



STAYTON HIGH SCHOOL PARENT/STUDENT HANDBOOK FOR 2024-2025

Main Office **503.769.2171**

Attendance **503.769.7262**

Website <https://shs.nssd29j.org>

Principal

Assistant Principal

Athletic Director/Assistant Principal

Assistant Principal/Director of Alt Ed

Dean of Students

Counselors

Vicky Storey

Joseph Traeger

Darren Shryock

Brad Emmert

Corrie Boock

Wendi Nyquist (Grades 9-10)

Alonso Gonzalez (Grade 11)

Jason Platt (Grade 12)

North Santiam School District

VISION

WE CHANGE KIDS' LIVES... THROUGH A COMMITMENT TO EXCELLENCE, INTEGRITY, EQUITY AND COMMUNITY ENGAGEMENT

MISSION STATEMENT

ENSURE STUDENTS REACH THEIR HIGHEST ACADEMIC AND VOCATIONAL POTENTIAL AND DEVELOP INTO PRODUCTIVE CITIZENS

GUIDING PRINCIPLE

DO WHAT IS BEST FOR ALL KIDS

GOALS

ENSURE THAT EACH STUDENT HAS THE OPPORTUNITY TO ACHIEVE EXCELLENCE THROUGH MEASURABLE PROGRESS AND PERSONAL GROWTH EACH YEAR

PROVIDE QUALITY, SUSTAINABLE FACILITIES AND PROMOTE POSITIVE SCHOOL CLIMATES

PROMOTE STUDENT AND STAFF INVOLVEMENT IN THE COMMUNITY AND INVOLVE THE COMMUNITY IN OUR SCHOOLS

RECRUIT, DEVELOP, VALUE, AND RETAIN HIGH QUALITY STAFF

The Parent/Student Handbook has been prepared to acquaint you with the basic policies and procedures of the North Santiam School District, inform you of the School's Code of Conduct and provide you with a reference for answering your general questions. Please contact the school if you have additional questions.

NORTH SANTIAM SCHOOL BOARD MEMBERS

Alisha Oliver, Laura Wipper, Erin Cramer, Mike Wagner, Mark Henderson, Coral Ford, Mackenzie Strawn

NORTH SANTIAM SCHOOL DISTRICT SUPERINTENDENT

Lee W. Loving

District Office Information

County: Marion & Linn

Meetings: Typically Third Thursday @ 6:00 PM, link to [calendar](#)

ESD Served by: Willamette ESD

District Web Page: www.nssd29j.org

District Policy Page: <http://policy.osba.org/nsantiam/index.asp>

NORTH SANTIAM SD29J Enrollment: 2217

1155 North Third Avenue

Stayton OR 97383

Phone: 503-769-6924

FAX: 503-769-3578

Contact Information

| | | |
|--|---------------------------|--|
| Superintendent: | Lee W. Loving | lee.loving@nsantiam.k12.or.us |
| Director of Teaching & Learning | Nicole Duncan | nicole.duncan@nsantiam.k12.or.us |
| Director of Special Programs | Melissa Glover | melissa.glover@nsantiam.k12.or.us |
| Director of Fiscal & Business Services: | Rhonda Allen | rhonda.allen@nsantiam.k12.or.us |
| Director of Human Resources: | Danielle Blackwell | danielle.blackwell@nsantiam.k12.or.us |
| Director of Nutrition Services: | John Barnes | john.barnes@nsantiam.k12.or.us |
| Director of Safety, Security & Health Services: | Gary Rychard | gary.rychard@nsantiam.k12.or.us |
| Director of Facilities: | Dave Parsons | dave.parsons@nsantiam.k12.or.us |
| Executive Assistant to the Board: | Tonia Whisman | tonia.whisman@nsantiam.k12.or.us |

SCHOOLS IN THE NORTH SANTIAM SCHOOL DISTRICT

Stayton Elementary School (K-3)

Mari-Linn School (K-8)

Sublimity Elementary and Middle Schools (K-8)

Stayton Intermediate & Middle Schools (4-8)

Stayton High School (9-12)

Options Academy (K-12)

The Director of Human Resources, Danielle Blackwell, has been designated to coordinate compliance with the legal requirements of Title II, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Director may be contacted at the District Office, 1155 North Third Avenue, Stayton, OR 97383, or at 503-769-6924 for additional information and/or compliance issues. Full policies are available through the policy website listed above or by contacting the Board Executive Assistant at 503-769-4928 or by Email at tonia.whisman@nsantiam.k12.or.us.

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III. DISTRICT POLICIES

For information on a variety of other topics including, but not limited to, those below, please see the District Handbook.

| | |
|---------------------------------|--|
| Academic & Support Services | Fire Drills/Earthquake/Lock-Down Drills |
| Accidents/Emergencies | Home Prepared Foods |
| Assessments | Homeless Students |
| Bicycles/Skateboard/Scooters | Parent Involvement/Communications/Rights |
| Board Policy | Personal Possessions/Toys |
| Books | Program Exemptions |
| Building Security | School Meals |
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| Cyber-Bullying | Student Identification Cards |
| Demonstrations of Affection | Student Records |
| Damage to District Property | Talented and Gifted (TAG) Program |
| Diplomas | Teen Parent |
| Distribution of Material | Program Transfers |
| Electronic Communication System | Video Cameras and Recorders in School |
| Emergency School Closure | Withdrawal |
| Fees and Fines | |

The link below is for the NSSD Student/Parent Handbook, which is separate from this handbook. It includes district-wide policies, procedures and notices that apply to all students and parents regardless of which school they are associated with. A printed copy can be obtained from any school office or the District Office. It can be accessed via the link below or by visiting the District website at www.nssd29j.org >For Parents >[Handbooks](#).



Our mission at Stayton High School is to empower all students for life. We do this by making relationships the heart of our work, by maintaining high expectations behaviorally and academically, and by expecting active participation both in and out of the classroom.

ACADEMIC CONCERNS

Students experiencing substantial academic or social difficulty in school may need further evaluation. If a student requires such an evaluation, parents may request one by the Student Success Team; initiate that process by speaking to your child's counselor. The Student Intervention Team may also recommend an evaluation. Parents will be notified of any referral for an evaluation. During the pre-referral process, the team may discuss students on an individual basis to determine difficulties, interventions, and needs. This statement serves as prior notice to parents of the pre-referral process.

ACADEMIC HONESTY

Plagiarism has become more prevalent in academic settings with the increased use of the Internet, which has quick availability to multiple sources and papers for sale on most any topic needed. Some examples of academic dishonesty are listed below:

- Plagiarizing or representing the words, ideas or informing of another person as one's own and not offering proper documentation.
- Giving or receiving, prior to an examination, the content of that examination.
- Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination.
- Giving or receiving substantive aid during the course of an examination.
- Commencing an exam before the stipulated time or continuing to work on an exam after the announced conclusion of the exam period.
- Submitting the same written work to fulfill the requirements for more than one course.
- Utilizing artificial intelligence (AI) to construct academic work without teacher permission is prohibited.

Students caught cheating will be asked to complete an alternate assignment or assessment in order to receive a score. The infraction will be documented on a disciplinary referral for monitoring purposes. If a student gets caught more than once the punishment will be progressive. In serious cases, or if a student chooses not to complete the alternate assignment, loss of credit may result.

AGE OF MAJORITY

When a student reaches the age of majority (18 years old), they become legally responsible for their own educational records. The school will continue to send information to the parents until students provide a written request to the principal that parents should no longer receive their school information. In the same manner, parents will be expected to give permission for students to leave campus after they turn 18 unless students or parents/guardians waive that right with the school principal in writing.

ALTERNATIVE EDUCATION/NSSD OPTIONS ACADEMY

Stayton High School partners with North Santiam School District Options Academy to provide students an alternative means to complete their education apart from the regular classroom program. District residents between the ages of **13 and 20** who have not completed a high school diploma or equivalent can enroll in Options Academy to complete their high school diploma. Enrollment is limited and a waiting list has been arranged so others can be served on a space-available basis. Students who choose to complete their education through a GED program will transfer to Options Academy. Stayton High School students who wish to enroll in Options Academy need to work with their guidance counselor to complete the application process.

Options Academy students are eligible to participate in Stayton High School athletic programs if they meet eligibility requirements and may be allowed to take a course or two on campus, with counselor approval, if they are students in good standing. Options Academy students will need to request a guest pass to attend Stayton High School dances and activities. Exceptions to this rule are students who attend Options Academy following an expulsion, for whom the Hearing Officer or Principal may limit their access to the building or other activities. To get the most updated information, please contact the Principal or Assistant Principal.

ASSEMBLY OF STUDENTS

Students have the right to meet on public property, with some parameters due to the nature of the public school setting.

1. All meetings must be scheduled in advance with a responsible adult volunteer or advisor, using a building use form.
2. When students gather for any purpose, they shall not disrupt the orderly operations of the school or violate the rights of other students.
3. Meetings and activities shall not be potentially dangerous or harmful to individuals or school property.

ATTENDANCE

Regular and consistent attendance at school is fundamental to student success and personal responsibility. A pattern of regular and punctual attendance reflects a positive work ethic and attitude that is desirable in the workplace. It is a responsibility of the school to promote good attendance and enforce the compulsory attendance laws of the State of Oregon. Students who have reached the age of majority (18) are NOT ALLOWED to sign themselves out of school unless the student has formally requested that parents/guardians no longer receive their educational records or unless parents/guardians have given written consent (via email or letter) to the building principal. Parents/Guardians will be notified if their student has submitted a request to remove them from remaining school contacts.

If a student is absent, parents/guardians should notify the attendance office by phone on the day of the absence or with a written note upon the student's return. Any absence not cleared by a phone call or note before the third school day after that absence will remain unexcused on the attendance record.

You may call the attendance line directly at 503.769.7262.

Absences and Make-up Work

Students are expected to keep up on their work when they are absent from school for any reason. Absences do not excuse the student from work missed in class. Upon returning to school, the student should contact their teachers and arrange for any appropriate missed assignments, projects, or assessments. . When students are absent, they may miss discussions, directions, videos, labs, classroom activities or pop quizzes which are extremely difficult, if not impossible, to make up in their original form.

The parent/guardian may request homework after the student has been absent for **three or more (3) consecutive days** to illness by calling the main office at 503.769.2171. Please allow 24 hours for the office to gather the missed work. Pre-arranged absences for vacations and other

family matters require that a form be filled out and signed by teachers prior to the absence. The pre-arranged absence form is available in the main office and allows students to make up work they missed during such absences.

Please Note: Unexcused absences of one or more periods in a day may result in detention, suspension, or community service. Additional consequences may apply if a student is on an approved out-of-district transfer or involved in co-curricular athletics or activities (see the athletic handbook section for more information).

Parental Role in Attendance

Student attendance is the responsibility of the parent/guardian under Oregon law. We will assist parents/guardians in the following ways:

1. Parents/Guardians will receive same-day phone calls through the School Messenger communication system when their student is absent without a valid or pre-arranged excuse.
2. All scheduled academic reports will include a summary of students' excused and unexcused absences for the designated time frame. These reports are generated for 9-week progress reports, final report cards, and transcripts."

BOOSTER CLUB

The Stayton High School Booster Club provides funds to each team as needed and provides college scholarships. Each team has the opportunity to request funds from the Boosters to pay for needed equipment and supplies that their own team account may not have the funds to cover. This has become an essential service for all teams and allows the coaches some level of flexibility with their spending. College scholarships are awarded each year to qualified senior student athletes. For more information, see the "[Stayton Boosters](#)" page on the SHS website.

CLASS SCHEDULE CHANGES

Students may not change classes after the first week of each semester. All schedule changes are handled through the Counseling Department. After a student is enrolled in a class, the only changes that will be allowed are:

- Improper level placement;
- Incomplete schedules; and/or
- A repeated course error.

CLOSED CAMPUS

SHS has a "closed campus," which means that students are not allowed to leave campus once they have arrived for the day without administrative permission and/or signing out at the attendance office. Students who are off campus or in the parking lot between classes or at lunch, without permission, will be considered truant and/or loitering and may be subject to discipline. Students may also be cited for daytime curfew violation by the Stayton Police Department. Students found returning to campus after leaving without permission may be asked to go through the search process.

Once a student arrives at school or boards a bus to travel to school, they must stay at school unless released by a parent/guardian. Parental or administrative permission must be obtained and verified

prior to the student leaving campus. A pass from the attendance office will be issued and should be shown upon request. Students at the age of majority (18), need parent permission each time they leave campus, unless the student has formally requested that parents no longer receive their educational records or unless parents/guardians have given written consent (via email or letter) to the building principal.

SHS has an off campus lunch incentive for students in 10th, 11th and 12th grade who:

- have C's or higher in all courses, AND
- are in good standing behaviorally
- with no more than 10 tardies within a 4 week period and
- no more than 2 unexcused class period absences within a 4 week period

can earn the privilege to go off campus for lunch with a special pass. Off campus lunch passes will be reevaluated and reissued monthly. If stopped by police or school staff, students should be prepared to show their passes. If a student loses their pass, they will not receive a new one until passes are reissued the next month. Students may lose off campus privileges at any time at the discretion of administration due to concerns regarding student behavior, excessive tardies, or attendance.

CO-CURRICULAR ACTIVITIES

Students are strongly encouraged to participate in school-sponsored clubs and organizations. Their interest and commitment is the lifeblood of student activities. It is well documented that students who participate in co-curricular programs achieve higher grades. For a list of clubs and activities, refer to the SHS website at shs.nssd29j.org → "For Students" → "[Clubs and Programs](#)." Students who would like to start a club should contact the ASB advisors to learn about the process, as outlined in the SHS ASB Constitution.

Participation in co-curricular activities is a privilege. Stayton High School students involved in co-curricular activities and/or athletics are expected to conduct themselves in a manner which brings honor to Stayton High School. Students must be concerned with any behavior that might dishonor themselves, their team, group, club, or Stayton High School.

COLLEGE ENTRANCE TESTING

SBAC scores (state assessments taken by juniors) can be used by colleges and universities as placement scores for math and writing classes.

ASVAB (Armed Services Vocational Aptitude Battery) is available for juniors to take in the fall. This assessment has a strong career-planning component, which is used to help students discover individual strengths. Scores are NOT released to the military unless released by the student. If you are interested in taking this assessment, contact your counselor.

SAT and ACT: Information about these university/college entrance exams is provided by the counselors to all 11th and 12th graders. Some four-year universities/colleges require scores from one of these assessments for admittance. We encourage students and families to research entrance requirements for any university/college you are interested in attending to ensure you have a plan to meet their individual and sometimes unique requirements. . Registration for the SAT and ACT is done online. The website and deadlines for registration are in the counseling office and below.

*SAT – register at www.collegeboard.org _____ *ACT – register at www.actstudent.org

COMMUNITY/SCHOOL SERVICE

Stayton High School and the North Santiam School District recognize the importance of service to the community and school. This can also be an important factor to assist colleges in determining a student's worthiness for admission. Additionally, students develop and practice important work-related habits when they commit to serving or being a part of something larger than themselves. It is required that students serve their community and/or school by volunteering **5** hours per year, a total of **20** hours for their high school career. Recognition will be given at graduation for those students who attain a minimum of 40 hours of verified community/school service. Guide Group teachers will collect and maintain a record of such hours and will report those hours to the counseling office near the end of the student's senior year. Students will complete a form verifying the community/school service, which will be signed by an adult who oversaw the service. To obtain forms, please see the Counseling Office.

Students who work paid jobs and can submit pay stubs can waive the community/school service requirement, as they are learning the valuable life skills of punctuality and work ethic. Students who waive school/community service hours through work experience will not be eligible for the cord at graduation.

CONTACTING STAFF

Staff at Stayton High School are dedicated to partnering with parents for students' success. If questions or concerns arise in regard to your student's experience in class, please contact the teacher directly to receive the most accurate and timely information. You may phone the school and ask for their voicemail or email them directly at: firstname.lastname@nsantiam.k12.or.us.

COUNSELING

Stayton High School has Counseling Department Staff that are informed and ready to help students. Students are assigned a school guidance counselor according to the grade they are enrolled in. The counseling office staff's mission is to assist and support student needs in the areas of academic, emotional, social, and overall well-being. Students wishing help in any of these areas for themselves are encouraged to meet with their counselor.

For personal crisis situations, students may drop in the Counseling Center at any time and the Registrar will notify a counselor. For other concerns that are not of an emergency nature, such as a request for a schedule change, students are requested to complete an "appointment request" and the counselors will contact the student when they are available.

CREDIT BY COMPLETION

Students who have failed a class by a few percentage points (between 55% and 60%) may request to make up the class via Credit by Recovery instead of repeating the entire class. This will be allowed at the discretion of the classroom teacher. Credit by Completion must be requested at the beginning of the semester following the failure of the class. Under Credit by Completion, a teacher will give the student a written list of assignments, projects or tests that must be completed in order to receive credit. The student will have until the end of the 4th week of the new semester to complete the assignments. When the work is completed, he/she will receive a grade of Pass (P) or No Pass (NP).

CURRICULUM GUIDE

Details about course offerings and descriptions, diploma options, pathways, and other curriculum

questions can be found in the course description guide. This can be found on the Stayton High School website under the [Counseling menu](#).

DANCES

School rules and expectations of student conduct apply to all school-sponsored activities.

1. Students must have identification to be admitted to any school dance. A student ID will suffice, but needs to be with them at the dance.
2. Attendance at formal/semi-formal dances (such as Homecoming and Prom) is a privilege. In order to attend, students must be passing all classes in order to purchase a ticket.
3. Students may lose the privilege to attend dances due to discipline and behavior concerns. This is at the discretion of the school administration. In most cases, students who have experienced a suspension are not allowed to attend.
4. Guest passes may be issued to visiting students who are not members of the SHS student body. See the rules below on guest passes.
5. Once a student enters the dance and then leaves, he/she will not be readmitted to the dance.
6. Students must be enrolled in at least 4 classes at SHS or other SHS-sponsored programs to attend.
7. Family members are encouraged to visit dances at any time as a chaperone or if approved by administration. Please ensure you have a volunteer form on file with the district prior to the dance if you wish to volunteer.
8. Guest passes are available for dances under the following stipulations:
 - Passes must be obtained for guests before admission to a school dance. Passes are picked up in the main office and must be approved by an administrator or designee by 3 p.m. two days prior to the day of the event. The pass also requires the signature of an administrator at the guest's school. Background checks may be performed for guests over the age of 18.
 - Guests must be at least in the ninth grade and shall not be over age 19. Guests not currently enrolled in an accredited high school may not attend. Students who have dropped out of high school will not be issued guest passes. An administrator may make exceptions to these guidelines on an individual basis.

DETENTION

“The Nest” is a multi-purpose, quiet learning/study space for students who are needing time to cool down after a behavior incident, who are serving detention or in-school suspension, or who have permission to work in a quiet space. If assigned detention, students failing to serve on or by the assigned date may be suspended for failing to serve or given other consequences ranging from restorative practices to community service.

Students may be required to serve detention before participating in extracurricular activities or events, including practice sessions. While working in The Nest, students may study or work on school assignments; textbooks and Chromebooks are available. Sleeping and the use of other electronics is not allowed. Students are expected to have cell phones out of reach while in the Nest. The same expectations are in place when students are in the Nest for in-school suspension.

DRESS CODE

At Stayton High School, dress that interferes with the educational process and/or creates a safety

hazard will not be allowed. Attire or grooming that is deemed disruptive to the educational environment will be corrected before a student is permitted to return to class or an extracurricular event.

- Slogans on clothing cannot contradict the district's educational mission or policies. Clothing with words or logos with alcohol, tobacco products, marijuana, or other drugs, vulgarity, gang-related attire, violence, sexual connotations, hate symbols (including Confederate flags and swastikas), or those containing double meanings about the above listed items are not allowed.
- Clothing that creates a safety hazard, which may be oversized clothing or excessively high-heeled shoes that would prevent students to safely use stairs or exit the building quickly during an emergency, are not allowed.
- Undergarments should not show.
- Backs, chests, and buttocks should be covered at all times.
- No more than 3 inches of midriff should show.
- Sunglasses are not to be worn at school at any time unless a licensed physician prescribes them.
- Chains and accessories with spikes are not allowed for safety reasons.
- Hoods may not be worn in classrooms. Hats may be worn, but students may be required to remove them in classrooms at the teacher's discretion.

ELECTRONICS/CELL PHONES & EARBUDS

Students are expected to engage and participate in the learning process in the classroom. Electronics use throughout the day interrupts teaching and learning, and it impacts students' overall success in school. Parents/Guardians should limit text messaging or calling students to before- or after- school or during lunch time. (Lunch period times can be found on page 22 of this handbook.)

Phones and earbuds/headphones will be stowed away, out of sight and reach, before the start of each class period. When allowed by the teacher, students may play music on their Chromebooks or when it is documented on a student's current IEP or 504 plan. Alternatively, teachers may choose to play music for the entire class.

If students utilize phones or other electronics outside of being given explicit permission by teachers, they will experience the following:

- If a device is visible, the student will be asked to stow it in a phonevelope for the remainder of the class period.
- If a student refuses to stow their phone, they will be removed from class and the phone will be turned into the office for the remainder of the day. Parent/Guardian(s) will be contacted.
- Repeated, ongoing offenses with electronics may result in a student losing the privilege to have a cell phone on campus. Failure to follow requests and guidelines in regard to electronics use could lead to detention or suspension.

ELIGIBILITY FOR CO-CURRICULAR EVENTS

Stayton High School is a competitive member of the **Oregon West Conference** and operates under the auspices of the Oregon School Activities Association (OSAA). Member schools in the Oregon West Conference are the: Cascade Cougars, Philomath Warriors, Newport Cubs, North Marion Huskies, Sweet Home Huskies, and Stayton Eagles.

Students must meet all of the eligibility rules of the Oregon School Activities Association (OSAA) and must meet Stayton High School's academic eligibility policy as stated in the co-curricular section of this handbook.

FEES AND FINES

School fees, which are listed below, may be paid in the main office between 7:30 a.m. and 3:30 p.m.

| | |
|---|-------------|
| ASB Card/Activity Fee | \$30.00 |
| Yearbook | \$60.00 |
| Replacement ASB Cards | \$5.00 |
| Summer School Credit Recovery | \$50.00 |
| Charges for NSF Checks | Actual Cost |
| Charges for Library Copies | Actual Cost |
| <i>Golf additional \$40 and Swimming additional \$20 facility usage fee</i> | |

Note: There may be additional charges for elective class projects students may choose. Students will be advised of charges throughout the year. Please contact the front office for more information.

An Associated Student Body (ASB) card admits SHS students to all home athletic contests (except playoffs and endowment games) or school-sponsored activities, and entitles students to reduced admission prices and purchase prices for many items sold in fund-raising activities. **Any student who participates in co-curricular programs of any type must purchase an ASB card each year.** The funds generated by the ASB card are used to support co-curricular activities and to create other activities for all students. If purchasing a card is a financial hardship, please notify the athletic director.

School Board Policy and Oregon Law (ORS 339.260) allows the District to withhold the grade reports, or other records of students who owe fees, fines, or damages until those fees, fines and damages are paid. This also includes school property, which is lost or willfully damaged. **Students who owe fines will not be able to pick up semester grades, transfer grades, diplomas, or participate in extracurricular activities. Fines and fees must be cleared prior to each sports season or registration period.**

FIELD TRIPS

All school-sponsored field trips will use district transportation whenever possible. Transportation by private vehicles must meet additional conditions. Non-District transportation requires the completion of the "Student Transportation by a Private Vehicle" form, which includes a physical inspection of the vehicle, and a criminal background check of the driver.

No students may drive themselves or others to, or from, a field trip or school-sponsored activity in which they are taking part. Exceptions to this will be rare and only with the approval of the parents and principal. Written parent permission is required for a student to participate in a field trip. Students may be required to contribute financially for selected trips. Students may be excluded from field trips because of behavior or grades.

Parents and students will be able to sign a form allowing for district-sponsored and transported field trips during the school day, for the calendar year, at registration.

GUIDE GROUP

Guide Group (GG) is used at SHS like a “homeroom” for all students. Each student is assigned a GG teacher. That teacher will remain the same for all four years of high school as often as possible. This is another way for each student to be connected to an additional staff member for support as they progress through SHS. Each GG consists of approximately 20 students who are in the same grade.

Throughout the year in GG sessions, a variety of topics are covered from social-emotional learning to career readiness; additionally, academic progress is tracked. The main purpose is to provide time for students to work on transcript review, goal setting, positive behavior supports, and classroom interventions. Attendance is required. Students who skip Guide Group or Study Hall (Eagle Time) will be subject to the same disciplinary consequences as skipping any other class.

GRADES

Grade Calculations

Teachers will calculate grades by the following after they have rounded the percentage to the nearest whole number:

| | |
|---|------------|
| A | 90% - 100% |
| B | 80% - 89% |
| C | 70% - 79% |
| D | 60% - 69% |
| F | Up to 59% |

Grade Designations

INC (Incomplete) - This indicates there are unfinished requirements that need to be completed before a final grade is earned. A student will be issued an incomplete grade only if there are health issues that necessitate a long absence or other personal issues. The counselors will notify the teacher if an incomplete grade is to be given. Incomplete grades are not designed to provide additional time to students who choose not to complete course requirements in a timely fashion. If the unfinished requirement is not completed within nine weeks, the incomplete grade will be replaced with the letter grade earned on the official transcript.

P (Pass) - This grade indicates that the student receives credit for a course, but no letter grade. This credit is not computed in the GPA.

NP (No Pass) - This mark indicates that the student receives no credit for a course, and no letter grade. This credit is not computed in the GPA.

NG (No Grade) - This mark indicates that the student receives no credit for a course, and no letter grade. This credit is not computed in the GPA.

Honor Roll

A student must be enrolled in at least five graded classes and earn a 3.5 GPA or higher at the semester to be on Honor Roll. Any classes that award credit with a "P" (Pass) designation, such as teacher aides do not qualify towards the Honor Roll.

PARENTVUE ACCESS

Parents and students are able to track grades, academic progress, attendance, and registration information by logging in to the parent view of the online gradebook. This is a valuable tool in keeping open and up- to-date communication between home and school. Your login and password information are available through the counseling or main office. Please feel free to call Stayton High School at 503.769.2171 if you have any questions or trouble logging in.

The academic success of students is a primary goal of Stayton High School and as such, special assistance is available to those students experiencing a lack of success. Parents wishing to monitor the weekly progress can set up automatic grade reports through the NSSD app.

GRADUATION REQUIREMENTS

Graduation requirements can be found in the addendum of this handbook. Parents may request a copy of their child's transcript at any time. To be on track to graduate with a Stayton High School Diploma (26 credits), students must have the following credits at the end of each of the following years:

| | |
|----------------------|--------------|
| 9th Grade: | 6.5 credits |
| 10th Grade: | 13.0 credits |
| 11th Grade: | 19.0 credits |
| 12th Grade/Graduate: | 26.0 credits |

HURTFUL SPEECH/HATE SPEECH

To ensure a safe learning environment for all, Stayton High School prohibits students from engaging in harassing speech, aggressive speech, and/or hateful speech (words that are used toward anyone to cause harm) regardless of the intent (slang, slurs, endearment, and/or attempts at humor). This includes any harmful language around protected characteristics: race, ethnicity, national origin, disability, religious affiliation, caste, sexual orientation, sex, gender identity and serious disease. Cursing is also prohibited. This policy extends to students' online behavior during the school day and may extend to behavior outside the school day if it impacts the learning environment. Administration views hurtful/hate speech as being as impactful to the culture of the school as a physical fight and students may be disciplined in a similar manner for their speech. This policy extends to students' while traveling to and from school, at the bus stop, at all school-sponsored events, online and may extend to behavior outside of the school day if it causes a substantial disruption to the educational environment. At the beginning of every school year, students will explicitly be taught these expectations and how to report concerns. Swastikas, Confederate flags, and nooses are considered hate speech under federal law; as such, they will not be tolerated in any form on campus. Displays of these will result in discipline in accordance with this practice. **For further clarification, refer to Board Policy ACB and AC.**

ILLEGAL SUBSTANCES

Illegal substances include alcohol, illegal drugs, prescription drugs intended for another person, drug paraphernalia, tobacco in any form, nicotine and substance look-alikes, fake substances etc. Any student found to be in possession will face disciplinary action, up to and including expulsion. Students that leave campus during school time and use drugs and/or alcohol will find all school rules apply, on or off campus during school hours. Tobacco or nicotine use or possession, including vapes, may result in students completing a tobacco/nicotine education program or may result in a suspension. Possessions of illegal substances may result in referral to law enforcement. Lockers and other school property are

subject to search at all times and without prior notification. Searches may include law enforcement and/or drug dogs. **Please refer to the Searches section of this handbook for information regarding vape detectors on campus.**

LATE START

Each Monday, school starts one hour later for students to allow our teachers time to meet in Professional Learning Communities (PLCs) and engage in professional development. PLCs are groups of educators collaborating on instructional strategies, aligning their assessments, and analyzing student data. Many teachers attend additional meetings after school as well, but Monday mornings are pre-planned; therefore, they are not available to assist students during that time.

LINK PROGRAM

LINK is a program designed to help freshmen throughout the first year at Stayton High School. The LINK program provides upperclassmen as mentors to facilitate smooth transitions and assist in the adjustment to a new school. The upperclassmen have been selected to represent a wide variety of interests and affiliations at Stayton High School. The freshmen begin the school year meeting their LINK mentors on LINK Day. Throughout the year, these upperclassmen remain as a contact and guide to freshmen.

NATIONAL HONOR SOCIETY

The following criteria have been established for membership in the National Honor Society:

- Students must be juniors or seniors.
- Membership is based on a minimum of 3.00 cumulative GPA.
- Students must be on track to earn the SHS diploma (26 credits) and must take 5 graded classes per term.
- Students must have taken five (5) college preparatory or honors courses.
- Students must pass screening for disciplinary & attendance referrals from the beginning of their 9th grade

Students who meet these requirements will be invited to apply for membership.

PARENTAL/GUARDIAN INVOLVEMENT

The staff and administration of Stayton High School want parents involved by attending parent conferences, open houses, and co-curricular events. Parents/Guardians are welcome to come to the school at any time during school hours to schedule a time to meet with teachers and administrators about all aspects of our educational program. It is rare that an administrator is available to meet without an appointment. Office staff are able to set up appointments for them. Teachers are also not usually available during the school day so prior appointments are needed. Please check in at the main office for a visitor's pass between the hours of 7:30 am - 3:00 pm.

PETITIONS BY STUDENTS

Petitions are routinely used in student government elections and have been positively used by students in seeking to change various school rules. When the usual avenues of representative student government are not successful, the petition is the best formal and legitimate process for request and appeal. However, the school has an obligation to protect the rights of staff and students. It also will preserve the rights of students to be heard and ensure their protection in the process. As a result, the following is required:

1. All petitions should be routed through the Associated Student Body (ASB) advisor for review.

2. All petitions must have principal approval prior to circulation. Failure to do so may result in disciplinary action.
3. The process shall not disrupt classes or other school routines. The administration will inform the petitioner as to location and times for signatures to be acquired.
4. Petitions from outside the school and seeking to capitalize on the "captive audience of students" will not be allowed.

ROOTER BUS TRIPS

Guidelines for riding a rooter bus are as follows:

1. A student must be in good standing (no suspensions or expulsions) to be allowed "field trip" rights for rooter buses.
2. Any teacher can deny a student the ability to go on the trip if he/she presently is not passing his/her class.
3. If a student goes on a Rooter Bus trip and does not stay in the athletic participation area to watch the event, he/she will not be allowed to attend future trips.
4. All fees for Rooter Buses are required prior to departure.

SPORTSMANSHIP

SHS is a member of OSAA and participates under its rules. Students and parents shall be aware that each school is evaluated on their sportsmanship during competitions, and Stayton High School has a long-standing tradition of high expectations of good sportsmanship. Positive support of our teams can lead to great memories and bring pride to our school and community. This includes the rally and spectators. Examples of the criteria used in evaluating sportsmanship are outlined in the co-curricular section at the end of this handbook.

STUDENT AIDES

In order for a student to be considered for a student aide position, he/she must have good attendance, no discipline issues, and be on track for graduation. Only juniors and seniors will be allowed to be teacher- or office aides.

STUDENT CONDUCT

Discipline usually follows a progressive format. Multiple referrals may result in an increased level of discipline, for example. Proper student conduct is not only necessary to an orderly operation of the school, but progressive discipline reinforces positive behavior that will serve the student later in life. It is the intent of Stayton High School to discipline students without malice or favoritism and with full observance of both the spirit and letter of the law regarding student rights, due process, the laws of the State of Oregon, and the administrative rules governing the operation of schools.

Disciplinary action will be recommended for a student who is found to have been dishonest concerning their involvement in, or knowledge of, incidents that compromise the health and safety of others, damage or vandalism to school property, or the disruption of the orderly process of school. When multiple students are found in a bathroom stall together, all may be subject to search and will likely be suspended for the day.

There will be assessments for damages and extra costs to the District in cases of vandalism and

disruption of school. This may also include the value of monetary rewards given in the course of investigations. The cost of rewards given for information leading to the identification of someone calling in a false fire alarm or bomb threat, for example, would be part of a damage assessment on the person who committed the act.

Minor Classroom Infractions

Teachers will discipline students exhibiting minor misconduct. Teachers may ask students to stay after class or to come in after school to discuss their misconduct. If there is continued disruptive behavior or violation of class rules, teachers will contact parents. Students who continue to be disruptive or who do not follow class rules can expect other interventions, including administrative referral.

Major Infractions

Serious misconduct is defined as any act that is considered criminal under Oregon law, violates the civil rights of people, or creates a substantial disruption to the learning environment. Past practice and current intentions of the District have established the following guidelines for some of these infractions. An attempt to contact the student's parent(s) or guardian by phone is made in the case of all serious infractions. Any serious infraction may call for a recommendation for expulsion without preliminary actions and/or the involvement of law enforcement authorities.

When the police find the need to question a student, the office will attempt to make a courtesy call to the parent or guardian before questioning begins. The police have the authority to question students in a school setting without getting prior parental permission. In some cases the law requires the school not to call parents during an investigation. Police may, at their discretion, question a student even if a parent cannot be located. An administrator will be available during the questioning if the student requests his/her presence, unless law enforcement requests otherwise.

Searches

To protect the educational climate and the health and safety of students and staff, school officials are empowered to conduct searches of students and student property when the school official has a reasonable suspicion that there has been a violation of a law, District policy, or school rule or policy, and the official has a reasonable suspicion that the search will produce evidence of that wrongdoing. Parents/guardians shall be notified after a search of a student's person or property and shall be informed of the results of the search. **Refer to Board Policy JFG.** If a student refuses a search, school officials will assume the student is in possession of something that violates law or policy and the student will be suspended for the remainder of the day.

Vape Detection Devices

Under state law and in accordance with NSSD Policy JFCG/JFCH/JFCI, the possession, use, or distribution of nicotine or cannabinoid delivery systems on school district property is prohibited. The use of vape detection devices aid in the efforts for student adherence to the established policy, and a positive detection creates reasonable suspicion which may result in a search.

SPECIALIZED COURSES

Specialized courses exist in many areas of the curriculum. See the course description guide for a

comprehensive list of classes where college credit may be earned.

General Education Diploma (GED)

Students wishing to obtain a GED will enroll in NSSD Options Academy, which offers a GED preparation course through an Alternative Education Program at Chemeketa Community College.

Talented and Gifted (TAG)

If your student is identified as TAG, counselors will suggest more challenging honors coursework as part of their daily schedule.

College Credit Coursework

All community college classes must be pre-approved by a SHS counselor before high school credit is granted.

Academic Honors

Students who would like to pursue a challenging academic course of study should consider the Academic Honors program. Students who meet the rigorous guidelines are well prepared for college. Academic Honors recipients wear gold honor cords at graduation. To graduate with Academic Honors, students must:

1. Have ten (10) or more credits from a pool of courses designated Honors (H) earned during grades 9-12.
2. Have a Grade Point Average (GPA) of 3.50 after 3.5 years.
3. Have a minimum of five (5) "graded" courses each semester for four years.
4. Take English Language Arts or a writing class every term.
5. Attend high school for eight complete, consecutive semesters.

The Academic Honors Committee, consisting of two counselors, the principal and two School Leadership Team teacher members, will designate Honors classes. The courses will be reviewed each year and will change as curriculum dictates. The Academic Honors Committee will review the curriculum of transfer students to determine eligibility if necessary.

The most current list of approved courses is always available in the counseling office. Honors designation will not be given for any regularly scheduled class taken on an independent study basis, or if significant portions of the course are done independently, or for any class taken before ninth grade. Honors credit can be authorized for certain classes that are taken at an accredited college or university with prior consent of a counselor as long as all above requirements (1-5) are also met.

STUDENT RECORDS

When there is a divorce, both parents still have full opportunity to inspect student records, unless the custodial parent provides the school a court document denying access to school records by the non-custodial parent.

The principal or designated representative may withhold the report cards or diploma of the pupil who owes a fee, or has lost or willfully damaged district property, until the fee has been paid (see Board Policy JO - Student Records and Oregon Law, ORS 339.260). For students who move and still have fees

to pay, unofficial transcripts will be mailed or faxed within 10 working days of the request from a receiving school district for placement purposes only.

Student academic and behavioral records, the district student record policy and associated forms may be examined through the SHS Counseling Center. Requests for copies of these records and documents may be obtained at a cost of ten cents per sheet and will be available within 10 days.

STUDENT VEHICLES

Any student wishing to drive their vehicle to school and park in the parking lot at Stayton High School must have the license plate, proof of insurance, make and model of the vehicle and their ODL to obtain a parking permit. Students will be required to sign a parking agreement regarding vehicle search before the student parking permit is issued.

1. Students who drive to school may be permitted to park on campus by obtaining a valid parking permit.
2. Parking permits should be attached to the rearview mirror of the vehicle.
3. **Students are to park in student parking areas only, which are in front of and behind the Field House. Students who park in staff parking or in the lot in front of the modular buildings may lose their privilege to park on campus.**
4. Students may not occupy vehicles when in parking lots during the instructional day.
5. Vehicles should be properly secured and locked (SHS is not responsible for vandalism to vehicles).
6. Reckless or speedy driving on the school grounds will be considered a violation of driving policy for students and dealt with accordingly.
7. Stayton Police have the right to enforce traffic regulations on school grounds including illegally parking in fire lanes or in handicapped parking spaces.
8. Vehicles that are illegally/improperly parked or without a proper sticker may be towed at the expense of the owner.
9. Whenever a student car is parked on campus, it is subject to being searched.
10. If a student uses the vehicle to leave campus for an unauthorized reason, he/she may lose parking privileges.
11. Violations of the above policies can result in restriction or revocation of driving and parking privileges.

TARDIES

We expect that every student will be on time to all their classes every day. Tardiness occurs when a student is not in their scheduled class period when the bell rings. Tardies will be recorded for each student on a daily, by period basis and the school will monitor student tardy trends and patterns. In order to maintain the safe, academic culture for which we strive, consequences for tardiness will occur as follows:

1. Teachers will mark students tardy who are not in the room when the bell rings. A student more than 10 minutes tardy will be marked as absent.
2. Students who are tardy to more than one class per day may receive a lunch detention or other similar form of consequence.
3. Students who are chronically tardy will meet with the Dean of Students or administration to discuss and implement additional intervention plans.

TRAVEL FOR CO-CURRICULAR EVENTS

The Athletic Director or Activities Advisor will make arrangements for athletic and activity travel. School buses and/or approved private transportation will be used for team travel for road contests. Scheduling of bus times will be done with the goal of balancing team preparation needs against the student-athletes' lost class time. See the co-curricular/athletic sections of this handbook for more travel rules.

VALEDICTORIANS/SALUTATORIANS

The valedictorian and salutarian are the top two academic ranking students who are eligible for an honors diploma. In order to be eligible to be a valedictorian or salutarian, a student must have attended Stayton High School for at least two full academic years. Valedictorian, salutarian and other class standings will be determined after semester seven (middle of 12th grade) for the purposes of graduation. Academic Top Ten are also selected after semester seven.

VISITING STUDENTS AND GUESTS

Stayton High School is a closed campus to any non-SHS student-age individual. **Students are not allowed to have guests during the school day.** Having guests in the building can be a disruption to the educational process and an issue of safety. Special educational visits may be allowed when approved by an administrator. All other visitors are required to stop by the office when visiting during the day, check in, and pick up a visitor's pass.

WEAPONS

Weapons in schools are not tolerated. If a student brings a weapon to school or is in possession of one at school, he/she may be recommended for expulsion. This includes, but is not limited to, guns, knives, explosives, firecrackers, look-a-like weapons, etc. Other objects that may be used to hurt or threaten people may also result in expulsion including mace, pepper spray, bats, etc.

Addendum 1
2024-25 Bell Schedules

| Monday Late Start | | Tuesday-Friday | |
|--------------------------|--------------------|-----------------------|--------------------|
| Period 1 | 9:00-9:43 | Period 1 | 8:00-8:51 |
| Period 2 | 9:48-10:31 | Period 2 | 8:56-9:47 |
| Period 3 | 10:36-11:19 | Period 3 | 9:55-10:46 |
| Period 4 | 11:24-12:07 | Period 4 | 10:51-11:42 |
| LUNCH | 12:07-12:41 | LUNCH | 11:42-12:17 |
| Period 5 | 12:46-1:29 | Period 5 | 12:22-1:13 |
| Period 6 | 1:34-2:17 | Period 6 | 1:18-2:09 |
| Period 7 | 2:22-3:05 | Period 7 | 2:14-3:05 |

| ASSEMBLY SCHEDULE | | ADVISORY SCHEDULE | |
|--------------------------|--------------------|--------------------------|--------------------|
| Period 1 | 8:00-8:45 | Period 1 | 8:00-8:46 |
| Period 2 | 8:50-9:35 | Period 2 | 8:51-9:37 |
| ASSEMBLY | 9:40-10:15 | GUIDE GROUP | 9:42-10:12 |
| Period 3 | 10:25-11:10 | Period 3 | 10:20-11:06 |
| Period 4 | 11:15-12:00 | Period 4 | 11:11-11:57 |
| LUNCH | 12:00-12:35 | LUNCH | 11:57-12:32 |
| Period 5 | 12:40-1:25 | Period 5 | 12:37-1:23 |
| Period 6 | 1:30-2:15 | Period 6 | 1:28-2:14 |
| Period 7 | 2:20-3:05 | Period 7 | 2:19-3:05 |

Addendum 2

NSSD Parent/Student Technology RESPONSIBLE Use Form (RUF) Grades 6-12

The NSSD strongly believes in equipping our students with the skills and knowledge to become future-ready. We expect students to understand that using their devices is a privilege, and any privilege comes with responsibility. The following are the expectations for using personal devices at school or anytime students use school devices:

Digital Citizenship

I am responsible for modeling positive digital citizenship. I will treat people with dignity and

kindness when using technology and online.

- I will be honest and ethical in all digital communications.
- I will be kind and avoid making threats, insulting, gossiping, or teasing others with cruelty while I am online or using a computer.
- I will credit authors or sources when using information or ideas that are not my own. Failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I understand that what I post may be seen by others at school and at home and that what is posted on the Internet can be seen by anyone in the world.
- I will not share personal information (either my own or another student's), including where I live, details about family or friends (including names), my age, birthday, home address, or phone number on the Internet.
- I will consider whom I am communicating with and think about how they might interpret my words.
- I will give constructive criticism and provide comments that help others feel supported.
- I will use respectful and appropriate language without swearing, name-calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs.
- I will fact-check information before I share it digitally.
- I will not impersonate others or try to trick people into thinking something I wrote was done by someone else.

Learning and Curiosity

I understand that school technology and networks are primarily provided to help support my learning

and curiosity.

- I will use technology to learn new things.
- I will use technology to complete school activities or assignments.
- I will use my device to check information and verify its accuracy.
- I will give credit to the creators of any content I use that is not my own.
- *I will engage in research to develop my knowledge and skills, aspiring to reach my full academic potential.*

Personal Responsibility and Safety

I know that school computers and internet communication tools must be used properly and responsibly.

- If I find inappropriate content on the Internet, I will notify a staff member or a trusted adult, especially if I encounter any inappropriate material while completing an assignment.
- I will treat the Chromebook and all technology equipment from the school as if they belonged to me.
- I will respect the district network's security measures and only download apps or content I have permission to access.
- I will only log into the computer or network with my own username and password.

I understand that using any school technology, networks or personal devices at school is a privilege I must earn through responsible use, but we all make mistakes.

When I use my device in a way that is inconsistent with this agreement, I will inform a trusted adult and ask them to help me make it right. If I can't consistently keep my part of this agreement, I understand that privileges may be temporarily removed and that I may face additional consequences.

I have read the above information and agree to the terms and conditions.

Student Signature _____ Date _____

Addendum 3

**NSSD Parent/Student Chromebook
Acceptable Use Form (AUF)**



This Acceptable Use Form (AUF) informs and assigns primary responsibility for North Santiam School District-owned equipment to an authorized borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and storing it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment.

1. The borrower is responsible for returning the Chromebook and all accessories in the same condition as received (e.g., Chromebook and charging cable).
2. Students are not permitted to place any ornamental stickers on the Chromebook. Screensavers and desktop images are expected to display appropriate content.
3. Students must take responsibility for having their Chromebook prepared for class, which includes a charged battery.
4. Equipment cannot be loaned or transferred to a third party.
5. The borrower cannot modify the equipment in any way without written approval of the district.
6. Students are not to lend their Chromebooks to friends and/or family under any circumstances. No student may take another student's Chromebook. Students are not to touch, use, or alter another person's Chromebook in any manner.
7. The borrower will make the equipment available at any time as the district requests.
8. If loss or damage to the equipment/property occurs and it is determined that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). The borrower who checked the equipment out should reimburse the North Santiam School District at the fair market value of the equipment/property at the time of loss or damage.
9. If a Chromebook is damaged and needs repair, these will be the out-of-pocket costs for families:
 - Broken Screen Replacement- \$40
 - Complete Chromebook Replacement - \$250
 - Excessive Writing/Tagging/Artwork/Scratches Damage - \$10
 - Missing Charger - \$30
 - Missing or Damaged Case - \$30
 - Sticker Removal Cost on Device - \$5 (per sticker)
10. If the repair/fine/fee amount due is not paid, it will become a debt owed and will be included as part of the student's fee account charges. Any malicious destruction of property may be reported to the police and subject to total replacement costs.

I have read the above information and agree to the terms and conditions.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Addendum 4
2024-25 ATHLETIC HANDBOOK



Stayton High School welcomes you into the co-curricular program. We have a long-standing tradition of excellence and high levels of student participation. We are confident that this will continue and are pleased that you have chosen to be a part of it.

Our goal is to prepare our students for success as adults, and we believe our athletics are an important part of our overall program. They offer students, parents, faculty, alumni, and community the opportunity to come together as one, rooting for a common purpose.

PHILOSOPHY FOR ATHLETIC PROGRAMS

We strongly believe our co-curricular programs are a place where our young people develop the qualities of teamwork, communication, commitment, selflessness, the pursuit of excellence, and leadership. We also believe a sport can be the greatest teacher of one of life's hardest, yet most important lessons--overcoming adversity. One of the most important opportunities in which to learn these lessons is during athletic games. Competition at the high school level can offer a powerful learning environment for our students, and it is the goal of Stayton High School to guide our student athletes to pursue excellence and meet high expectations.

We ask all of our students and parents to remember that sports are a slice of life. This means that sports, like life, have equal portions of hard work to go along with the fun. They have equal portions of adversity to go along with the successes. It is not easy to engage in a sport; it is challenging and sometimes difficult. As your child faces these challenges, we urge you to assist your student athlete in working through their adversity in productive ways.

Our general philosophy is that our freshman and JV teams will, at some level, be participatory but our varsity teams will strive to be competitive. This means that not all athletes can expect an equal amount of playing time.

GENERAL EXPECTATIONS OF STAYTON HIGH SCHOOL STUDENT ATHLETES

Student athletes are expected to conduct themselves, both on and off-campus, in a manner, which brings credit to Stayton High School. Student-athletes must be concerned with any behavior, which might discredit themselves, their team, or Stayton High School.

SPORTSMANSHIP

Student athletes are ambassadors of Stayton High School and enjoy many privileges of such a role. However, they also bear the important responsibilities of such a position. Student athletes must behave with dignity and good sportsmanship, and must exhibit honesty and fairness during all competitive interactions. These should reflect positively on Stayton High School both on and off the field of play.

PARTICIPATION REQUIREMENTS

All students, in order to be able to participate in athletics, are required to:

1. Have a current physical on file in the athletic office. Athletes may not practice until the physical is on file. A current physical is defined as having been conducted within the last two academic years, not calendar years.
2. Have a signed participation form on file with the athletic office.
3. Have insurance that covers athletic participation with a copy of the insurance card on file. The school offers a policy for those without coverage. The information on this policy can be obtained in the main office.
4. Be in school on a full-time basis as indicated under the OSAA Eligibility section (taking at least five “graded” classes each day). Students who skip a class will be unable to practice or participate in any contest that day. Saturday will be considered an extension of Friday.
5. Have returned all gear from any previous sport in order to compete in the next sport.
6. Have paid to obtain an Associated Student Body (ASB) Fee. Students may be able to participate if they have not paid fees but have turned in a signed OSAA Financial Need Application, or have made arrangements through the athletic office for payment.
7. Have met all OSAA and Stayton High School eligibility requirements.
8. Have no outstanding fines, fees, or other school property including: textbooks or other class materials. If fines do exist, a monthly payment plan should be set up with the office before a student participates.

Oregon Revised Statute recognizes the following reasons as the ONLY valid excuses for missing school:

Illness of student including mental health days

Medical appointments (verification of appointments may be required in some cases)

Illness of immediate family member

Field trips and school sponsored activities

Other activities that have prior approval of the administration

The School administrators or designee determines if an absence will be listed as excused or unexcused, not the parent or guardian. The school administrators also reserve the right to make judgments (which are in the student’s/athlete’s best interest) on other cases as they see fit.

ACADEMIC ELIGIBILITY REQUIREMENTS

Stayton High School Student Athletes are expected to set as their primary goal the acquisition of a high school diploma. Student-Athletes will attend class regularly and punctually. Stayton High School is a member of the Oregon Schools Activities Association and falls under the rules that the OSAA has established for the eligibility of athletes.

OSAA ELIGIBILITY

The purpose of Rule 8 is to preserve harmony among member schools and school districts by preventing not only actual proselytizing, professionalism and participation by other than regular students in good standing, but conduct or circumstances, which may give rise to the appearance thereof. Exceptions to the general rules herein will be narrowly construed to serve that purpose.

Academic Eligibility: An eligible student must be enrolled full time and making satisfactory progress as defined in this rule.

Full Time Enrollment: For purposes of this rule, a full-time student is one who is enrolled in high school, attending regularly and passing in courses offered by a high school, college, work experience or other school-approved educational activities (including summer school or night school) equivalent to at least the quantity listed on the appropriate line of the chart below. In addition, a full-time student shall have been enrolled in school, attended regularly and passed subjects equivalent to at least the quantity listed on the appropriate line of the chart below during the immediately preceding semester grading period.

| Number of Classes Offered | Minimum Number Passed |
|----------------------------------|------------------------------|
| 4 | 3 |
| 5 | 4 |
| 6 | 5 |
| 7 | 5 |
| 8 | 5 |

STAYTON HIGH SCHOOL ATHLETIC CODE OF CONDUCT

Name: _____ Date: _____
Sports: _____ Grade: _____ Sex: M / F

We promote the physical, emotional, and mental well-being of all students through athletics, while educating student-athletes in the areas of effort, leadership and teamwork.

Athletic activities can be an important component of a student's school experience. Participation in these activities is a privilege and offers an opportunity for the students to make a commitment towards self-improvement. Because students who participate in athletic activities are viewed as leaders and representatives of their schools, they are held to a high standard of academic and behavioral achievement.

The intent of the Athletic Code of Conduct Contract is to encourage positive character growth and promote integrity. The intent is also to protect the health and safety of each student-athlete, those with and against whom the student competes, and others the student may be in contact with while participating. The stated rules and outcomes are designed to promote accountability through ownership of one's own actions. Our goal is to foster behaviors that prepare a student for a successful and productive future.

GENERAL RESPONSIBILITIES

The undersigned agrees to:

1. Behave in a manner that brings respect to one's self, school and community.
2. Ride to and from all school-sponsored activities in school approved transportation. Students not riding home in school approved transportation must ride home with a parent or a pre-approved adult whose vehicle has been cleared through school procedures. Athletes must be signed out to ride home with anyone other than school approved transportation.
3. Return all school equipment and clothing in good condition. Lost or stolen items must be paid for at the replacement cost. Participation in future school activities is based on the return of issued equipment and clothing.
4. Abide by all OSAA, North Santiam School District and Stayton High School policies and rules. Any athlete ejected from a contest will pay the OSAA fine before they can return to competition. The OSAA requires that athletes representing SHS live within the NSSD boundaries with the appropriate guardian, or be cleared by the Director of Athletics prior to participation.
5. Clear or pay any fees, fines, and/or outstanding balances or arrange for an approved payment plan, before participating in contests.
6. Meet the North Santiam School District eligibility standards as based on the OSAA standard of being enrolled in, as well as passing, at least five (5) credited classes. Furthermore, students

must meet the OSAA minimum graduation credits each year. A student must earn an indicated number of credits yearly to be eligible to participate.

7. Obtain permission from the Athletic Director and two head coaches before dropping an in-season sport and transferring to another in-season or out-of-season sport. An in-season sport is defined as a sport occurring within an OSAA-sanctioned calendar. An out-of-season is an activity, club, or sport that occurs outside the OSAA-sanctioned calendar. If the student is released or cut from a team, the student may participate in another sport.
8. Attend all practices and report an absence to the coach prior to missing a practice or contest. Examples of ways to report a student-athlete’s absence may include: a phone message, text message, email, etc. Additionally, the student-athlete, or their parents, may report their absence to a coach, the office staff, or an administrator. Unexcused absences from practice or contests will impact playing time and may result in consequences up to and including removal from the team.
9. Comply with the North Santiam School District attendance policy, which requires athletes to attend all classes in order to participate in practice or a contest. The only exception to this rule is pre-excused or planned absences (doctor appointments, field trips, testing, meetings with counselors or administrators, etc.) or emergency situations as cleared by the Athletic Director. Students who are absent due to illness may not participate in a practice or contest that day.

MINIMUM SATISFACTORY PROGRESS REQUIREMENTS

| | | | |
|---------------------------------|------------|-------------|-------------|
| Credits to Graduate | 24 | 25 | 26 |
| Credits per Year | 6 | 6 | 6.5 |
| Required Prior to Year 2 | 4.5 | 4.5 | 4.5 |
| Required Prior to Year 3 | 10 | 10.5 | 11 |
| Required Prior to Year 4 | 17 | 17.5 | 18.5 |

In addition to maintaining OSAA eligibility requirements, in-season students involved in co-curricular activities need to maintain a 2.0 G.P.A. and not be failing more than one class. Students who fall below this standard will be held out of competition until their grades improve to meet the minimum requirements for Stayton High School. Coaches will check grades for students every three weeks to maintain these academic standards. Coaching may appeal this suspension from contests on behalf of their athletes to the athletic director. Grounds for an appeal include exemplary attendance, work ethic, lack of missing work, and attitude in class.

SECTION ONE

Behavior and Conduct

In order to realize the vision and meet the goals of the Stayton Athletic Department, student-athletes agree to not participate in nor be associated with activities that are unlawful or are connected with acts that bring disrespect to the individual, school, and community.

The student/athlete will represent Stayton High School in a socially acceptable manner at all school sanctioned events, whether home or away. The student/athlete will treat others fairly and respectfully, as well as refrain from any forms of discrimination, harassment or bullying based on an individual's age, disability, national origin, race, color, marital status, religion, sex and sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Student-athletes are required to abide by all Stayton High School regulations and policies. Any athlete who refuses to cooperate with SHS administration, including consenting to the search process when asked, will be found to be in violation of the Code of Conduct.

Students also need to avoid a pattern of negative or inappropriate behavior at school. Students found to be involved in these behaviors can expect consequences as stated below.

Consequences May Include

- Loss of a percentage of the season or equivalent period of time in a subsequent season
- Loss of a full season or equivalent period of time in a subsequent season
- Termination of high school athletic/activity career
- Youth Service Team Counseling
- Coaches Plan of Action for restitution, ownership of actions, and reinstatement

SECTION TWO

Attendance at Parties and/or Use of Drugs, Alcohol, or Tobacco

A primary focus of Stayton High School is the development of a drug free lifestyle for our students. In keeping with that objective, the undersigned student agrees not to possess or use alcohol, drugs, and illegal muscle/performance enhancing substances, any form of tobacco or tobacco look-alike products at any time. In addition, students are not to misuse or abuse prescription drugs.

Furthermore, students are expected to avoid environments where inappropriate/unlawful behaviors are taking place. If a student athlete is attending a gathering and alcohol or drugs appear, the student athlete must begin to leave with urgency and purpose within 5 minutes and self-report the incident to a coach or administrator in-person, by telephone, voicemail, text, and/or email within 12 hours of the gathering. If athletes contact a coach, the coach must then contact an administrator immediately.

Violators of policy JFCG/JFCH/JFCI-Use of Tobacco, Alcohol or Drugs and this contract will comply with the consequences listed below. The following consequences listed are "minimums," Stayton High

School reserves the right to render harsher consequences which, at its sole discretion, believes are warranted under the circumstances.

FIRST OFFENSE: Suspended for 25% of the total season's contests

SECOND OFFENSE: Suspended from contests for ONE FULL season; required Drug and Alcohol counseling

THIRD OFFENSE: Ineligible for the remainder of the student athlete's high school career

In addition to the Ineligibility Consequence and at parent/guardian expense, the student may be required to participate in the following:

- Peer Court;
- Youth Service Team Counseling;
- Drug and /or Alcohol Assessment through the student's designated counselor, sign a release of information form, and follow recommendations from the assessment at parent/guardian expense; and/or
- Follow the Coaches Plan of Action for restitution, ownership of actions, and reinstatement.

The student athlete recognizes that any violation of the above Code of Conduct and Drug/Alcohol/Tobacco policies may result in immediate suspension and/or dismissal from the team. Students and parents must understand that coaches reserve the right to establish team rules, or sport-specific rules, in addition to those described in the Athletic Code of Conduct. Team specific rules will be approved by the athletic director. Consequences that cannot be satisfied during the immediate season will carry over to a subsequent season. In order to satisfy ineligibility consequences, student-athletes who participate in a sport must complete the season in good standing. If the student-athlete does not complete the season in good standing, the suspension/ineligibility consequence will not be recognized.

NOTICE OF CONSEQUENCE OF VIOLATION

The Athletic Director or designee will notify the student-athlete in writing of the consequence for contract violation using the Stayton High School Athletic/Activities Discipline Form. The student-athlete's signature on this form indicates only the receipt of consequence and violation. In addition, the student-athlete's parent/guardian will be notified by phone and a copy of the form will be mailed to the student athlete's address on file in the main office. A principal may find it necessary to bring a student to an expulsion hearing for violations of district policy. A hearing consistent with policy JGE- Expulsions will be held. If the decision is to expel, participation in co-curricular activities will be stated in the final hearing officer's decision letter.

HONESTY AND INTEGRITY CLAUSE

In order to promote and encourage accountability and character maturation, the student-athlete may have the consequences for violation of the Athletic Code of Conduct reduced based on their honesty,

integrity, and cooperation during the investigation. Examples of honesty, integrity, and cooperation include:

- Taking immediate ownership of behavior, participation and/or association;
- Compliance to disciplinary action; and/or
- Projecting a positive attitude and having positive behavior during practice, in contests, and in the classroom prior to the infraction.

ATHLETIC APPEALS PROCESS

Before an Appeals Hearing is held, the student-athlete or their parent/guardian must submit in writing to the Athletic Director or designee the intent to appeal. The intent to appeal must include the reason(s) for the appeal. The Athletic Director or designee must receive the written request within five (5) school days following the issuance of the Stayton High School Athletic/Activities Discipline Form to the student-athlete.

The Appeals Committee will meet within five (5) school days from the date the appeal is filed with the SHS Athletic Director or designee. Upon receipt of a student-athlete's appeal, the student-athlete will be once again informed of the charges against him or her, be advised of the hearing date, and be given an opportunity to be present and submit relevant evidence, witness testimony, and arguments. The decision of the Appeals Committee may uphold, modify, or withdraw the disciplinary action imposed by the Athletic Director. The committee will render its decision within three (3) school days of the conclusion of the hearing. During the appeals process the student-athlete will be suspended from the sport. The suspension time will be included as part of any decision made by the committee. The Athletic Appeals Committee will consist of a North Santiam building administrator, three head coaches (coaches may not be an athlete's current in-season coach), and an assistant coach who is not the athlete's current in-season coach. The high school principal will select the Appeals Committee.

The criteria primarily utilized to consider reinstatement of the athlete will be:

- The general attitude of the athlete during the time of the suspension;
- The academic record of the athlete, and its compliance with participation standards;
- The behavioral record of the athlete, including referrals, if any, for disciplinary action regarding any violation of district, state, and/or federal law or rules; and
- The reasons provided by the athlete in support of the appeal, and the ability of the athlete to defend the reasons why he/she should be reinstated into the SHS athletic program or why the length of the suspension should be reduced.

If the appeal is for a second or third violation, the length of time between the first violation and the second and third violations, as well as the nature and severity of the violations will also be considered.

Following the Appeals Committee hearing, parents will be notified by phone within three (3) school days, and in writing within five (5) school days of the Appeals Committee's decision. The decision of the Appeals Committee may be appealed to the Superintendent by contacting the Superintendent within five (5) school days after the Appeals Committee's decision. Students appealing to the Superintendent will be ineligible to participate in competitions pending the Superintendent's decision. The Superintendent's decision will be final.

ALCOHOL/DRUG COUNSELING

A student athlete who has concern about his/her own drug and/or alcohol use should speak with the Athletic Director or another Administrator to be referred for counseling and/or treatment services. Provided the athlete is not in jeopardy of facing consequences for a violation of this athletic contract, the athlete will not receive consequences for this type of self-reporting. However, an athlete who is found in violation of the athletic contract, whether receiving treatment or not, will be held accountable and be assigned consequences as deemed appropriate.

Although this contract will be renewed and signed annually, I/we understand that this code, once signed, will be in effect for the entire time period the student is attending Stayton High School, including out-of-season and during the summer. I/We further understand that infractions are cumulative throughout the student's enrollment at Stayton High School.

Stayton High School reserves the right to hold athletes accountable for their actions 365 days per year if the actions involved serious misconduct on or off school grounds, including but not limited to assault, robbery, drunk driving, or the use, possession, and/or distribution of alcohol/ drugs/tobacco.

Any violations of the previous athletic code will be carried over cumulatively to the current athletic code.

I/We have read, understand, and support the above contract FOR THE TERM OF ONE FULL CALENDAR YEAR. I/We understand that the undersigned student's compliance with the above terms is a condition of his/her participation in athletics within the North Santiam School District. This document constitutes a contract, and the undersigned student agrees to abide by it FOR ONE FULL CALENDAR YEAR FROM THE DATE SIGNED.

Parent Signature **Date**

Student Signature **Date**

Legal Reference(s):

ORS 326.051

ORS 332.107 (1)

(e) ORS 332.107

ORS 339.430

OAR 581-021-0034 to -0035

OAR 581-021-0045 to -0049

OAR 581-022-1680

Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (200). OSAA Handbook, Oregon School Activities Association

Policy Reference(s)

JFCG/JFCH/JFCI-Use of Tobacco, Alcohol or Drugs

JFCG/KGC/GBK-Tobacco Free Environment

JG-Expulsion

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Training Rules and Regulations

Training is the key to individual and team success. It means getting into condition physically and mentally by means of common sense living and intelligent, hard work. Athletes representing the District must at all times display behavior which is complementary to the school, must make a consistent effort in the academic program, and have good attendance and behavior records.

It is the athlete's responsibility to be aware of and abide by all training rules and the rules contained in the athletic agreement. Training rules apply to all athletes, those involved in OSAA activities (dance, rally, etc.), student body officers, and Link Crew members. Training rules apply to all athletes from the first day of practice through the last day of the season. In addition, infractions, which occur late in one sport season, may impact the student-athlete's participation in the next season.

Training rules infractions and their consequences are listed below:

1. Any athlete found using or in possession of tobacco in any form at any time during their season shall be suspended from participation.
2. Any student involved in malicious mischief on or off campus shall be suspended from all participation.
3. Any student who finds himself or herself in the presence of any person illegally consuming, possessing, or transmitting alcohol, illegal drugs, or performance enhancing will be suspended from all participation. If a student athlete is attending a gathering and alcohol or drugs appear, the student athlete must begin to leave with urgency and purpose within 5 minutes and self-report the incident to a coach or administrator in-person, by telephone, voicemail, text, and/or email within 12 hours of the gathering. If athletes contact a coach, the coach must then contact an administrator immediately. In the investigation of a possible violation, the administration will look at what the athlete did immediately after his or her discovery of the activity, who he/she called, where he/she went, and the approximate time period that elapsed before leaving. No athlete will be disciplined if it is determined that they did everything within their control to leave immediately.
4. Any athlete found in possession or consumption of alcoholic beverages at any time during their season shall be immediately suspended from all participation.
5. Students involved in criminal-related activities shall be suspended from all participation.
6. Violations are cumulative and do not necessarily have to be the exact same offense in order to count as a second violation. For example, a student caught for a tobacco violation that is then later caught for an alcohol violation would face the second offense penalty.
7. Any student who is expelled for any reason may be ineligible to participate in co-curricular activities for the period of the expulsion.
8. Any student athlete who is suspended from participation due to drug or alcohol use must undergo a drug and alcohol assessment at parent/guardian expense before the student athlete may return to play. If the student and guardian have trouble with funding of the drug and alcohol assessment they need to make an appointment with administration.

1. First offense of the school year, the student/athlete will be suspended for 25% of the season's contests.
2. Second offense of the school year, the student/athlete will be suspended from participation for one full sports' season and required to have drug and alcohol counseling.
3. Third offense, the student/athlete will be ineligible for the remainder of the student-athlete's high school career.

In addition to the ineligibility consequences and at the parent's expense, the student may be required to participate in the following:

- Peer Court;
- Youth Service Team Counseling;
- Drug and/or Alcohol Assessment through the student's designated counselor, sign a release form and follow the recommendations from the assessment; and/or
- Follow the Coach's Plan of Action for restitution, ownership of actions, and reinstatement.

Any athlete found in possession of or attempting to transmit or deal illegal substances, prescription medication not prescribed to them, performance-enhancing drugs, and/or hallucinogenic compounds will be suspended from all participation for a time determined by the Athletic Director, the Principal, and the Expulsion Hearing Officer.

Suspension from participation shall mean that the suspended student-athlete shall not participate in any games for the period described. Suspensions take place immediately, there is no negotiation based on where the student/athlete is in their season. The student-athlete may participate in practice during the period of the suspension.

The number of games that shall be missed shall be determined by taking the total number of regularly-scheduled contests, multiplying that number by the percentage, then rounding up to the nearest number of contests.

Policy administration will be handled by the school administrator, Athletic Director, and the coach involved. Their judgment will be intended to serve the best interests of the student and the school. The student's past record and the nature of the discipline problem may require modifications of the policy (leniency or restrictions).

The procedures listed above are for athletics and activities. If students/athletes are in violation of substances on campus or at a school activity, the student/athlete will be held accountable under normal school policies.

The athlete and/or their parents may request a conference for further clarification of athletic policies. Signing the attached permission slip indicates that you have read, understand, and will uphold the training rules.

Academic Eligibility Requirements

District athletes are expected to set working toward a diploma and academic success as their primary goal. Student-Athletes will attend class regularly and punctually. The District is a member of the Oregon School Activities Association (OSAA) and as such falls under their rules established for the eligibility of athletes.

Ejection from Contests

Any student-athlete who is ejected from an athletic contest will be fined according to OSAA and District policy by the Athletic Director. This is designed to offset OSAA fines, which the school must pay for each student or coach that is ejected.

The student may continue to practice, but may not participate in any further contests until the fine is paid. This suspension shall continue into another sport or school year as needed.

Students have the right to appeal the ejection. The appeal should be made to the Athletic Director and the Commissioner of Officials of the particular sport.

North Santiam School District 29J 1155 N. Third Avenue, Stayton, Oregon 97383

Phone (503) 769-6924 Fax (503) 769-3578

The North Santiam School District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, gender identity (including gender expression), sexual orientation, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates. The Director of Human Resources, Danielle Blackwell, has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Director of Human Resources may be contacted at the District Office at 503-769-6924 for additional information and/or compliance issues.