



# SUBLIMITY SCHOOL

Principal ~ Missy Riesterer

503-769-2459

503-769-7282

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## 2020-21 STUDENT-PARENT HANDBOOK FOR GRADES K-8

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### 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 ACADEMIC 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**

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This Handbook has been prepared to acquaint you with the basic policies and procedures of the North Santiam School District, to 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 District

Laura Wipper  
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Mike Wagner

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NORTH SANTIAM SCHOOL DISTRICT  
Superintendent—Andrew Gardner

District Office Information

County: Marion & Linn  
Enrollment: 2400  
Meetings: Third Thursday @ 6:00 PM  
ESD Served by: Willamette ESD  
District Web Page: [www.nstantiam.k12.or.us](http://www.nstantiam.k12.or.us)  
District Policy Page: <http://policy.osba.org/nstantiam/index.asp>

NORTH SANTIAM SD 29J  
1155 North Third Avenue  
Stayton OR 97383  
Phone: 503-769-6924  
FAX: 503-769-3578

Contact Information

|                                |                |  |
|--------------------------------|----------------|--|
| Superintendent:                | Andrew Gardner | <a href="mailto:andy.gardner@nsantiam.k12.or.us">andy.gardner@nsantiam.k12.or.us</a>     |
| Associate Superintendent:      | David Bolin    | <a href="mailto:david.bolin@nsantiam.k12.or.us">david.bolin@nsantiam.k12.or.us</a>       |
| Director of Technology:        | Dave Bolin     | <a href="mailto:dave.bolin@nsantiam.k12.or.us">dave.bolin@nsantiam.k12.or.us</a>         |
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| Director of Food Services:     | Mike Vetter    | <a href="mailto:mike.vetter@nsantiam.k12.or.us">mike.vetter@nsantiam.k12.or.us</a>       |
| Exec Assistant to Supt/ Board: | Tonia Whisman  | <a href="mailto:tonia.whisman@nsantiam.k12.or.us">tonia.whisman@nsantiam.k12.or.us</a>   |

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SCHOOLS IN THE NORTH SANTIAM SCHOOL DISTRICT

Stayton Elementary School (K-3)  
Mari-Linn School (K-8)  
Sublimity School (K-8)  
Stayton Intermediate/Middle School (4-8)  
Stayton High School (9-12)

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Superintendent, Andy Gardner 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 superintendent may be contacted at the District Office, 1155 North Third Avenue, Stayton, OR 97383, or at 503-769-4928 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](mailto:tonia.whisman@nsantiam.k12.or.us).

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*The Table of Contents shown below is for the NSSD Parent/Student 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. To view the handbook online, click [HERE](#) or on “NSSD Parent/Student Handbook Table of Contents”. You may also request a printed copy from your school office or the District Office.*

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# SUBLIMITY SCHOOL

School starts at 9:00 a.m. on Monday and 8:00 a.m. Tuesday-Friday for both the elementary and middle school students. Children should be at school and ready to start class by 8:55 on Monday and 7:55 a.m. Tuesday-Friday. Grades K-5 dismissal time is at 2:35 p.m. and grades 6-8 release at 2:40 p.m.

Students are expected to leave the school grounds within five minutes after dismissal by departing on the earliest bus available, by walking, or by having a parent pick them up. Only those students involved in extracurricular activities (i.e. band, sports etc.) will be allowed to stay after school.

Written permission is needed for your child to go home with someone other than those listed as emergency contacts on the student's registration form.

## **ATHLETICS**

Competitive athletic activities are available in NSSD for middle school students in grades 6-8. The program is facilitated by and at the Stayton Middle School campus. Middle school students from Mari-Linn, Sublimity and Stayton are combined onto one team (or teams) and compete under the name Stayton Middle School. Shuttle buses are available to transport Sublimity and Mari-Linn student athletes back and forth after school for practices. NSSD offers the following athletic opportunities:

### **Fall sports:**

7<sup>th</sup> and 8<sup>th</sup> grade football  
7<sup>th</sup> and 8<sup>th</sup> grade volleyball  
7<sup>th</sup> and 8<sup>th</sup> grade soccer  
6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade cross country

### **Winter sports:**

7<sup>th</sup> and 8<sup>th</sup> grade girls basketball — November-January  
6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade wrestling — November-January  
7<sup>th</sup> and 8<sup>th</sup> grade boys basketball — January-March  
7<sup>th</sup> and 8<sup>th</sup> grade dance team

### **Spring sports:**

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade track

### **Athletic Handbook:**

Please refer to this section at the end of this handbook for more detailed information regarding participation expectations, team rules and academic eligibility. If you have any questions concerning middle school athletics, please contact the SMS Athletic Director, Matt Olson at 503-769-2198.

## **ATTENDANCE**

### **Absence/Tardy Procedures:**

Your child's regular attendance at school is critical for his/her academic success. We know family vacations are fun, but please schedule trips to coincide with school vacation days. Medical and dental appointments should be scheduled after school hours if possible.

Please call 503-769-2459 (elementary) or 503-769-7282 (middle school) before 8:15 a.m. if your child is going to be tardy or absent from school. You can also report an absent on our website located at:

[www.sub.niantiam.k12.or.us](http://www.sub.niantiam.k12.or.us) under “Report An Absence”. Students need to check in at the office when arriving after the morning bell to collect an admit slip. All students leaving the school during the day must check out through the office and sign back in when returning.

### **Make Up Work:**

It is the student’s responsibility to obtain all make-up work from teachers when returning to school following an absence. Failure to get make-up assignments is not an excuse for missed work. Make-up work for middle schools students may be requested by the parent or guardian after the 2<sup>nd</sup> day of absence. If called in prior to 10 a.m. it will be ready to pick up in the office after 3:00 p.m.

### **BEHAVIOR**

The primary obligation for developing self-discipline, responsibility, and respect for others students and adults rests with the student. School employees will work cooperatively with the student and the parent(s) in the student’s development, so that the student may be successful in school. Each student and adult at Sublimity School will:

1. Do what is right;
2. Do their very best everyday
3. Treat others as they would like to be treated.

### **Elementary Level: K-5**

The staff in the elementary building utilizes positive reinforcement of acceptable behaviors and appropriate consequences for misbehaviors. The teachers and support staff closely monitor students both inside the classrooms and on the playground. An open line of communication with parents is an integral component of the elementary school plan.

Each teacher reinforces responsible behavior with a variety of techniques and motivators. Examples include but are not limited to: points which accumulate toward reward goals, positive notes (or calls) to parents, compliments, Character Counts Coupons, and a wide array of token reinforcements. These may be individual or whole class incentives. Contracts and/or charts may be used to record specific academic or behavioral goals. Less than acceptable behaviors in class may result in one or more of the following consequences given by the classroom teacher: (1) call or note home; (2) time out; (3) loss of privileges; (4) or discussion and completion of a problem solving form with a possible behavior plan put in place. Extreme or repetitive offenses warrant a referral to the Principal and a call home.

### **Middle School Level: 6-8**

The goals of the middle school behavior management plan are to have students take responsibility for their behavior and to know they have choices. To mutually benefit students and staff, the behavior management at Sublimity Middle School is a two-part process. It establishes consistent limitations and consequences which are clearly understood by students and parents, while it reinforces with an appropriate action when students do or do not respond to the expectations.

### **General Behavior Management:**

The overriding goal of the Sublimity Middle School Discipline Policy is to create an environment where student learning occurs. Even more important is the creation of an environment that is safe, orderly and allows all students to be successful. Misbehaviors will be divided into the following levels:

**Level I: Minor Misbehavior**

Includes: First time offenses, unsafe behavior, talking without permission, off-task behavior, loud voice in hall or restrooms, gum chewing, hats in the building, inappropriate dress, lateness for class

Response: Reminding student of the rule, asking if student needs assistance, removal of student to another area for problem solving

**Level II: Intermediate Misbehavior**

Includes: Repeated minor offenses, insubordination, pretend fighting, teasing, name calling, offensive language, dangerous playground behavior, excessive tardies, cyber-bullying

Response: Student may receive a citation or a misconduct referral; a parent meeting may be set up; the student may be assigned to in-school or out-of-school suspension for repeated behaviors or for a specific serious incident

**Level III: Major Misbehavior**

Includes: Openly defiant and/or disrespectful of school authority making it impossible to follow the regular discipline plans of the school; not attending an assigned detention; using profanity or an illegal gesture towards a student or adult; or any of the following, but not limited to:

- Assaulting another student
- Leaving campus without permission
- Vandalism of school or personal property
- Skipping class
- Fighting
- Forgery
- Gang-Related activity including suspected involvement in gang activity, flashing gang signs, and gang related activities such as recruitment

Response: The Principal will guide the student and make corrections for severe misbehaviors. Severe misbehavior will result in written or verbal parent contact; students who engage in Level III behaviors will receive consequences ranging from in-school suspension up to expulsion

**Level IV: Harassment**

Includes Unwanted verbal or physical conduct designed to embarrass, distress, agitate, disturb or trouble another person on the basis of race, religion, sex, national origin, disability, parental or marital status, age or physical appearance

Response Guidance and correction of harassment misbehaviors will be handled by the Principal; harassment misbehaviors may result in verbal parent contact or a staffing and may be reported to law enforcement officials; consequences for the student or students will be given by the Principal and may include detention up to expulsion

**Level V: Weapons and Severe Misbehavior**

Includes Severe fights, possession of a weapon, possession or use of alcohol, tobacco or drugs, severe attendance problems, acts of violence or threatened acts of violence towards another student or staff member

Response Will be handled by the building Principal; a conference with parents will occur before a student may re-enter school; actions may include out of school suspension from 1-10 days; and/or a recommendation for expulsion with a possible recommendation for placement in an alternative setting

Students are encouraged to bring their concerns to teachers, administrators, or other staff members. Students maliciously accusing a staff member of professional misconduct will not be tolerated. Upon investigation, if it is found that there are no grounds for a claim; appropriate action will be taken, including possible suspension of the student(s). This includes social media sites, such as Twitter and Face Book, as well.

### **Misconduct Referral:**

A misconduct referral may be written by any staff member who observes or becomes aware of an incident involving student misconduct. Consequences resulting from a misconduct referral may range from parental contact up to and including out-of-school suspension or expulsion.

### **CLOSED CAMPUS**

Sublimity School has a closed campus. This means that students are to remain on the school grounds from arrival until dismissal. Students may leave campus only if a parent checks them out in the office; District check-out procedures need to be followed. If you have questions, please contact the school secretary.

## **CO-CURRICULAR PROGRAM AND ACTIVITIES FOR MIDDLE SCHOOL STUDENTS**

Athletics

### **Student Council:**

Each fall the incoming middle school students are invited to run for Associated Student Body (ASB) offices for the current year. This group will help plan student events and activities within the middle school for the entire school year. Student Council members shall vote on and approve all expenditures of money raised by students and kept in the ASB fund. Student Council members meet at regularly scheduled times throughout the school year, and serve as a decision-making body that represents all students' interests.

### **Dances:**

Student dances are held throughout the school year. Attendance at dances is limited to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Students who wish to bring a guest may pick up a guest pass at the school office. The request must be turned in prior to entering the dance. In order to attend, the guest must be a 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student who is currently enrolled and in good standing at his or her own school. Students who attend dances must remain on the premises until the dance is over or a parent picks them up. School Dress code will be enforced.

### **Middle School Elective Program:**

Sublimity Middle School endeavors to provide a broad academic experience. While the strength of Sublimity Middle School remains its commitment to core academic subjects during the day, the middle school is offers a broad variety of electives. While some student choice is planned, student numbers, academic requirements, and other limitations will dictate class membership. Students will receive a pass/no pass grade for elective coursework at the end of each grading period.



## **E-MAIL CONTACT WITH TEACHERS**

Parents who wish to communicate with teachers through email are encouraged to do so. Email addresses can be found on the Sublimity web site at [www.sub.nstantiam.k12.or.us](http://www.sub.nstantiam.k12.or.us). Generally concerns need to be addressed directly with the teacher. Parents with a concern or issue may set up a meeting with a teacher through Email. Please allow two days for a written response to any Email sent.

## **FIELD TRIPS**

We really appreciate help with chaperoning field trips. We believe students can learn from experiences outside the classrooms, and want to provide as many experiences as possible. Safety is always our first concern, and having extra hands and eyes ensure that students are safe. Students on field trips are under the supervision of school staff and chaperones and North Santiam School District is responsible for your child to, from and during these field trips. We do not allow parents to show up at the location of the field trip to "hang out" with their child. We chose volunteers by first come first serve or a random drawing depending on the circumstances. If you choose to personally take your own child to the field trip location you will not be allowed to participate with the class. Your child will also be marked absent by the school office. To create the best experience possible, we ask our volunteers to follow these guidelines:

1. The volunteers need to be approved by the North Santiam School District and have all the required paperwork turned in prior to volunteering (i.e. classroom helper, field trips and anytime you are interacting with the kids).
  - a. Adults ONLY- please do not ask to bring other children;
  - b. Plan to ride on the bus to and from the field trip- we also need your help on the bus;
2. Please report poor behavior of students to the teacher—discipline is the teacher's responsibility; and
3. Be positive with the students, helping them to be on-task and safe.

## **OFFICE HOURS**

The main office is located in the middle school building, and is open from 7:00 a.m. to 3:30 p.m. The elementary school office is open from 7:30 a.m. to 3:30 p.m. Students need to take care of office business outside of class time, whenever possible.

## **PARENT TEACHER CLUB**

Sublimity School has an outstanding Parent Teacher Club (PTC). This group meets once per month; the meetings are generally announced on the reader board. The major fundraiser for the year is the annual PTC Auction. Money raised by the PTC has been spent on the computer labs, playground equipment, library refurbishing, and many other meaningful projects.

## **PLC-LATE START MONDAY**

Professional Learning Communities are when groups of people work together for higher achievement and success. Teachers will have one hour every Monday morning during the year to work with other staff in order to provide greater success for students in the areas of reading, math, science, social studies and writing. On Mondays, school will start one hour late. The District will be providing supervision for students who need to arrive earlier at school due to any family schedule conflicts. Buses will run one hour later than normal.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards will be sent home to parents with students at the end of each 9-week grading period. You are able to view daily assignments and grades on the PIV (Pinnacle Internet Viewer) website at <https://classroom.lblesd.k12.or.us/Pinnacle/032/Gradebook/Logon.aspx>. Please contact your school office for sign-on and password information.

## **SCHOOL MEALS**

### **Breakfast Program:**

Breakfast is served each morning for students wishing to participate. Children wishing to eat breakfast at school should arrive by 7:40 a.m. to allow them time to finish their breakfast before the bell rings at 8:00 a.m.

### **Lunch Program:**

Under the National School Lunch Program students are offered as many as five entrée choices per day as well as a variety of fruits, vegetables, bread items, and milk. Sublimity School has a computerized meal tracking system. Each student is issued a “cafeteria account” into which parents deposit money. The accounts track when each student eats and how much money is in their account. Menus and options for payment are available on the District website located at [www.nstantiam.k12.or.us](http://www.nstantiam.k12.or.us) under food service.

### **Free and Reduced Price Meals:**

Free or reduced price breakfast and lunches are available to students who qualify under federal guidelines. Applications are available in the office or by contacting the Food Service Director at 503-769-4115 or visit our district website.

### **Meal Prices:**

Prices for meals are listed on the website under Food Service and are also available at registration or through the office.

## **STUDENT RECOGNITION AND AWARDS**

At Sublimity School, we believe in creating a motivating environment for students. Programs exist at both the elementary and middle school levels to recognize student performance that exemplifies our values. Values include effort, enthusiasm, academics, and the treatment of others. Our programs strive to support these values.

### **Character Trait Award (Elementary School Grades K-5)**

Each month the elementary staff will select students who have exhibited many of the character trait that we will be working on throughout the year. Each month a different character trait will be focused on and the students who best exemplify those qualities will be selected and be recognized at the next monthly assembly. This will fit in perfectly with our district wide Positive Behavior Support System and will allow all students the opportunity to be successful each and every month.

### **Middle School Student Awards (Middle School Grades 6-8):**

The middle school staff will select two students from each grade who will receive the Student Awards based upon criteria such as: character, sportsmanship, work ethic, etc. A particular quality will be focused on, with the students who best exemplify that quality being selected.

### **USE OF SCHOOL PHONES**

Teachers and students will not be called from the classroom to accept telephone calls except in an emergency. Office personnel will take messages for non-emergency calls. Student cell phones are NOT allowed to be used during school hours, unless approved by the principal.

### **WEBSITE**

Sublimity School has a web site located at [www.sub.nisantiam.k12.or.us](http://www.sub.nisantiam.k12.or.us). You will find the newsletter, lunch menu, important news articles and parent information. There is also a place for you to report your child's absences. Information on the Breakfast/Lunch Program is available on the District Website at [www.nisantiam.k12.or.us](http://www.nisantiam.k12.or.us) under Parents/Food Service; parents have access to pay on-line for student meals using a debit or credit card.



North Santiam School District  
Middle School  
Parent and Athlete  
Co-Curricular Handbook

2020-21

**\*Athletics for grades 6-8 are  
suspended until further notice\***

# **NORTH SANTIAM SCHOOL DISTRICT MIDDLE SCHOOLS ATHLETIC RULES, REGULATIONS, AND GUIDELINES**

## **AUTHORITY**

North Santiam School District maintains final authority regarding the implementation of its athletic programs. Concerns about athletic programs should be addressed initially to the middle school coaching staff and administration.

The purpose of the program of interscholastic athletics is to promote, direct, and conduct athletics to further the aims of fitness and general education, to promote friendly relations with other schools, to provide an opportunity for students to experience teamwork, to encourage participation by all students, and to teach good sportsmanship and fair play.

## **PHILOSOPHY**

The philosophy of the middle school athletic program is consistent with the overall district philosophy in that it is based upon a belief in the worth and dignity of the individual. We strive to create an activity environment that will aid each participant in developing confidence, self-esteem, and a desire to be a contributor to a positive group effort. The activities program is expected to promote self-discovery, fitness, good sportsmanship and citizenship, respect for people and property, self-discipline, and responsibility.

A properly organized and conducted activities program should be a distinct contribution to an individual's total education. However, it should be understood that participation in middle school activities is both a right and a privilege which carries specific responsibilities to the team/group, the school, and the community which supports it.

Playing time is an important part of skill development. North Santiam middle schools will follow their league policies stating the need for playing time in each half of every contest for team sports. Attendance problems or inappropriate behavior while participating in any team activity may result in reduced playing time.

Parent complaints should be dealt with at the lowest level. Schedule a meeting with your child's coach. Parents and athletes will not address concerns with coaches at the contest site on the day of games. Concerns will not be addressed to coaches before, during, or after athletic contest. Instead, a separate appointment will be made so that concerns may be addressed privately with the coach and, if necessary, the athletic director and an administrator.

## **ELIGIBILITY**

1. To be eligible to participate in the organized interscholastic athletic program of North Santiam middle schools, a student must:
  - Be enrolled as a middle school student in the North Santiam School District.
  - Maintain academic grades in all classes during the sport/activity season, as verified by each individual middle school in the District.
  - Maintain satisfactory behavior while at school. Any suspension from school on the day of an athletic contest will mean exclusion from that contest.

- Have a recent physical examination on file with the school, indicating approval for participation. In order to play interscholastic sports, a student must have a current physical on file and have medical insurance coverage (family or school).
  - Have a signed *Athletic Participation Permit* on file with the school.
2. When all eligibility requirements are completed and all forms submitted, the student will be cleared for participation.
  3. There are certain character traits and behaviors desirable in all students and necessary in athletic participants if we are to comply with the goals of our philosophy. Athletic participants must:
    - Maintain regular attendance in class, especially the day of and the day following an activity.
 

Students who are absent for any part of the day due to illness or out-of-school suspension will not be able to participate in after school or evening activities. If an *absence is pre-arranged* with the athletic director or principal, a student may be cleared to participate in after school or evening activities, including athletics. A student suspended in-school may practice but not play in competition.
    - Demonstrate self-control and refrain from unsportsmanlike actions or words that bring discredit to the team or the student body as a whole.
    - Refrain from using profane or obscene language.
    - Refrain from any actions or words considered insubordinate to coaches.
    - Refrain from any actions or words considered insubordinate to the officials.
    - Demonstrate responsibility and respect for equipment.
    - Maintain appearance and grooming which is neat, clean, and appropriate to the activity.
    - Refrain from possession or use of alcohol in any form.
    - Refrain from possession or use of tobacco in any form.
    - Refrain from possession or use of illegal drugs or narcotics.
    - Refrain from involvement in criminal activity, including actions relating to theft or destruction of property.
  4. Consequences for violation of the above rules will be addressed specifically in the athletic agreement and team rules established by each coach.
    - Probation: The athlete will be formally warned about any violation of a team regulation and likely will be suspended or dismissed from the team if any further violation occurs.
    - Suspension: The athlete will be required to participate in all team practices and meetings, but will not be allowed to dress down or participate in a specified number of games.

- Dismissal: The athlete will be excused from the team for the remainder of the season.
5. School uniforms and gear must be returned (or paid for) before students may start the next sport.
  6. Additional team rules specific to each sport will be provided to participants and parents by the coach.

## **IMPLEMENTATION**

In order to implement the concepts of the athletic philosophy into a working program, the following guidelines will be followed:

1. North Santiam Middle School athletic programs are open to any student who meets eligibility requirements and is willing to make a commitment to the activities in which they wish to participate. Participants must also be willing to accept the philosophy and agree to specific rules.
2. Each participant and their parent/guardian shall be made aware (in writing) of the program philosophy and all eligibility and participation requirements.
3. Although individual activities may have specific rules, these rules must be consistent with the general philosophy. They are to be in writing when appropriate and provided to the participants and their parent/guardian.
4. Individual coaches must be diligent in maintaining standards consistent with the philosophy. It is their responsibility to uphold the rules that were made for the benefit of the individual and the group.
5. Teachers, coaches, and administrators are the only people who may report infractions or violations of team rules. All reports of alleged violations must be referred to them.
6. Coaches have the authority to discipline participants for actions and behaviors which violate the rules and expectations of participants. Suspensions and dismissals must be reported to the parent, and to the principal, by the coach within one school day of the action. Dismissals are subject to approval by the principal.

## **WARNING STATEMENT**

The benefits of participation in organized athletics are many, as outlined in our philosophy statement. It is important, however, that participants and their parents be aware that there is risk of injury in virtually every athletic activity. Supervision, quality instruction, sportsmanlike actions, and emphasis on safety greatly minimize the potential for injury, but the risk remains.

**For sports participation, sports physical or permission forms for your student to travel by private vehicle with someone other than you, click on this link [SIS/SMS Athletic Forms](#) to be directed to our website. You may also obtain copies from any school office.**