

# **STANFIELD SECONDARY SCHOOL 2023-2024**



## **STUDENT/PARENT HANDBOOK**

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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*

**Updated June 2023**

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## **STANFIELD SECONDARY SCHOOL**

### **OFFICE STAFF**

Blaine Braithwaite .....Principal  
Jennifer Scott .....Secretary  
Kirsten Wright .....Counselor, National Honor Society, Generation College Club, GEAR UP  
Lorena Woods .....Success 101, Leadership ASB, Dean of Students, Athletic Director

### **CLASSIFIED STAFF**

Cynthia Bailey .....Instructional Assistant  
Marina Chavez .....Food Services  
Blanca Coria .....Instructional Assistant  
Angie Hart .....Instructional Assistant  
Elainna Howland .....Media Manager/Librarian  
Ashleigh Monkus .....Food Services  
Clara Nichols .....Instructional Assistant  
Maria Vargas .....Instructional Assistant  
Lucy Zepeda .....Instructional Assistant  
TBD .....Instructional Assistant

### **CERTIFIED STAFF**

Kelli Benage .....Business/Yearbook/Art  
Mandy Blackburn .....MS Multiple Subjects/Spanish  
Sarah Burke .....MS/HS Science  
Luke Carlson .....AG Mechanics, Small Engines  
Roberto Galindo .....HS Mathematics  
Blaine Ganvoa .....MS Social Studies, State Testing Coordinator  
Anna Halsey .....MS Mathematics  
Laura Herbes .....Special Education  
Morgan Hernandez .....PE/Health/Health Services Ed.  
Anna Sanders .....ELL  
Sarah Milburn .....MS/HS Band  
Clara Nichols .....CTE Food Science/ Culinary & Catering  
Travis Reeser .....P.E/Conditioning  
Brad Rogers .....HS Social Studies  
Elizabeth McCarty .....6th Grade Science, MS/HS Agriculture, FFA  
Daniel Sharp .....MS/HS ELA  
Lucas Tynkila .....HS Science  
Carly Valadez .....MS/HS ELA

### **STANFIELD SCHOOL DISTRICT ADMINISTRATIVE STAFF**

Beth Burton .....Superintendent/Special Programs Director  
Heather Monkus .....Administrative Assistant  
Kris James .....Business Manager

### **STANFIELD SCHOOL DISTRICT MAINTENANCE STAFF**

Larry Bailey .....Custodian  
Dee Longhorn .....Custodian  
Frank Longhorn .....Maintenance Supervisor  
Elena Veliz .....Custodian  
Nick Wyckoff .....Grounds  
Kurtis Woods .....Transportation Supervisor

### **STANFIELD SCHOOL DISTRICT BOARD OF DIRECTORS**

Karen Johnson .....School Board Chair  
Cecili Longhorn .....School Board Member  
Jan Mills .....School Board Member  
Scott Morris .....School Board Vice-Chair  
Nikki McCann .....School Board Member

## **BELL SCHEDULES**

### **Regular Bell Schedule**

<b>Time</b>	<b>Period</b>
<b>7:50-8:40</b>	<b>1</b>
<b>8:45-9:35</b>	<b>2 - Connections</b>
<b>9:40-10:30</b>	<b>3</b>
<b>10:35-11:25</b>	<b>4</b>
<b>11:25-11:55</b>	<b>MS Lunch</b>
<b>11:30-12:20</b>	<b>5 (HS)</b>
<b>12:00-12:50</b>	<b>5 (MS)</b>
<b>12:20-12:50</b>	<b>HS Lunch</b>
<b>12:55-1:45</b>	<b>6</b>
<b>1:50-2:40</b>	<b>7</b>
<b>2:45-3:35</b>	<b>8</b>

### **3 Hour Late Start**

<b>PERIOD</b>	<b>BEGINS</b>	<b>ENDS</b>
<b>1</b>	<b>11:00</b>	<b>11:31</b>
<b>2</b>	<b>11:35</b>	<b>12:06</b>
<b>3</b>	<b>12:10</b>	<b>12:41</b>
<b>1st LUNCH</b>	<b>12:41</b>	<b>1:11</b>
<b>4A (HS)</b>	<b>12:45</b>	<b>1:15</b>
<b>4B (MS)</b>	<b>1:15</b>	<b>1:46</b>
<b>2nd LUNCH</b>	<b>1:15</b>	<b>1:46</b>
<b>5</b>	<b>1:50</b>	<b>2:21</b>
<b>6</b>	<b>2:25</b>	<b>2:56</b>
<b>7</b>	<b>3:00</b>	<b>3:34</b>

## **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.

## **ACADEMIC HONESTY**

Stanfield School District believes in supporting an environment that teaches and supports honesty and integrity. Academic dishonesty harms the student who is dishonest resulting in a false evaluation of his or her performance and the mastery of the subject matter. Second, it harms other students by lowering the value of their honest achievement. Most importantly, it violates the basic integrity of a high school diploma which certifies to the general public that the student has, in fact, mastered the knowledge and skills necessary to complete graduation requirements. For these reasons, cheating and plagiarism are unacceptable.

What constitutes academic cheating? Cheating and fabrication: When a student misrepresents that he or she has mastered information or has falsified information, which includes copying from another's paper, and using unauthorized materials during a test. Plagiarism: The suggestion that someone else's words, ideas, or research data are your own academic work. This includes failing to use references, quotation marks, footnotes when using other sources of information. A good example of this is copying information from the internet. Academic dishonesty also includes helping another person cheat by giving away answers to a test or assignment, taking an exam for someone or selling/buying answers to tests or assignments.

Disciplinary actions for academic dishonesty may include notifying the parents, loss of credit for an assignment or test, and/or referring the matter to school administrators for further action. Teachers in each classroom in the secondary school will follow the most current discipline matrix protocols for cheating and/or plagiarism.

## **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, SSD 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/ CREDIT RECOVERY**

Alternative education and credit recovery program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students on a **case by case basis** as part of a team decision. 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.

Parents may request information about in-district alternative education options by submitting written requests to the principal.

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.

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

### **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.

### **ATHLETICS/ACTIVITIES/CLUBS AND ORGANIZATIONS**

Athletes are an extension of the classroom and an important part of the educational system.

Stanfield School District provides the following activities/extracurricular opportunities for students in good standing with OSAA and school expectations of grades and attendance:

- Band MS/HS
- FFA
- FBLA
- NHS
- Volleyball MS/HS
- Cross Country MS/HS
- Football MS/HS
- Basketball MS/HS
- Baseball HS
- Track MS/HS
- Tennis HS

Activities in Cooperative Agreements with Echo School District:

- Girls Soccer HS
- Wrestling HS
- Softball HS
- Golf HS

For Information on the athletic department protocol, please refer to the SSS Student/Parent Athletic handbook located on the Stanfield School District Web page.

A hard copy of the Parent & Athlete Handbook will be made available prior to the beginning of each sport season.

### **ATTENDANCE**

Daily attendance is mandatory at Stanfield Secondary School. All students between the ages of 5 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. Educational Research reveals that there is a positive relationship between consistent attendance in class and each student's ability to acquire and process what is learned.

Each student may accumulate only ten (10) absences or otherwise during each semester. Any amount over the ten (10) days may result in loss of all credit for any course affected. If a student should miss ten (10) in any class the following actions will take place:

- An attendance committee composed of all CORE teachers, the principal, counselor, and dean of students will call a meeting.
- Parents/Guardians and student will be required to attend.
- It will be determined at this meeting if the student will be allowed to earn credit based on the circumstances and attendance data or if the student should perhaps be put on an attendance contract covering the remainder of the semester.
- School-related absences will not count toward this total.

School staff will monitor and report violations of the state compulsory attendance law.

- When a student accumulates five (5) absences a phone call will be made home letting parents know that five absences have occurred.
- When seven (7) absences have occurred a letter will be sent home alerting them further.
- Finally, if ten (10) absences are recorded a conference with the student and his/her/their parents and the attendance committee will be scheduled.
- **At this meeting an attendance plan will be developed and followed.**

### **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. **It is important to note that families do not determine if an absence is excused.** Absence from school or class will only 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. Students slept in and/or missed the bus.
2. ***Family vacations, hunting trips, etc that were NOT pre-arranged absences approved by the school.***
3. Students leave school or a class without permission from the teacher or administrator in charge.
4. Care of siblings.
5. Students leaving campus *PRIOR* to having absence excused.
6. ***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.**

A student who needs to leave school during the day, must bring a note from his/her parents. 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.**

**Tardies – Students who are not in class when the tardy bell rings are considered tardy. A tardy is defined as,**

**“Failure to be in the assigned classroom as the tardy bell stops ringing.”** Each student is expected to be on time for the start of each class period. The five minutes of passing time has proven to be adequate time to travel anywhere within the Stanfield Secondary School campus. If the student does not meet this obligation, they will be deemed tardy.”

- **Students who are more than 10 minutes late to any class without an excused tardy note, will be considered an 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 Present.

**Tardy Infraction Penalties:** See [Discipline Matrix](#)

## **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. 2<sup>nd</sup> Lunch is open campus (for grades 9-12 only)

**Lunch** – Campus during 1<sup>st</sup> lunch is closed. Campus is open during 2<sup>nd</sup> lunch only for HS students in grades 9-12 only. **If tardiness or truancy persists, the principal or dean of students may revoke individual students’ right to leave campus.** 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.

## **COMMUNICABLE DISEASES**

**If your student is ill-i.e. they have a fever and/or vomiting within 24 hours of the start of school, they should stay home. If a student comes to school and develops a fever and/or vomits they will be sent home.**

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 disease 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.

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 systems.

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 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 the [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 violations specified in [BOARD POLICY JFC](#) and [BOARD POLICY: WEAPONS](#)

## **COUNSELING SERVICES**

Counseling and guidance services are available to all secondary school students during school hours. Parents/Guardians may schedule appointments with our counselor by calling: 541-449-2230.

Students who want to see the counselor need to sign up in the counseling office. Drop-in sessions by students during class time are discouraged.

### **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 or needs that fall outside the scope and/or licensure of our counseling personnel.

## **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 devices 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 that debt may be turned over to a collection agency. 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 facilities supervisor.
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 middle school 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 three (3) days 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. Middle School 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 readmitted. 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. Students may not 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**

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.

#### **[Discipline Matrix](#)**

#### **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. Lunch detention will be served on the next available school day.

#### **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.

**EDUCATE. EMPOWER. INSPIRE.**

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 Students with Disabilities** [BOARD POLICY: JGDA-JGEA](#)

### **DRESS AND GROOMING**

#### [BOARD POLICY: JFCA 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:**

- **Any dress or grooming that is distracting or disruptive to the learning environment may be ruled inappropriate.**
- Transparent clothing is not allowed.
- Sleepwear, including pajamas are not allowed.
- Underwear must not be visible.
- The chest and/or midriff, both front and back, are not to be exposed.
- All clothing is to be properly buttoned, snapped, or zipped at all times.
- Shoes must be worn at all times in the building.
- Dark glasses are not to be worn in the building.
- Clothing or jewelry that is obscene or promotes drugs, tobacco, alcohol, or other inappropriate products or activities is not allowed.
- Clothing that promotes gang membership or affiliation is not allowed.
- Belt ends must be tucked into belt loops.
- Wallet chains or other chains are not allowed.

**The principal and/or the dean of students will be the final authority regarding questions of appropriate dress.**

### **DRUG, ALCOHOL AND TOBACCO PREVENTION**

#### [BOARD POLICY IGEAB-DRUG, ALCOHOL AND TOBACCO](#)

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.

## **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 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's technology department. 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.

**(Electronic Device Violation)** – see [Discipline Matrix](#)

**\*\*Students refusing to give the device to the teacher will be sent to the office to face additional consequences for Defiance/disrespect/disobedience/classroom disruption.**

**See the [Discipline Matrix](#) for more information.**

## **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.

## **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:

### **School Registration (required) -**

**High School- \$50      Middle School-\$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 may turn any unpaid fees and charges into a collection agency if not paid within the designated time frame. 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 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 and that the district may pursue the matter through a private collection agency or other method 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.

### **FUNDRAISING**

Student organizations, clubs, classes, or athletic teams may occasionally be permitted to conduct fund-raising drives. A request for permission must be made to the principal at least 7 days before the event. The form can be found as part of the following Board Policy: [IGDF-AR Student Fundraising Activity Request](#)

All funds raised or collected by or for school-approved student groups will be received, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended according to the purpose(s) listed on the fundraiser application that was approved by the principal. 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 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 9<sup>th</sup> grader only earns 2 credits, they will be a 9<sup>th</sup> grader 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**

All student grades may be accessed online through the Synergy ParentVue web portal. An activation key can be provided by the front office to set up a ParentVue account.

*Classes dropped after the first two weeks of a semester may 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 will be given to parents attending parent-teacher conferences, which are held during the 1st and 3rd quarters, or mailed home.

## **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**: Anything, scored or not scored, that demonstrates what the student knows/understands/has learned. Formative work should not represent more than 30% of a student's overall grade.
- **Summative Assessment Examples**: Tests, projects, quizzes, presentations, final papers, lab reports, etc. that represents proficiency/mastery. Summative assessment should represent at least 70% of a student's overall grade.

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 = Exceeds Course proficiency standards (90-100%)
B = Meets/and/or Exceeds Course proficiency standards (80-89%)
C = Meets Course proficiency standards (70-79%)
D = Meets MINIMUM Course proficiency standards (60-69%)
F = Does not meet course proficiency standards (0-59%)
I = (Incomplete) - Insufficient evidence to show course proficiency standards were met
P = Passing (Example: Student Aide, Independent Study)
N/G = No Grade

### **2. Due Dates**

Students are expected 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:

- Before & after school help
- Friday School

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- **Missed Work**

**It is the student's responsibility to make up work associated with excused absences.** The student is to contact teachers and get the assignments which should be made up as soon as possible. **Students are allowed the amount of time for make-up that he/she was absent, plus one day to submit work to the teacher for full credit.**

#### **4. Academic Honesty**

- ☐ It is important for student work to be authentic and not copied or intentionally plagiarized from another source or person. This does not promote student learning and will not be tolerated. Students who cheat or plagiarize, or knowingly allow another student to plagiarize, will have consequences as outlined in the discipline matrix: See [Discipline Matrix](#)

#### **GRADUATION EXERCISES**

Graduation is an earned privilege for those students in good standing. **Students in good standing who have successfully completed the requirements for a high school diploma or certificate may participate in commencement exercises.** Good standing is defined by the following criteria:

- ☐ All required credits earned by the Senior Deadline
- ☐ Attendance during the Senior year of at least 80%
- ☐ All fees paid in full
- ☐ All school issued equipment returned, including uniforms, chromebooks, library books etc...
- ★ Students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

**A Senior Deadline will be set before 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.**  
**Exceptions will not be given- PLAN ACCORDINGLY.**

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 must 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.

- **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and salutatorian honors are awarded to the two seniors who have the highest and second-highest academic standing (cumulative 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. 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 cumulative grade point average.

## **GRADUATION REQUIREMENTS**

In order to graduate from high school in the district, a student must successfully earn **24 credits**. Credits shall be earned in the following required areas of study:

<b><u>Course or Department</u></b>	<b><u>Required Credits</u></b>
Communications	4.0
Science	3.0
Mathematics (Algebra 1 and above)	3.0
Social Science(including Government and Economics)	3.0
Health	1.0
Physical Education	1.0
Career and Technical Education	1.0
Fine Arts	1.0
Career Credit (Success 101) or another approved class.	0.5
<b><u>Electives</u></b>	<b><u>6.5</u></b>
<b>TOTAL</b>	<b>24 credits</b>

### **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. (Currently WAIVED BY THE STATE OF OREGON.)

## **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;

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4. Complete 4 credits of Science: Advanced Biology OR Chemistry 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. Have an accumulative attendance rate at or above 90% for their high school career.
8. To be eligible for Valedictorian or Salutatorian, students must earn an Honors Diploma.

<b>Honors Credits:</b>	
<b><u>Math</u></b> Math 111 Math 112  <b><u>Science</u></b> Advanced Biology Anatomy & Physiology Chemistry  <b><u>ELA/Writing</u></b> College-level ELA/writing  <b><u>Social Studies</u></b> U.S. History  <b><u>Health/Healthcare</u></b> Future Health Professional Occupations Health 11	<b><u>Ag/Ag Mechanics</u></b> Ag. Mechanics 2 Ag. Mechanics 3 Ag. Mechanics 4 Ag. 1 Ag. 2 Ag. 3 Ag. 4  <b><u>Fine Arts/Electives/Other</u></b> Success 101 Spanish 2 Other Dual-Credit Coursework (1 honors credit per dual-credit course) Expanded Options Coursework (1 honors credit per class taken outside of school) State Benchmarks (¼ credit each) <ul style="list-style-type: none"> <li>- Math</li> <li>- Reading</li> <li>- Writing</li> <li>- Science</li> </ul>

### **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.

### **Other Oregon Diploma/Certificates**

- Modified
- Extended
- Certificate of Accomplishment

Information on each of these options is available from [Oregon Department of Education](http://www.oregon.gov/DE/ED/EDP/EDP.asp).

## **HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. The district's Housing Survey will be used upon enrollment to help determine eligibility and services under the McKinney-Vento Homeless Assistance Act. 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.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases. A medical exemption must be signed by a licensed physician or the county health department. A nonmedical exemption must be signed by a parent or guardian with an attached Vaccine Education Certificate verifying completion of education about immunizations, either from a health care practitioner or the online vaccine education module. 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.

## **INFECTION CONTROL/HIV, HBV AND AIDS**

**HIV, HBV, AIDS - Students** See Board Policies—[JHCCA](#), [EBBA](#)

## **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 enrolled in Physical Education are assigned lockers at the beginning of the school year for PE. Students may not move their belongings from one locker to another without being reassigned to another locker by office staff.

Students are responsible for safe-keeping of items left in 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**

For the 2023-2024 school year, Breakfast and lunch is complimentary for all students.  
Adult Lunch Price: \$4.50

## **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 non prescription 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**

For information please see Board Policy [KAB](#)

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,

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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 6 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. Records 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, PAMPHLETS, PUBLICATIONS**

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.

### **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**

Behavior such as kissing or inappropriate caressing is not acceptable at school or school related activities. Repeated warnings to desist in such behavior will result in detentions, Friday schools and/or a parent conference and more serious discipline.

## **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 when a parent/guardian comes to the school office to sign the student out. The principal or his/her designee will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the express permission of his/her parent or guardian or as otherwise provided by law. **The authorized person will be required to come to the school office and sign the student out.**

Emergency contacts in Synergy are authorized to release students from school or athletic activities. In the event of the athletic activity, guardians must notify the school 24 hours prior to the emergency contact releasing the student. If the principal or athletic director is present at the contest, they can also authorize the release of the student by an emergency contact.

## **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, fart spray, stink bombs, 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.

## **SPECIAL PROGRAMS**

### **Monolingual/Bilingual Students**

The school provides special programs for monolingual/bilingual students. A student or parent with questions about

these programs should contact the building administrator. [IGBI-SECOND LANGUAGE](#)

### **Special Education**

[IGBAJ-SPECIAL EDUCATION](#)

### **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 INFORMATION SYSTEM (SYNERGY)**

Students and parents who have internet access are able to view current grades and attendance records through the district's SIS - Synergy program. The program can be accessed through the district website:

[www.stanfield.k12.or.us](http://www.stanfield.k12.or.us). Student usernames and passwords can be obtained by calling the school office.

### **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. See Board policy [KL-Public Complaints](#). The Public Complaint form can be found as part of Board Policy [KL-AR Public Complaint Procedure](#).

Listed below is a list of potential complaints that may be brought to the attention of the school or district:

- **Discrimination on the Basis of Sex Complaints**–[GBN/JBA-AR\(2\) Title IX Complaint Procedure](#)
- **Students with Sexual Harassment Complaints**–[GBN/JBA-AR Sexual Harassment Complaint Procedure](#)

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.

[STUDENT RECORDS: IGBAB/JO-AR](#)

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;

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

### **STUDENT GOVERNMENT**

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.

**Stanfield's ASB Constitution is updated in accordance with adopted procedure and is available upon request.**

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**—[IGBBA Identification/TAG 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.

**Appeals**—Parents may appeal the identification process and/or placement of their student in the district's TAG program in accordance with Board Policy [IGBBA-AR](#).

### **THREATS OF VIOLENCE**

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. [JFCM—Threats of Violence](#)

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### **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.

### **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. [EEACC-STUDENT CONDUCT ON SCHOOL BUSES](#)

School bus services are provided by the Stanfield School District. For information regarding student discipline problems and/or concerns about busing, please contact Kurtis Woods, Transportation Supervisor, at (541) 449-8766. 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.

### **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. A copy of the student's driver's license and proof of insurance must be on file in the office. Any student parking a vehicle on school campus must purchase a permit from the office. Vehicles without permits clearly visible in the automobile are subject to tow. Students who fail to maintain regular enrollment of 80% or higher in school may have their on-campus parking privileges suspended or revoked. Students are only allowed to park in the clearly marked designated parking areas.

### **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. Unscheduled appointments are discouraged. Please call the school and schedule an appointment by calling 541-449-3851

## STANFIELD TIGER FIGHT SONG

**COME ON, YOU TIGERS,  
FIGHT 'EM  
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!**

