

Dear Stanfield Elementary School Families,

Welcome to Stanfield Elementary School. Your child's success is extremely important to us. We hope to develop a collaborative approach with families throughout the school year to help your student(s) meet his/her greatest potential. As a school team we are focused on moving your child forward academically. We are a teaching and learning community where we teach soft and hard skills to help all students be successful at any age..

Stanfield Elementary School's vision is:

We **CARE** about our students as they are
the **heart** of our **school family**.

We **BELIEVE** it is the responsibility of **ALL**
to **learn** and **grow**.

We **ENGAGE** our students in **challenging**
and **joyful** learning experiences.

We **TEACH** our students **skills** to build
knowledge for our evolving world.

This handbook was developed to clarify many of the policies and procedures that will help our school run smoothly. We are committed to providing a safe and stimulating school environment for every child and we want students to know our expectations. We hope that this handbook will answer questions you may have throughout the year. *After reading the handbook and reviewing it with your child, both you and your child will need to sign page 16 and return it to the Stanfield Elementary School office.*

If you have any questions or concerns, please call us at (541) 449-3305.

Sincerely,

Lacey Sharp
Principal

STANFIELD ELEMENTARY SCHOOL FACULTY AND STAFF 2022-23

PRINCIPAL

Lacey Sharp

DEAN of STUDENTS

Kara Church

BEHAVIOR SUPPORT

Kim Ables

SECRETARY

Emily Galindo

LICENSED STAFF

Kindergarten:	Michelle Reeser
Kindergarten:	Megan Cline
1 st Grade:	Kory Stump
1 st Grade:	Tracy Tynkila
2 nd Grade:	Patti Shult
2 nd Grade:	Kim Harwood
3 rd Grade:	Shanna Evans
3 rd Grade:	Elizabeth Atkins
4 th Grade:	Jeanine Youncs
4 th Grade:	Kyla Tonfa
5 th Grade:	Casey Clayson
5 th Grade:	Saige Smith
English Language Learning:	Anna Sanders
Special Education:	Laura Eddy
Music Education:	Sarah Milburn
Physical Education:	Adam Lemmon

SUPPORT STAFF

Cafeteria: Steph Grogan, Lisa Logan

Educational Assistants: Juanita Galaviz, Nelly Chavez, Juanita Gomez, Barbara Herra, Melissa Haney, Anya Cook

Kindergarten Transition Programs: Debbie Baros and Stacey Graham

Media Assistant: Brenna Weyand

NON-DISCRIMINATION STATEMENT

Stanfield School District does not discriminate on the basis of race, religion, color, national origin, disability, sex, marital or parental status in providing education or access to benefits of education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and Title 11 of the Americans with Disabilities Act. Contact the principal if you have any questions about compliance with these legal requirements.

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REGISTRATION /ENROLLMENT

When a child enters kindergarten or first grade, state law requires legal proof of age. Children must be at least five years of age by September 1, to enroll in kindergarten. Parents are asked to supply verifiable proof of age such as a birth certificate at the time of registration. **Please be sure to update your contact with the office upon the beginning of each school year.**

CHECKING STUDENTS OUT OF SCHOOL

Students will not be allowed to be picked up without positive identification of a parent, guardian, or someone designated by the parent/guardian. Those wishing to check a student out of school are required to come to the office and sign the student out.

TRANSFER/CHANGE OF ADDRESS OR PHONE NUMBER

If you move to a new address or change your phone number please notify the school office as soon as possible. If you are moving out of the school district, we ask that a parent or guardian let us know so we can prepare your child’s records for transfer.

ALTERNATIVE EDUCATION PROGRAMS

Alternative education programs are available to students attending Stanfield School District as required by the Alternative Education Law OR 336.615-336.635. In the event a student drops out of school or is expelled, the parent and student will be notified of the educational alternatives available. Parents may request additional in-district alternative education programs by submitting written requests to the principal.

IMMUNIZATIONS

Oregon’s Compulsory School Immunization law requires every child between the ages of four and 18, entering any Oregon public school for the first time to present required immunizations or provide a statement to the effect that the child be excused from immunizations on religious, or medical grounds. Failure to meet the requirements will result in the student being excluded from school. Out-of-state transfer students have 30 days in which to comply. Each year in January and February immunizations are verified for all enrolled students to ensure all are up-to-date, this information is shared with the local public health authority.

FOUR DAY SCHOOL WEEK

The Stanfield School District is on a four-day school week from Monday through Thursday.

DAILY SCHEDULE

7:15	Teachers Report to Building
7:40	Students enter the building for breakfast
8:00	First Bell-Class day begins**
8:05	Tardy Bell
3:15	Dismissal

** Please keep in mind that instruction starts at 8:00. Students who are consistently late—**WILL** miss important instruction.

BREAKFAST and LUNCH

Stanfield Elementary School qualifies for all students to have free breakfast and lunch. If you will be joining your child the following is the meal price.

Adult meals (parents/staff) need to be prepaid. Adult breakfast will be \$3.50 and adult lunch will be \$4.75.

REMAINING INDOORS DUE TO ILLNESS

In general, if a child comes to school, he or she should be well enough to participate in the total school program. If you request that your child remain inside during recess periods, the request must be made in writing.

BICYCLES, SCOOTERS AND SKATEBOARDS

Students who ride bicycles, scooters, or skateboards to school are asked to park them in one of the racks provided. Bicycles, scooters, and skateboards are not to be used during school hours. ***REMEMBER, STUDENTS UNDER THE AGE OF 16 ARE REQUIRED BY LAW TO WEAR A HELMET WHEN RIDING A BIKE.*** If a student rides to school without a helmet, the bike/scooter/skateboard will be kept at school until a helmet is acquired or until a parent can get the bike/scooter/skateboard.

TELEPHONE USE BY STUDENTS / CELL PHONES

The school phones are not for student use except with staff permission. Parents are asked to limit phone calls to students for emergency messages only.

Cell phones are not permitted during school hours. Students should leave their cell phones in their backpacks until the end of the day. Multiple infractions will result in the loss of the student's phone. Parents will need to pick their cell phone up at the office at the end of the day.

FIELD TRIPS

During the school year, your child's class may take a field trip as part of the planned curriculum. If you choose to give your permission for these trips, we ask that you sign the space set aside on the white registration card. Thereafter, notification will be sent home advising you of any field trips that have been scheduled. School discipline policies including the code of conduct and the discipline matrix apply to field trips.

STUDENT ACCIDENT INSURANCE

Stanfield Elementary School does NOT provide student insurance. If you would like information on purchasing insurance, it is available in the office. The coverage is only for accidents and should be purchased in August so that you have coverage for the year.

HEAD LICE

Head lice infestation is a common concern, with both social and medical implications. Most infestations have been present for 30 days or more once discovered and pose little risk of transmission to others in the classroom (National Association of School Nurses-Head Lice Management in Schools). If live lice or nits are present, the student's parents will be notified, and the student will be sent home with instructions to treat the area with a lice-killing agent. Parents are to follow package instructions for re-treatment. The student may return to school the following day with a parent for a head lice check before they can enter the classroom.

STUDENT INJURY

In case of serious injury to a student, parents will be notified as soon as possible. If parents are not available, the person indicated as the emergency contact on the enrollment form will be called. If neither a parent nor emergency contact can be contacted, the child will be transferred to the doctor, or hospital. Minor injuries will be treated at school using only first aid treatment approved by the Board of Health. **The school does not assume responsibility for the cost of transferring students to medical facilities or the cost of treatment.**

MEDICATION AT SCHOOL

By law, we are allowed to give medication to your child at school within the following guidelines:

- All medication must be in its original container and brought to school by the PARENT/GUARDIAN.
- Medication should only be administered at school if its prescribed frequency or schedule requires it to be given while in school, at school sponsored activity, while under the supervision of school personnel, or in transit to or from school or school sponsored activities.
- PRESCRIPTION MEDICATION: Medication Written instructions from the physician are required for all requests pertaining to prescription medication. Such instructions must include: Name of student, name of medication, method of intake, dosage, frequency, and prescriber's information. When dropping off medication to school, parent/guardian signature is required on the Medication Authorization Form (located in office) to allow school staff to administer.
- NON-PRESCRIPTION MEDICATION: Should only be given at school when necessary for the student to remain in school. A written signed permission form which includes student name, name of medication, route, dosage, frequency of administration, reason for use and any special instructions needs to be provided. Instructions must be consistent with manufacturer's guidelines, or a physician order will be required. A Medication Authorization Form will need to be completed (located in office).
- Medications NOT picked up by the parent within 5 school days of the end of the medication period/expiration/end of the school year, whichever occurs first, will be disposed of.
- In situations when a licensed healthcare provider is not immediately available, designated trained staff may administer medication to students as prescribed and allowed by Oregon law (OAR 851-047-0030).

Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education - See School Board Policy IGAI

ATTENDANCE

Success in school is significantly influenced by regular and punctual attendance. We know the relationship between student and teacher in a learning environment is critical to the student's educational

growth. Poor attendance is a major cause of students' failing and becoming frustrated with school. Make-up work does not take the place of direct instruction from the teacher. Oregon School Law rests the responsibility for ensuring regular attendance and punctuality with the parents (OR 339.020). We believe that school and home cooperation will ensure regular attendance and a successful school experience.

All students between the ages of 6 and 18, who have not completed grade 12 are required to regularly attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

It doesn't matter whether the absences are excused or unexcused - each missed day represents missed learning time. Missed days add up quickly. When a student misses as few as two days a month, that's over 10% of the school year. This increases the risk of academic and social emotional struggles.

TRUANCY

A student who is absent from school or class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

VISITATIONS

Parents and patrons of the school district are allowed in the building during school hours. If parents are volunteering in the classroom they must have a current background check on file and have pre arranged with the teacher of their arrival.

SPECIAL SERVICES PROGRAMS

Stanfield School District provides special services to children ages 0 to 21, who meet eligibility guidelines such as: hearing impaired, deaf, visually impaired, blind, speech or language impaired, orthopedically impaired, autistic, other health impaired, learning disabled, traumatic brain injured, emotionally disturbed, developmentally delayed, or talented and gifted.

The programs described in the following paragraphs are designed to support and reinforce the regular school program and meet the exceptional educational needs of our students. Parental participation and permission is a prerequisite to any child's participation in these programs.

Title 1

Title 1 is funded by the federal government and is designed to give supplemental assistance to students who are performing below grade level. All parents of these children are provided the opportunity to participate in the evaluation and decision making process involved in the program. Parents will be provided with suggestions and assistance to help their children be successful in school. No child will be denied the services of the program due to sex, national origin, race, or disabling condition.

Special Education

This program is designed to meet the special needs of students who have specific disabling conditions and assuring them of a free and appropriate education in the least restrictive environment. All parents of disabled children are provided the opportunity to participate in the evaluation and decision making process to determine the most appropriate educational program for their child. A speech, language, and hearing clinician from the InterMountain ESD is provided to meet the needs of the cumulatively

disabled. Eligibility is determined through teacher, parent, or resource personnel referral. All new students and kindergarteners not attending the preschool clinic in May of the previous year will automatically be screened.

Migrant Education

This is a federal and state-funded program that assists migrant children by providing them with many direct services in addition to their regular school activities.

Talented and Gifted Program

In order to serve academically talented and gifted students in grades K-12, the district will identify students based upon the following:

- An academic achievement test
- A nationally standardized mental ability test
- Learning, behavioral, and/or performance information

(Students must score at the 97th percentile or better on these tests to qualify for the Talented and Gifted program.)

PROGRAM AND SERVICE COMPLAINTS

Individuals with complaints regarding the identification process or the appropriateness of programs and services provided for the above programs should contact the principal. In the event the conflict cannot be resolved, please refer to Board Policy IGBBA-AR for further information.

STUDENT CODE OF CONDUCT

<i>Helpful vs. Hurtful</i>	<i>Choices</i>	<i>Positive Intent</i>	<i>Consequences</i>
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The Stanfield Elementary School staff is dedicated to the development and maintenance of the best possible learning environment for our students. Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of the staff. The district has the responsibility to afford the student certain rights as guaranteed under federal and state constitutions and statutes. The following expectations are provided to help everyone involved understand what is expected. When possible, consequences will be directly linked to the violation.

Violations of the student code of conduct include but are not limited to:

- | | |
|---|---|
| -Willful disobedience | -Fighting |
| -Stealing | -Vandalism |
| -Elloping (Running) | -Cheating |
| -Extortion/blackmail/coercion | -Lying |
| -Forgery | -Obscenity/vulgarity |
| -Insubordination | -Acts of physical violence |
| -Threats to the health and safety of others | -Removal from class for disruptive behavior |
| -Carrying dangerous objects/weapons including mace or pepper spray or fireworks | |
| -Tobacco, alcohol, and/or other drug use and/or possession | |
| -Failure to complete assigned detention or community service | |
| -Accessory to any of the above | |

CONSEQUENCES

- 1st Offense – Student counseled; and/or loss of privileges, Conscious Discipline Safe Room
- 2nd Offense – Student counseled, Conscious Discipline Connection Session, call home

- 3rd Offense – Student counseled, Conscious Discipline Connection Session or in or out of school suspension and meeting with parents**

Parents will be notified as soon as possible of problems that arise and the consequences given to the student. Further, for the safety of all students, the principal or Dean of Students may invoke a more severe consequence depending upon the situation. The principal or Dean of Students may also call for a meeting with the student, parent, teacher, counselor, district superintendent, or others to discuss further action.

**Students with repeated discipline problems beyond 3 offenses will be subject to school discretion with parent involvement. **

Stanfield Elementary School takes it seriously when students bring, talk, or pretend to have a gun or threaten to harm other students through words, writing, or pictures. Suspension procedures may follow any of these behaviors.

ABSENCES: If a student is absent more than two in twenty days:

- Parent Contact
 - Plan of Assistance
- Letter Home
- Parent Meeting
- Home Visit

TARDIES: If a student is tardy more than four in twenty days:

- Parent Contact
 - Plan of Assistance

SUSPENSION PROCEDURES

Oregon law requires that the student should be informed in advance of what a “suspendable offense” is and what the consequences of such actions are. This student handbook serves as the “first warning” and should be read by both students and parents/guardians. *IN SUSPENDING STUDENTS, THE FOLLOWING ACTIONS WILL TAKE PLACE:*

- The student is informed of the charge, including the specific acts that support the charge, and that he or she is suspended. For an out-of-school suspension, the student may be sent home for no more than seven calendar days.
- The parents/guardians are notified by telephone, if possible, and in writing of the suspension. The reasons for the suspension will be relayed to ensure that parents/guardians know exactly what action(s) of their child resulted in the consequence.
- A letter is mailed to the parents/guardians with a copy to the superintendent stating the time, date, the charge, and the specific acts that support the charge. Included in the letter will be the procedures for reinstatement.
- Parents/guardians may request a conference with the principal and others involved.
- Students who have been expelled, or students who are currently on suspension, will NOT be allowed to attend any school activities.

EXPULSION PROCEDURES

When serious disciplinary action is considered, such as a student being excluded from school for more than seven calendar days, the student is permitted to have a hearing unless his/her parents waive the privilege.

The following procedures should be followed if a hearing is not waived:

- The student is notified in writing of the specific charge, when and where the hearing will take place, and his/her right to counsel
- A notice will also be sent to the parent/guardian citing the charge and the specific acts that support the charge. The notice will state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place, and her/his right to counsel. This notice will be furnished at least five days prior to the hearing.
- The Superintendent or his designee will act as the hearings officer.
- The student is permitted to inspect in advance of such hearing any affidavits or exhibits that the School Board intends to submit at the hearing.
- The student is permitted to have counsel present at the hearing to advise him/her. Counsel may be an attorney, parent, or guardian, or other advocate.
- The student will be afforded the right to present her/his version as to charges and to make such a showing by way of affidavits or exhibits.
- The student will be allowed to hear the evidence presented against him/her.

GANG POLICY

The Stanfield School District feels the presence of gangs and gang activities cause a substantial disruption to school and school activities. A “gang” is any group of two or more persons whose actions include the performance of illegal acts. We hope to prohibit gang activities through the following:

Students at school or on any school sponsored activity:

- will not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or anything else that is evidence of membership or affiliation in any gang.
- will not commit any act or omission, or use any speech, or nonverbal (gestures, handshakes, written symbols, etc.) showing membership or affiliation in any gang.
- will not use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
 - soliciting others for membership in a gang.
 - requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - committing any other illegal act or other violation of school district policies.
 - inciting other students to act with physical violence upon any other person.

Students violating this policy will be disciplined as appropriate to the severity of the infraction.

DISCIPLINE OF DISABLED STUDENTS

A student being served by an Individualized Education Plan (IEP) who engages in conduct which would warrant suspension for a non-disabled student, may be suspended for up to and including seven calendar days for violations of the Student Code of Conduct. When a disabled student is suspended more than once or for more than seven consecutive calendar days or for more than ten cumulative school days during a school year or is being expelled, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior. In this notification, parents will receive the time and location of the student’s multidisciplinary team meeting addressing the infraction and its relationship to the disability. During the five-day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student’s disability. During this period,

an agreed upon alternative placement may be sought. Should the multidisciplinary team conclude the misconduct has no relationship to the student's disability, the team may recommend alternative placement for the student. Such recommendations will be forthcoming no later than ten days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior that is a consequence of the disability.

If the district determines that the student's behavior, which is related to her/his disability, poses IMMINENT danger to others and the parent refuses a change of placement, the district may suspend the student for up to seven calendar days or ten cumulative school days to provide a general planning and a "cooling-off" period. Under such circumstances the district may obtain a court order to change the student's placement.

SEXUAL HARASSMENT

Sexual harassment is a serious infraction of individual rights. No individual is to sexually harass another person verbally, physically, or in any other manner. Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature made by another person. Any report of sexual harassment will be investigated by school personnel and dealt with promptly.

COMPLAINT PROCEDURE

Forms for filing a formal complaint are available in the principal's office, or from the superintendent if the complaint involves the principal. Formal complaints must be presented in writing to a school administrator.

APPEAL PROCEDURE

If the complaint is not resolved at the building level, the complaint can be appealed to the superintendent. The complete appeal procedure is outlined in board policy JBA-AIL.

COMPLAINTS AGAINST SCHOOL EMPLOYEES

- The complaint should first be addressed by the parent to the employee involved for informal resolution through a conference. The principal may mediate if requested by either party.
- Any complaint against a school employee not resolved at step one will be presented to the employee's immediate supervisor in writing.
- If the complaining party is not satisfied with the action taken by the supervisor, the complaint may be taken to the Superintendent.
- Written appeal may be made to the school board for a hearing if step three does not resolve the problem.

SEARCH AND SEIZURE

District officials may search a student and his or her personal property when there is reasonable suspicion that a student is concealing evidence of an illegal act, violation of the Student Code of Conduct, or district policy. Illegal items (weapons, alcohol and/or other illegal drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials. If such a search is necessary, it will be conducted with no fewer than two faculty members present. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with the law.

A general search of district facilities and properties including, but not limited to, desks, lockers, and backpacks may occur at any time. Items belonging to students, which are unlawful or in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as inappropriate.

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT OFFICIALS

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or his/her designee will be present when possible. An effort will be made to notify the parent/guardian before the student is questioned. Parents are advised, that in suspected child abuse cases, Services to Children and Families personnel and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

FREEDOM OF EXPRESSION

Students are entitled to express personal opinions in a lawful and orderly manner. Students may refuse to participate in patriotic exercises as long as such non-participation does not significantly infringe upon the rights of others or does not disrupt the educational process. Symbolic and actual freedom of expression will not interfere with the freedom of others to express themselves. The use of profane or obscene language and threats of harm to person or property are not acceptable. Willful disobedience or open defiance of a teacher or school official's authority will not be condoned.

Any publication sponsored or in any way funded by the school will be known as a school publication as opposed to a student publication. Libelous and profane or obscene material is prohibited from all publications. The free speech right outlined in the first amendment must be balanced against the duty to educate students in a decent and orderly fashion and to protect the rights of all students.

INSTRUCTIONAL MATERIALS COMPLAINTS

Complaints by students or parents about instructional materials should be directed to the principal. If the complaint is not resolved after discussing it with the principal, then the student or parent may fill out a Reconsideration Request Form for Reevaluation of Instructional Material which is available at the school office. The principal will be available to assist in the completion of such forms as requested.

DISTRIBUTION OF MATERIALS / SELLING GUIDELINES

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and the principal. Students may be requested 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 student or nonstudent 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. Material will be reviewed based on legitimate educational concern. Such concerns are whether the material is defamatory, age appropriate to the grade level and/or maturity of the reading audience, poorly written, inadequately researched, biased, or prejudiced, not factual, free of racial, ethnic, religious or sexual bias; includes advertising that violates public school laws, rules and/or Board Policy, deemed inappropriate for students; reasonably perceived to bear the sanction of 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 material 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 will have a reasonable period of time to present his/her viewpoint.

STUDENT DRESS CODE

The Student Dress Code is established to promote appropriate grooming and hygiene, prevent disruptions and 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.

The guidelines listed here are to encourage students to dress in a clean and attractive manner so that all students can function in a normal classroom atmosphere and be proud of fellow students at our school.

GUIDELINES

- Dress and grooming will be clean and in keeping with health, sanitation, and safety practices.
- Nothing that appears in the guidelines is to be interpreted to limit the responsibility and obligations of individual teachers to make and enforce regulations concerning control of hair or clothing in the interest of safety within their own unique classroom situation (wood shop class for example). When a student is participating in special activities, his/her dress, grooming, and conduct will meet any additional standards, training, and safety rules established by the coach or activities director.
- The following guidelines concerning student dress and grooming will be observed.
 - Students will be allowed to wear hemmed, mid-thigh length shorts to the fingertips of the student.
 - Clothing or jewelry that promotes drug use or is considered obscene will not be allowed.
 - All clothing must be properly buttoned, zipped, tied, or snapped. Shirts must be worn at all times.
 - Shirts with large arm openings such as muscle shirts, shirts with “spaghetti straps”, low-cut shirts, or shirts that show the midriff and backless dresses are not allowed.
 - Shoes must be worn at all times in the building. **Due to safety in PE and recess please no flip flops.**
 - Students may not wear hats/hoodies or other hair coverings in the school building with the exception of hair ribbons and bands for girls and on designated “Spirit Days” such as hat day. Questions will be referred to the principal.
 - Dark glasses may not be worn in the building with the exception of prescription lenses which must be worn inside.
 - Tight fitting spandex-type athletic wear may not be appropriate for school.
 - Dress that is distracting and disruptive to the educational process may be deemed inappropriate.

The principal will make the final decision on the acceptability of clothing. Students who do not respond to suggestions and/or counseling concerning dress guidelines may be referred to the principal for disciplinary action. Not following these guidelines will be considered willful disobedience.

Electronic Devices

Students are not allowed to bring electronic devices to school for any reason as they disrupt the function and purpose of the school environment. Exceptions may be made by the teacher for field trips.

TOYS AND OBJECTS FROM HOME

Students are not allowed to bring toys and related objects from home unless they are for a specific classroom event with teacher permission. When toys and related objects are brought to school for these purposes, they are to be kept in a backpack or with the teacher until time of event. Toys brought to school for any other reason may be taken and kept by a school employee until the end of the day, or until a parent is able to come get the object(s).

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 be made to the principal or superintendent.

PROGRAM EXEMPTIONS FOR REASONS OF RELIGION OR DISABILITY

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.

TRANSPORTATION OF STUDENTS

We are required to offer home-to-school transportation for all elementary students who live further than a mile from school. To meet this requirement with the drivers we have, we will not be running buses through the residential neighborhoods immediately to the north and south of our campus.

Those students who live in the neighborhood south of campus (Locust Street entrance) have access to sidewalks and a paved walking path that safely allows for foot traffic to school. Those who live in the neighborhood north of campus (Rosalyann Drive entrance) have two options: there is a paved walking path that parallels Highway 395 away from traffic to campus OR students can walk up to N. Mamie Street and enter through the man-gate up by the maintenance building and walk down the paved path toward the elementary school. During the school year, the traffic gate is closed, and so there are no cars entering or leaving campus at Mamie Street other than our own maintenance vehicles periodically. We will continue our practice of having crossing guards near the building to help students safely get across the traffic zones to the sidewalk near the building.

For those utilizing bussing this coming year, masks are required on all buses as part of a federal mandate. Locally, we are also considering seating charts for contact tracing purposes should the need arise. Our transportation department will be cleaning buses daily to aid in our COVID-19 mitigation efforts. These collective efforts will help us to keep students and staff safe while keeping school open.

Should a student require immediate medical attention, the bus driver will pull the bus to a safe location, call home base and 911 will be initiated if indicated. The bus driver will provide support and basic first aid to the student if indicated.

Students K-5th grade must load and unload at Stanfield Elementary School.

SCHOOL BUS REGULATIONS

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 will be subject to disciplinary action.

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.

REPORTING CHILD ABUSE

Oregon Law 418.750 states: “Any public or private official having reasonable cause to believe that any child with whom the official comes in contact in an official capacity has suffered abuse, or that any person whom the official comes in contact in an official capacity has abused a child will report or cause a report to be made in the manner required in OR 418.755”.

STUDENT RECORDS

The information contained below will serve as the district’s annual notice to parents of minors of their rights associated with student records.

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

Educational records are maintained in a minimum one-hour fire safe place in the school office.

A copy of the complete district policy on Educational Records may be obtained in the office. (Policies JO and AR’s.) Students’ report cards may be withheld if any fees are owed to the school. Outstanding fees may be referred to the Credit Bureau for collection.

CUSTODY LAW NOTIFICATION

Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a signed court order that indicates otherwise. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records.

If a parent has a signed, current court order limiting or restraining visitation and/or rights to the child against the other parent or any other person, the school MUST HAVE A COPY of the court order on file. If a copy is not on file at the school, we are required by law to release a child to either parent with proper identification. Any student release situation which leaves the student’s welfare in question will be handled at the discretion of the site administrator or designee. Should any situation become a disruption to the school, the police will be contacted and an officer will be requested to intervene.

Parents are asked to make every attempt not to involve the school in custody matters. Please make sure current information is always on file for your child/children.

FAMILY PRIVACY AND ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my child will be held accountable for behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my child violate the Student Code of Conduct she/he will be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials for violations of the law.

I also understand that I have the right to review and propose amendments to my child’s official school records.

I have received this handbook and have discussed it with my child/children.

Parent Signature: _____ **Date:** _____

Please return this page to the Stanfield Elementary School Office.