorized access, including so-called “hacking” and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students’ access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CONDUCT – Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. (Referenced from School Board Policy JFC)

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. 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;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student’s education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Violations to the Student Code of Conduct will result in disciplinary actions, please refer to discipline matrix.

Off-campus and outside-of-school-time conduct that violates the district's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing [, as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation];
3. Coercion;
4. Violent behavior or threats of violence or harm [as prohibited by Board policy JFCM - Threats of Violence];
5. Disorderly conduct, causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*** [as prohibited by Board policy JFCJ - Weapons in the Schools];
7. Vandalism/Malicious Mischief/Theft, [as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students] including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment [as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation];
9. Use of tobacco**, alcohol** or drugs**/, including drug paraphernalia, *e-cigarettes, inhalants* [as prohibited by Board policies] [JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs] [JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse];
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

* In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice

for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony as provided by ORS 475.999.

*** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any

device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

CONFERENCES – Regular conferences are scheduled semi-annually in the fall and spring to review student progress. These conferences are student-led and are in an arena format.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher’s preparation period or request that the teacher call the parent to arrange a mutually convenient time.

CORRESPONDENCE COURSES – A student in grades 9-12 may earn a maximum of four units of credit by correspondence. These credits may be applied toward state or local graduation requirements. All correspondence courses taken for credit must be approved by the principal **prior to enrolling** in such courses. Contact the counselor for correspondence course details.

COUNSELING

Academic Counseling

Students are encouraged to talk with a district counselor, teachers and principal in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

CYBER BULLYING- “Cyber bullying” is the use of any electronic communication device to harass, intimidate or bully. SSS does not tolerate this type of behavior, in accordance with Board Policy JFCF. Violators of this policy will face disciplinary action and may lose personal electronic device and school technology privileges.

DAMAGE TO DISTRICT PROPERTY – A student who is found to have damaged district property will

be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fees, Fines and Charges.

DANCES/SOCIAL EVENTS – Classes and organizations may have festive gatherings and dances if they are properly scheduled and planned in advance. The following guidelines will apply:

1. Dances must be approved by both the faculty advisors and the principal.
2. Dances must be scheduled in advance and the appropriate paperwork must be filed with the advisor, the principal, and the building custodian.
3. Dances must be chaperoned by at least four chaperones, two of whom must be staff members at Stanfield Secondary School. At least two male and two female chaperones are required.
4. High school dances should be scheduled on Thursday, Friday or Saturday nights and will end no later than 11:30. Homecoming and Prom dances will end no later than midnight.
5. Dances for 7th and 8th grade students may be held Thursday nights and will end no later than 8:00 p.m. for a maximum of two hours. No outside guests will be allowed at MS dances.
6. The school facility must be left clean. Otherwise, the group serving as host for the activity will be charged for the necessary cleaning.
7. Dances are designed for Stanfield Secondary School students only. However, students may bring a guest who is not a student if a guest pass is obtained from the office at least one day prior to the dance. Not all guests will be cleared by the office. With the exception of Homecoming and Prom, guests must be enrolled in another high school. Guests are to be under the age of 21. Students are responsible for the behavior of their guests.
8. Seventh and eighth grade students are not permitted to attend high school dances, nor are high school students permitted to attend middle school dances.
9. Students who have been expelled or students that are currently suspended will not be allowed to attend school parties, dances, athletic contests, or other extra-curricular activities.
10. Chaperones may determine with reasonable suspicion (such as strange behavior, look, or smell) that a student or guest is under the influence of an illegal substance and may have the person removed from the event.
11. Any student who leaves the school building during a school dance will not be re-admitted. Students leaving a dance early may be asked to check out. Students or guests who need to go to their vehicle to retrieve coats, cameras, or other items are expected to take a chaperone with them or they will be denied re-entry to the dance.
12. No one will be admitted to the dance once the dance is halfway over. Exceptions may be made by prior arrangement between the principal and the parent/guardian of the student.
13. Any student or student guest removed or asked to leave a dance for inappropriate behavior will NOT be welcome at future dances for the remainder of the year.
14. Students must be in attendance on the day of the dance to be admitted (or on the prior school day if the dance is held on a non-school day).
15. Excessive dance gestures and movements that are inappropriate (sexual gestures, heavy physical contact, kissing, etc.) are not allowed. Violators will be asked to leave and may not return. They will also not be allowed to attend future dances at the school for the remainder of the school year,

and possibly the following year.

DISCIPLINE/DUE PROCESS – An attempt will be made to involve parents on all significant behavioral issues. This contact may be made by phone or through the mail, and both at times. For this reason, it is recommended that parents update contact information at the school as often as this information changes.

Major Violations

Major violations may be deemed serious or repetitive enough by the principal to result in immediate suspension or referral to an expulsion hearing.

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Detention

A student may be detained outside of school hours if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school. If the work missed reflects achievement over a greater period of time than the length of the suspension, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

DISTRIBUTION OF MATERIAL – All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If material is not approved within 24 hours of the time that it was submitted, it must be considered

disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING – The school’s dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

Specific guidelines:

1. Hemmed shorts and skirts must no more than four inches above the knee.
2. Transparent clothing is not allowed.
3. Underwear must not be visible.
4. The chest and/or midriff, both front and back, are not to be exposed.
5. Straps for all tank tops, dresses, etc., must be at least two inches wide.
6. Bedroom attire of any kind (pajama pants, slippers, etc.) are not acceptable in school or at school activities.
7. All clothing is to be properly buttoned, snapped, or zipped at all times.
8. Shoes must be worn at all times in the building.
9. Dark glasses are not to be worn in the building.
10. Any dress or grooming that is distracting or disruptive to the learning environment may be ruled inappropriate.
11. Clothing or jewelry that is obscene or promotes drug, tobacco, alcohol, or other inappropriate products or activities is not allowed.
12. Clothing must fit and be worn in a proper manner.
13. Clothing that promotes gang membership or affiliation is not allowed.
14. Belt ends must be tucked into belt loops.
15. Wallet chains or other chains are not allowed.
16. Hats or other hair coverings are not to be worn in classrooms.

The principal will be the final authority regarding questions of appropriate dress.

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS – Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM – The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related

activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

ELECTRONIC DEVICES – Student owned personal electronic devices (PED) such as tablets, smart phones, cell phones, iPods, etc. are only allowed for student use during the following designated times: before school, passing periods, lunch, and after school. Personal electronic devices are NOT allowed in the classroom, and are not allowed for use during class period time frames (not in class, not in the hall), including Advisory period. Personal electronic devices are only allowed for use in a class during specific teacher directed educational activities, and should be off and out of sight at all other times. Students and parents must be aware that personal electronic devices will not receive maintenance work by the school technologist. Students who bring these devices to school do so at their own risk and they will not be replaced or repaired by the school district if they are lost, stolen, or damaged. Cyberbullying and academic dishonesty with any electronic device is prohibited. Violators will face disciplinary action, may not be allowed to have the PED at school, and could lose all district technology/internet privileges.

(Electronic Device Continual Violation) – When a student violates the electronic device policy, the teacher is authorized to:

1. Confiscate the electronic device, bring that device to office with a referral attached, where the student may pick it up after they serve a detention.
2. Confiscate the device, bring that device to office with a referral attached, where the student's parents will need to pick it up at their convenience. The student will also be assigned a Friday School for this second violation.
3. Confiscate the device, bring that device to office with a referral attached, where the student's parents will need to pick it up at their convenience. The student will also be assigned an in-school suspension (ISS) AND not be allowed to have the device at school for the remainder of the school year.

**Students refusing to give the device to the teacher will sent to the office with an additional disciplinary referral for lack of cooperation.

Discipline Matrix : <https://stanfield.k12.or.us> → Parent resources

EMERGENCY EVACUATIONS – The Stanfield Secondary School has developed a plan for build evacuation in the event of an emergency. This plan is practiced on a regular basis.

EMERGENCY MEDICAL TREATMENT – A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION – In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

In case of inclement weather, parents are encouraged not to contact school employees to inquire about the status of a school closure. The district will be contacting parents through School Messenger, an auto-dialing phone system. Parents should make sure that the school has up-to-date phone information. Additionally, it would be a good idea to monitor local radio and television stations for closure information.

EXTRACURRICULAR ACTIVITIES – All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional information.

FEES, FINES AND CHARGES – Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

High School Registration (required) \$55 - A yearbook is included with this price.
Middle School Registration (required) \$40

Student registration fees are collected to defray costs for student activities/athletics. All monies collected through registration fees are spent to directly benefit students and student programs. Registration fees are required. Once students have paid their registration fees, they will be issued an ASB card and will be allowed to participate in athletics, attend all home athletic events at no charge, and receive a reduced fee to attend dances.

Any required fee or deposit may be set up on a payment plan if necessary. Registration fees may

be waived if the fees would create a financial hardship for the family. Application for such a waiver should be made to the school principal.

The district will withhold the grade reports, diploma and records of any student who owes a debt of \$50 or more for unpaid school fees, fines and charges. The district may withhold grade reports, diplomas and records of students owing less than \$50. All such materials shall be released upon payment of monies owed. Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or designee that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district. Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or designee. Such requests must be received no later than 10 calendar days following the district's notice.

FIELD TRIPS – Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FUND RAISING – Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 7 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

GANGS – The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, espousing of a distinctive belief system that frequently results in criminal activity, or acting negatively in a concerted effort toward

another individual.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADE CLASSIFICATION – After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation. For example, if a 9th grader only earns 2 credits, they will be a 9th grader, and may be placed in Alternative School, the following school year. Students transferring from another school district will be placed according to the number of earned credits that student is bringing with them.

GRADING SYSTEM – The grading system at Stanfield Secondary School represents the student's accomplishments toward the mastery of the common curriculum adopted by the district. The grade given depends on the quality of work the student has done.

Classes dropped after the first two weeks of a semester will remain on the student transcript and will receive a grade of F or NG (no grade). In general, students have 2 weeks to drop or change a class. After the two week period, a parent meeting may be required in order to drop classes.

Grade reports are given to parents attending parent-teacher conferences, which are held late in the week following the first and third quarter grading periods. Grade reports for the second nine-week grading period and for those students whose parents did not attend conferences are given to students one or two weeks following the end of the grading period. All student grades may be accessed online through the districts website www.stanfield.k12.or.us with a user ID and password given to each family at the beginning of each school year, on each report card or by contacting the secondary school office. The final grade reports are mailed home one or two weeks following the end of the school year.

GRADING GUIDELINES -

1. Academic Performance Grades - Grades will indicate student achievement measured against Oregon State standards at the student's grade level. The majority of the grade must be based on the student's academic performance in relation to the standards, and should not be influenced by student behavior. Courses that include participation/behavior within their state content standards may include participation/behavior as part of their academic performance grade, in addition to formative and summative assessments (PE, CTE, Band, Applied Learning Skills, Advisory).

Formative Assessment Examples: worksheets, homework, practice, pre-tests, book assignments, mini

quizzes etc.

Summative Assessment Examples: tests, projects, quizzes, presentations, final papers, lab reports, etc.

The letter grade on the report card will represent student achievement on course content that is based on the state standards. Grades will be reported as follows:

SSS Grading System
A = Exceeding Performance (90-100%)
B = Above Average Performance (80-89%)
C = Proficient (70-79%)
D = Approaching Proficiency (60-69%)
F = Failure (0-59%)
P = Passing (Example: Student Aid, Independent Study)
N/G = No Grade

2. Citizenship Grade - Student behavior will be scored and reported separately in a “citizenship” grade. These behaviors include items such as attendance, cooperation, participation, effort, completing work, following class rules, motivation, respect, etc. Citizenship grades will be reported as follows:

E = Excellent S = Satisfactory N = Needs Improvement U = Unsatisfactory

At the end of each quarter, teachers will assign a citizenship grade which will appear on the student’s report card and in Power School. The “comments” section of the report card will also help teachers to describe student behaviors as needed.

3. Due Dates - Students are required to turn in both summative and formative assignments/assessments on the required due dates. The school provides opportunities for students to complete assignments with help from a teacher:

- Academic Appointment forms
- Before & after school help
- Advisory Period

Due dates may be negotiated from time to time provided it does not become a chronic practice. The final deadline to turn in assignments or retake assessments is the last school day of the quarter. Students should discuss with their instructor whether or not late assignments will be counted toward their grade.

4. Re-assessment & Extra Credit:

Re-assessment: If students receive a low grade on an assessment and can show that they put forth adequate effort to study and learn the material, they will have the opportunity to do an alternate assessment or re-assessment in a timely manner, as the teacher allows.

Extra credit should be presented as an extended learning opportunity that is related to the course content and standards. Viewing a play or movie studied in class and writing a review would be one example of appropriate extra credit. Extra credit for non-related course learning activities such as dressing up for homecoming week, covering books, attending parent/teacher conferences, signed permission slips are examples of inappropriate extra credit and/or graded assignments.

5. Academic Honesty – It is important for student work to be authentic and not copied or intentionally plagiarized from another source or person. This will not promote student learning and will not be tolerated. Students who cheat or plagiarize will have the following consequences:

A) The assessment will need to be redone and the score will remain a zero (0) in the grade book until the student reassesses. Students who cheat in a college credit course, will not be allowed to receive college credit for that course.

B) Behavior consequences for cheating or intentional plagiarism

1st Offense: Friday School, parent meeting/contact, record in student file

2nd Offense: In-School Suspension, parent meeting, record in student file

3rd Offense: Out of School Suspension, parent meeting, record in student file

GRADUATION EXERCISES – Students in good standing who have successfully completed the requirements for a high school diploma or certificate may participate in graduation exercises. The principal will establish a deadline prior to the end of the 1st quarter of the year. Students also must have checked out of school properly and paid all outstanding fees and charges to take part in the graduation exercises. Students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules. A Senior Deadline will be set at the beginning of each school year by the principal. Students must meet all graduation requirements by the Senior Deadline in order to participate in commencement ceremonies.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal. All speeches will be reviewed and approved in advance by the building principal. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation, or school rule.

GRADUATION REQUIREMENTS – In order to graduate from high school in the district, a student

must successfully complete **24 units of credit**. Credits shall be earned in the following required areas of study:

<u>Course or Department</u>	<u>Required Credits</u>
Communications	4.0
Science	3.0
Mathematics	3.0
History	2.5
Health	1.0
Physical Education	1.0
Personal Finance-Economics	0.5
Career and Technical Education/Fine Arts	2.0
Success 101	0.5
College Ready	0.5
<u>Electives</u>	<u>6</u>
TOTAL	24 credits

Additionally, students must:

1. Develop an education plan and build an education profile as defined in OAR 581-022-1120(3)(a) and (b);
2. Build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102;
3. Demonstrate career-related knowledge and skills as defined in OAR 581-022-1130 (5);
4. Participate in career-related learning experiences as outlined in the student’s education plan as defined in OAR 581-022-1120(3)(e).
5. Students must demonstrate proficiency in the Essential Skills of: Math, Reading & Writing.

GRADUATION OPTIONS – Stanfield School District currently offers 5 different Graduation Options; Oregon Regular Diploma, Honors Diploma, Modified Diploma, Extended Diploma, Certificate of Accomplishment. Majority of students will be awarded an Oregon Regular Diploma while other students will be granted one of the others decided on a case-by-case basis.

Oregon Regular Diploma

Criteria: All Students who have demonstrated the ability to meet the full set of academic content standards.

Eligible Populations: All Students: Regular Education Students, Special Education Students, Students on a Section 504.

Required Credits: 24 credits

Essential Skills: Students must demonstrate proficiency in the following Essential Skills: Math, Reading, and Writing.

Honors Diploma

Students will receive a Stanfield High School Diploma designated as “Honors” if certain rigorous criteria are met. Those students will be awarded an honors medallion to be worn at graduation. Students must meet current SHS graduation requirements for a Standard HS Diploma (24 credits), plus:

1. Attain 3 additional credits for a total of 27 credits;
2. Achieve a cumulative grade point average of 3.5;
3. Complete 3.5 credits of Math: Algebra 1, Algebra 2, Geometry, and Math 111 are required;
4. Complete 4 credits of Science: Advanced Biology, Chemistry, or Physics must be 1 of the credits;
5. Earn at least 10 honors credits (Dual credit courses or approved Honors courses);
 - a. No more than 2 credits will be allowed for any repeated class.
 - b. No more than 4 credits from any 1 area will be counted toward the total credits required.
6. Earn at least 30 college credits prior to graduation;
7. Attend at least 90% of the school days their senior year.
8. To be eligible for Valedictorian or Salutatorian, students must earn an Honors Diploma.

<p>Honors Courses:</p> <p><u>Math:</u> Math 111 (1/2 HS Credit) Math 112 (1/2 HS Credit)</p> <p><u>CTE:</u> Advanced AG Mechanics Advanced Accounting AG 2 AG 3 AG 4 Computer Applications Entrepreneurship Success 101</p> <p><u>Language Arts/Social Studies:</u> Advanced College Composition/Writing 115, 121 History 101, 202, 203 Speech *note: not all courses are offered every year</p>	<p><u>Science:</u> Advanced Biology Chemistry</p> <p><u>Electives/Other:</u> Health 11 Spanish 2 Spanish 3 Meet State Benchmark (1/4 Credit Each) - Math - Reading - Writing - Science</p>
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Petition for Honors Designation

For a non-designated class to be counted as an honors class, the student, in conjunction with the teacher of that class, must submit a petition form to the building principal for the class to be designated as honors. This would include a portfolio/presentation to the assigned committee as to why they feel the class should

count toward their honors diploma. A committee made up of the counselor, building principal, and a content area teacher will review the petition and approve or disapprove honors designation. The course would be approved for the petitioning student only.

Transfer Students

1. Petition for honors diploma designation.
2. Transcript evaluation by a committee made up of the counselor, building principal, and a content area teacher.

Modified Diploma

Criteria: Students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all state requirements and all applicable local school district requirements as described in district school board policies: Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student; or A documented history of a medical condition that creates a barrier to achievement.

NOTE: Failure to meet the requirements for an Oregon Diploma does not automatically make the student eligible for a Modified Diploma. Students must meet the full set of eligibility criteria listed above in order to receive a modified diploma.

Eligible Populations: All Kids: Regular Education Students, Special Education Students, Students on a Section 504.

Required Credits: 24 credits

Essential Skills: Students must demonstrate proficiency in the following Essential Skills: Math, Reading, and Writing. Districts may make modifications to the assessments for students who seek a modified diploma when the following conditions are met:

- (1) For students on IEPs, any modifications to Work Samples must be consistent with the requirements established in the IEP and any modifications to statewide assessments must be consistent with OAR 581-022-0610 section 4(d).

Modifications, as described in OAR 581-022-0610, are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and or the assessment's achievement standard.

- (2) For students not on IEPs, any modifications to Work Samples must have been provided to the students during their instruction in the content area to be assessed; and in the year in which the student is being assessed and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students who are not on an IEP or a 504 Plan may not receive a modified OAKS assessment.

Extended Diploma

Criteria: Students who have demonstrated the inability to meet the full set of academic content standards for a high school diploma with reasonable modifications and accommodations:

- Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
- Have a documented history of a medical condition that creates a barrier to achievement; and
- Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles; or
- Have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities and that results in the student participating in alternate assessments.

Eligible Populations: Only Special Education Students

Required Credits: 12 credits

Essential Skills: Exempt

Certificate of Accomplishment

Criteria: A student who does not satisfy the requirements for a high school diploma, a modified diploma or an extended diploma. Students must meet requirements established by the board of the school district. Stanfield School District offers select students the opportunity to gain an alternative certificate known as The Certificate of Accomplishment. The Certificate of Accomplishment is available to students on a non-diploma track. These students are unable to complete the requirements for a high school diploma even with appropriate accommodations and support services. The following procedures will be followed:

1. Students with an IEP or PEP (Personal Education Plan) will have specific, written goals that outline the requirements for satisfactorily completing the certificate of accomplishment.
 2. IEP/PEP student will adhere to the same attendance and behavior requirements as general education students unless otherwise stated in the IEP/PEP.
 3. Student is either:
 - A) A student with a disability who is unable to meet the requirements for the Extended Diploma and the IEP team has determined the Certificate of Accomplishment is the appropriate graduation option.
- Or
- B) A student who is working toward, but not going to complete, the requirements for his/her planned graduation option prior to the end of the senior year.

Students who are awarded the Certificate of Accomplishment are:

1. Able to participate in graduation exercises with their class.
2. Able to continue to work on their graduation option through the age of 19 (for students not on an IEP).

3. Able to continue to work on their graduation option/IEP goals through the age of 21 (for students on an IEP).

Eligible Populations: All Kids: Regular Education Students, Special Education Students, Students on a Section 504

Required Credits: Varies by student

Essential Skills: Exempt

HOMELESS STUDENTS – The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Beth Burton, the district's liaison for homeless students.

HOMEWORK – Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

Generally, enough time is allotted for students to complete most of their work. At times, specific homework is assigned; however, there is an effort to see that it is fairly distributed. Whenever a problem concerning homework is encountered, a parent-teacher conference should be scheduled to discuss the situation.

Make-up Work – It is the student's responsibility to make up work missed due to absences. The student is to contact teachers and get the assignments which should be made up as soon as possible. A rule of thumb is to allow the student the amount of time for make-up that he/she was absent, plus one day to submit work to the teacher. Parents may also request assignments during their student's absence. Please note that parents are encouraged not to request homework if they know the student will be absent only one day. In those cases, the student may make up the work on the following day. Students are encouraged to retake exams and makeup missing work in order to improve learning and meet state standards.

Teachers reserve the right to refuse make-up work for daily assignments when students have an unexcused absence.

IMMUNIZATION – A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

INFECTION CONTROL/HIV, HBV AND AIDS – Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

Infection/Disease Instruction- An age-appropriate plan of instruction about infections/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

Students or parents with questions about the district's AIDS, HIV, HBV and HCV health education program should contact the principal.

HIV, HBV, AIDS - Students

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

“Special risk” student means those students infected with HBV or HIV whose health-care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health-care provider, as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the principal.

* HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune

Deficiency Syndrome; HCV - Hepatitis C Virus.

INSURANCE – At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) 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: (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

LOCKERS – All students are assigned lockers at the beginning of the school year for school and PE. These lockers are to be used for storage of books and personal belongings of students. Students may not move their belongings from one locker to another without being re-assigned another locker by office staff.

Students are responsible for safe-keeping of items left in lockers. **Students must provide their own combination locks for their lockers.** Stanfield School District carries no insurance to cover loss or theft of students' property from lockers. If any item is taken from a locker, the student is responsible for the loss. Lockers should never be left open or fixed for being opened quickly. Students are strongly advised not to leave money, jewelry, or other valuables in their lockers. Please leave items of value at home as the school is not responsible for lost, damaged, or stolen personal property.

Lockers are school property and are issued to students for their convenience. They are subject to search and inspection at any time. In the event that a student does not comply with a request to inspect his/her locker, the student's lock will be cut off/removed. It will be the responsibility of the student to replace the lock. Lockers may not contain or have placed upon them posters, signs, or other materials that display offensive language or pictures, advertise or promote alcohol, tobacco, or drug use, or display anything deemed inappropriate.

LUNCH/BREAKFAST PROGRAM – The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office. Breakfast is complimentary for all students.

Lunch Prices: Student \$2.55
Adult..... \$3.55

MEDIA ACCESS TO STUDENTS – Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AT SCHOOL – Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary. **District-Administered Medication-** Requests for the district to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student,

name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included. Written instructions of the parent which include the information above are required for all requests to administer nonprescription medication. All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

Self-Medication

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted. All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication. Students may have in their possession only the amount of medication needed for that school day. **Sharing or borrowing medication is strictly prohibited.** Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action. Contact the school office for additional information and forms.

PARENTAL INVOLVEMENT – Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter published monthly and parent/booster club meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information, contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement;
5. Attend and participate in parent nights, such as Open House, Parent Conferences, and Financial Aid Nights.

PARENTAL RIGHTS – Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PHYSICAL EXAMINATIONS – Students in grades 7 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation. The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed school sports pre-participation examination form on file with the district.

POSTERS – Signs, banners or posters that a student wishes to display must first be approved by the principal or certified teacher. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

POWERSCHOOL – Students and parents who have internet access are able to view current grades and attendance records through the district's PowerSchool program. The program can be accessed through the district website: www.stanfield.k12.or.us. Student usernames and passwords can be obtained by calling the school office.

PROGRAM EXEMPTIONS – Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS – A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. This decision to retain a student will be made only in conjunction with the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

PUBLIC DISPLAYS OF AFFECTION – Students are limited to holding hands as a means of showing affection at Stanfield Secondary School. The exception to this policy is at school dances where students will be allowed to dance with each other. However, students will be required to maintain a visible distance between themselves and their dance partners.

RELEASE OF STUDENTS FROM SCHOOL – A student shall not be released from school at times other than regular dismissal hours except with the principal’s permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

RESTRICTED MATERIALS – In order to maintain a safe and healthy learning environment, nuisance items are banned from Stanfield Secondary School. These would include any item which could lead to safety concerns or could disturb the educational environment. Examples of such items include, but are not limited to: squirt guns, water balloons, fireworks, lighters, matches, pornographic materials, video games, laser pointers, skateboards, etc. The building principal will need to approve restricted items for use on campus.

SEARCHES- District officials may search the student, his/her personal property and property assigned by the district for the student’s use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule is present in a particular place. Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection. Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning-Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible or requested. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

SENIOR DEADLINE - A Senior Deadline will be set at the beginning of each school year by the principal. Students must meet all graduation requirements (Essential Skills, Credits, Senior Project, etc.) by the Senior Deadline in order to participate in commencement ceremonies.

SPECIAL PROGRAMS

Bilingual Students-The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator. In conjunction with the school’s language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;

- The student’s level of English proficiency, how such level was assessed and the status of the student’s academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - Detailing the right to have their student immediately removed from such program upon their request;
 - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

Students with Disabilities

The school provides programs and services for students with disabilities. A student or parent with questions should contact the Special Services Director.

Title I Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school’s Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school’s participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor. The school will also provide parents, upon request, information regarding the professional qualification of the student’s classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent’s student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent’s student has been assigned, or has been taught for four or

more consecutive weeks by, a teacher who is not highly qualified, as required by law.

SPORTSMANSHIP – Every Stanfield athlete and athletic spectator will be expected to exhibit good sportsmanship at athletic contests. Spectators who are unruly or exhibit poor sportsmanship toward opposing teams, officials, or fans may be evicted from that and/or subsequent athletic events.

STUDENT/PARENT COMPLAINTS-

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the building principal.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a Reconsideration Request Form for Reevaluation of Instructional Materials may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

- All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Students with Disabilities Complaints-A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the Special Services Director.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school’s written decision in accordance with established district procedures. Additional information may be obtained by contacting the district’s liaison for students in homeless situations.

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to: did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged

harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

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

Education records are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the school office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;

4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the Oregon Essential Skills, including, where appropriate, dates of achievement of the Oregon Essential Skills;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP'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.

Social Security Number- The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

Transfer of Education Records- The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records of diplomas may be withheld for nonpayment of fines or fees. See Fees, Fines and Charges. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records- The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

Access/Release of Education Records- By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

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

Provision for Hearing to Challenge Content of Education 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 requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;

3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT GOVERNMENT – All students become members of the Associated Student Body (ASB) upon payment of student body fees. This entitles them to vote in the student body elections, participate in student body-sponsored activities (including athletics), attend regular-season home contests free, and participate in student body contests. Business of the student government is conducted by the student council. Any student or group of students may present suggestions to the council for its consideration. This is done by contacting a member of the council. A copy of Stanfield's ASB Constitution is available in the main office. Each class maintains its own organization and elects officers each spring for the following year. Officers for each class will consist of president, vice president, secretary, treasurer, and ASB representative. Both Class and ASB officers must meet the academic and behavior requirements outlined in the Stanfield Secondary School Activities Code.

SUMMER SCHOOL OFFERINGS- Students who have not been able to meet standard on the Oregon Essential Skills, or who have credit deficiencies, may be offered an opportunity to attend an accredited summer school course approved by the district which will provide additional support in acquiring those skills. Financial responsibility and transportation for summer school courses are borne by the parents or legal guardian. Summer school will only be offered when the district budget allows.

TALENTED AND GIFTED PROGRAM-

Identification of Talented and Gifted Students- The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;

3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals- Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the building principal to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., a Special education representative, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the Principal;
2. The Principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the Special Education Department;
3. The principal shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the principal who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if

dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

THREATS OF VIOLENCE – Stanfield Secondary School is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor, or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed, or received. All reports will be promptly investigated. Reports may be submitted through Safe Oregon at <https://tips.safeoregon.com/>.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

TRANSCRIPT EVALUATION – Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

TRANSFER OF STUDENTS – Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact building administrator for additional information.

TRANSPORTATION OF STUDENTS – A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;

11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

School bus services have been contracted out with Mid-Columbia Bus Services, located in Hermiston, Oregon. For information regarding student discipline problems and/or concerns about busing, please contact Mid-Columbia at 567-0551.

In all cases, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and salutatorian honors are awarded to the two seniors who have the highest and second-highest academic standing (accumulative grade point average), respectively, in their high school years. These honors will be determined by all grades from the beginning of the freshman year through the end of the seventh semester. To be eligible for this honor, a student must have attended Stanfield Secondary School for their entire junior and senior years. Other criteria include:

1. Meet all graduation requirements;
2. Complete at least three years of math, including Geometry and Algebra II;
3. Complete at least three years of science, including Chemistry, Physics, or Advanced Biology;
4. Complete at least four years of English, including college-preparatory English;
5. Complete two years of a foreign language, fine arts, applied arts, or vocational arts class.
6. Beginning in the 2015-16 school year, the Valedictorian and Salutatorian must receive an honors diploma.

In the event one or no students meet the criteria, the valedictorian and/or salutatorian will be selected strictly by accumulative grade point average.

VEHICLES ON CAMPUS – Vehicles parked on district property are under the jurisdiction of the district.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. The district assumes no liability for loss or damage to vehicles or bicycles. Skateboards are not allowed on campus as they present a substantial liability.

VISITORS – Parents and other community members are encouraged to visit the school. All visitors to Stanfield Secondary School must check in at the school office to obtain a guest pass before entering any other area of the school. To avoid creating disruption to the learning environment, those who wish to visit classrooms while class is in session are asked to contact the principal at least 24 hours in advance of their

visit. In order to maintain student safety and to protect the learning environment, students will not be permitted to bring visitors to school unless approved by the building principal.

Stanfield Tiger Fight Song

**Come on you Tigers fight them
With all of your might!
Come on you Tigers beat them
We'll win this game tonight!
We're marching on to Victory
No one can hold us back!
We've got the team
That's out to win, so
Fight! Fight! Fight!**



Secondary School Map

