



**MARI-LINN SCHOOL**  
**Principal, Jeri Harbison 503-859-2154**

---

---

**2022-23**  
**STUDENT-PARENT HANDBOOK**  
**GRADES K-8**

---

---

**NORTH SANTIAM SCHOOL DISTRICT**

VISION

WE CHANGE ALL 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 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

---

---

The Parent-Student 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

### SCHOOL BOARD MEMBERS

Alisha Oliver: Chair  
Erin Cramer: Vice-Chair  
Laura Wipper  
Mike Wagner  
Mark Henderson  
Coral Ford  
Mackenzie Strawn

---

Superintendent—Lee W. Loving

#### District Office Information

County: Marion & Linn

Enrollment: 2250

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/nsantiam/index.asp>

NORTH SANTIAM SD29J

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](mailto:lee.loving@nsantiam.k12.or.us)

Associate Superintendent:

David Bolin

[david.bolin@nsantiam.k12.or.us](mailto:david.bolin@nsantiam.k12.or.us)

Director of Technology:

Dave Bolin

[dave.bolin@nsantiam.k12.or.us](mailto:dave.bolin@nsantiam.k12.or.us)

Deputy Clerk/Business Manager:

Rhonda Allen

[rhonda.allen@nsantiam.k12.or.us](mailto:rhonda.allen@nsantiam.k12.or.us)

Director of Human Resources:

Danielle Blackwell

[danielle.blackman@nsantiam.k12.or.us](mailto:danielle.blackman@nsantiam.k12.or.us)

Director of Food Services:

John Barnes

[john.barnes@nsantiam.k12.or.us](mailto:john.barnes@nsantiam.k12.or.us)

Exec Assistant to the Supt/Board:

Tonia Whisman

[tonia.whisman@nsantiam.k12.or.us](mailto: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 School (4-8)

Stayton High School (9-12)

Options Academy (K-12)

---

Superintendent, Lee W. Loving 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).

# TABLE OF CONTENTS

I.	School Section-General Information		
	Attendance		1
	Athletics		1
	Behavior Expectations		2
	Birthdays/Balloons/Gifts		4
	Closed Campus		5
	Communication		5
	Curriculum and Instructional Materials		5
	Gum and Food		6
	Homework		6
	Instructional Programs		6
	Library		6
	Make Up Work		6
	Reading Compact		7
	PLC Late Start Monday		7
	Registration		8
	Report Cards		8
	Parent Teacher Association (PTA)		8
	Phone Calls		8
	School Meals		8
	Site Council		8
	Sporting Events and Extra Curricular Activities		8
	Visitors		9
	Volunteers		9
	Website Information		9
	Withdrawal		9
II.	NSSD Middle School Parent/Athlete Co-Curricular Handbook	.....	10

***The information shown below is included in 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 “Table of Contents” below. You may also request a printed copy from your school office or the District Office.***

## [TABLE OF CONTENTS](#)

<b><u>District Code of Conduct</u></b>	
Behavior.....	1
Bus Transportation.....	3
Clothing Guidelines.....	4
Drug and Alcohol Free District.....	5
Harassment.....	5
Student Rights and Responsibilities.....	6
<b><u>District Wide Information</u></b>	
Academic & Support Services.....	6
Accidents/Emergencies.....	8
After-School Program.....	8
Alternative Education.....	8

Assessments.....	9
Attendance.....	9
Bicycles/Skateboard/Scooters.....	11
Board Policy.....	11
Books.....	11
Building Security.....	11
Complaints.....	12
Curriculum.....	12
Cyber-Bullying.....	12
Damage to District Property.....	12
Diplomas.....	12
Distribution of Material.....	12
Electronic Communication System.....	13
Electronic Devices/Cell Phones.....	14
Emergency School Closure.....	14
Fees and Fines.....	14
Fire Drills/Earthquake/Lock-Down Drills.....	15
Guidance Counseling and Behavior Supports.....	15
Health.....	15
Home Prepared Foods.....	20
Homeless Students.....	20
Library.....	20
Lost and Found.....	21
Parent Involvement/Communications/Rights.....	21
Personal Possessions/Toys.....	22
Program Exemptions.....	23
School Meals.....	23
Searches.....	23
Student Identification Cards.....	24
Student Records.....	24
Talented and Gifted (TAG) Program.....	24
Teen Parent Program.....	24
Transfers.....	24
Video Cameras and Recorders in School.....	24
Visitors.....	25
Volunteering.....	25
Withdrawal.....	25
<b><u>Annual Notices/Title I/NCLB</u></b>	
Asbestos.....	26
Directory Information.....	26
Parent Involvement.....	27
Right to Request Teacher Qualifications.....	27
Federal Meal Programs.....	27
Non-Discrimination Statement.....	28
Special Programs.....	28
Student Education Records.....	29
Integrated Pest Management.....	31

# MARI-LINN SCHOOL

## GENERAL INFORMATION

Office Hours:  
7:00 a.m. – 3:30 p.m.

Student Hours:  
7:45 am – 2:30 pm

The school building is officially open to students at 7:15 a.m. There is no supervision available before 7:15 a.m. or after the 2:30 p.m. dismissal. Parents must make arrangements for childcare before school and after dismissal time.

### **ATTENDANCE**

#### **Absences:**

Each day your student is absent or tardy, please notify the school office before 8:00 a.m. for safety reasons. When your child returns to school, send a note to the office with the student's name, the reason for the absence, the date(s) of absence, and your full signature. Students returning to school must check in at the office to collect an admit slip before going to class.

Regular school attendance is essential for the education of your student. There is a direct correlation between the number of days in attendance and the grades students receive. This is due to the fact that grades are based on the demonstrated mastery of skills and knowledge. Parents should seek the assistance of teachers, counselors, and administrators when their child is having difficulties with regular school attendance. Parents will be contacted by the District's Truant Officer if their student falls behind the standard for acceptable school attendance.

Students who have irregular attendance as defined in ORS 339.065 may be recommended for retention due to the academic failure that results from poor attendance.

#### **Tardiness:**

All students are expected to be in their seats ready to work at 7:45 a.m. Being late to class is a disruption of the education of other students as well as oneself. For a tardy to be excused, a student must bring a written excuse from home.

### **ATHLETICS**

Students in grades 6, 7, & 8 at Mari-Linn School have the ability to participate on district-wide consolidated teams that are centered and facilitated at Stayton Middle School. The options for each grade level are listed below. An activity bus is provided to shuttle kids back and forth from Mari-Linn School to Stayton Middle School for practices and games.

#### **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:**

An athletic participation packet outlining team rules and academic eligibility is included at the end of this handbook.

**Sports Physical:**

Sports physical forms are available at the school office or you can use those available from your physician. Physicals are required for sports participation and must be renewed every two years.

There are no sports participation fees for co-curricular programs in NSSD. However, there may be additional costs that vary by sport/activity for things like shoes/cleats, costumes, team bonding activities, and team photos.

**Participation Requirements:**

Students must have a physical and a signed athletic participation form on file in the office before they can participate. Physicals are valid for 2 years.

NSSD Middle School Sports fall under the direction of the Stayton Intermediate/Middle School Athletic Director. If you have any questions concerning athletics, please contact Matt Olson at 503-769-2198.

**BEHAVIOR EXPECTATIONS**

**Expectations:** (SR2 – Safe, Responsible, Respectful)

Be Safe	Be free from harm of any kind (physical or emotional).
Be Respectful	Be polite, cooperative, and build peace with others.
Be Responsible	Be dependable and trustworthy at all times.

**Positive Behavior Support (PBIS) Program:**

Positive Behavior Intervention Support (PBIS) is a school-wide program developed by the University of Oregon. An effective school-wide discipline plan reduces problem behaviors and promotes desired behaviors by carrying out a consistent and long-term program of positive discipline across the whole school. The school will maintain a healthy school climate by systematically teaching and reinforcing behavior expectations throughout every area of the building.

We intend to maintain an environment where students are safe, respectful and responsible (SR2). This is a shared commitment by all members of the school community. Consistent application of behavior expectations is vital to establish a positive school climate. Mari-Linn is governed by three behavior expectations throughout our school: (1) Be Safe, (2) Be Responsible, (3) Be Respectful (SR2).

**Positive Recognitions:**

The PBS committee frequently reviews recognition activities to increase the frequency of positive behavior and reinforce their use. The following are examples of recognition activities:

- Classroom Point Systems:  
Individual classroom teachers develop group point systems and rewards for recognizing positive behavior.
- Honor Dollars:  
Honor Dollars are used to provide students with immediate, individual positive reinforcement. When staff members give a student an Honor Dollar they verbally tell the student specifically what they did to earn it.
- Student of the Month:  
Each month a character trait is chosen and celebrated.

**Elementary Level: K-5**

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

Each teacher reinforces responsible behavior with a variety of techniques and motivators. Examples include but are not limited to: Honor Dollars, positive notes (or calls) to parents, compliments, high fives, 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) discussion and completion of a problem solving form with a possible behavior plan put in place; or (4) loss of privileges. Extreme or repetitive offenses warrant a referral to the Principal, a call home, and/or possible detention, suspension, or expulsion.

**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 encourage positive choices. To mutually benefit students and staff, the behavior management at the middle school level 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.

**Behavior Guidelines:**

The overriding goal of the Mari-Linn School Discipline Policy is to create an environment where student learning occurs. Students will learn about themselves as they learn to accept responsibility for their actions and grow through the experience. Even more important is the creation of an environment that is safe, orderly, and allows all students to learn. In doing this, all students will have the best school experience possible.

**Hurtful Speech/Hate Speech**

To ensure a safe learning environment for all, Mari-Linn School prohibits students from engaging in harassing speech, aggressive speech, and/or hateful speech (words that are used toward anyone with the

intent 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.

### **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 re-teaching expectations up to and including out-of-school suspension or expulsion. We use the following when dealing with behavior:

First~ Re-Teach Expectations;

Second~ 5 Minute Time-Out in Buddy Room and Parental Contact;

Third~ Continued or Escalation of Behavior = Office Referral to Principal;

Fourth~ Principal may refer student to the Intervention Team for a more individualized support plan to address specific needs; and

Fifth~ Consequences will be given as appropriate to the individual and the infraction, which may include re-teaching and up to out of school suspension/expulsion.

Students may also be referred for additional teaching and support from either the teacher, resource room teacher, or the principal. This staff member's role is to help support students in making the right choices in their behavior.

Mari-Linn staff will follow district guidelines and policies for all major misbehaviors. This information is provided for you in the NSSD Parent-Student District-Wide Handbook. It is available via a link at the end of the school section, on the school & district websites under "For Parents" and in the school office.

### **BIRTHDAYS/BALLOONS/GIFTS**

Parents wishing to celebrate their child's birthday by bringing treats for classmates to share need to call the homeroom teacher a few days prior to the birthday to make arrangements. The teacher will set a time that will be the least disruptive to the learning environment.

Prepackaged food items that are made in licensed commercial facilities may be distributed to students provided handling is minimized. Distribution must be preceded by staff-supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed to students, unless the food is individually packaged.

No latex balloons are allowed in school facilities due to allergy issues. If you send non-latex balloons or other gifts on special days for your child, the student will be called the office to see the gift but it will remain in the office until the end of the school day so as not to disrupt the learning process in the classroom or pose a potential for an allergic reaction for other students or staff. .



## **CLOSED CAMPUS**

Mari-Linn School maintains a closed campus during regular school hours. Students remain under the supervision of school staff during regular school hours and must have permission, either in writing or by a parent/guardian speaking with office staff, prior to leaving campus. Unless the parent sends a note or calls the office, only those listed on the registration sheet will be allowed to pick up a child. When your child must leave during the day, come into the main office to sign your student out. Office staff will then call the student from class. Leaving campus without permission is truancy and appropriate consequences will apply.

## **COMMUNICATION**

Open and direct communications between home and school is very important. Parents and staff members are encouraged to communicate by conferencing, phone calls, e-mails, notes, etc. The following communications will be sent home on a regular basis:

### **Hornet Buzz:**

Our school newsletter keeps you informed of classroom activities and building programs. The Hornet Buzz is distributed once a month in the Tuesday folder and via the “*Smore*” newsletter product that is emailed to parents.

### **Meal Menus:**

Breakfast and lunch menus are sent home monthly.

### **Field Trip Notices:**

You will be notified of details prior to each trip.

### **Tuesday Folders:**

Newsletters, announcements, fliers, and other communication will be sent home in Tuesday Folders for Kindergarten through 5<sup>th</sup> grade. Be sure to check with your child for this information.

### **Missing Assignments:**

Middle School staff members will present parents and students with a letter outlining their policies and expectations of students in their classroom at the beginning of the year. Parents will be given information on how they can access information regarding their student’s performance through the district’s on-line Home Access Center. Teachers are expected to have current information updated weekly, no later than Tuesday at 3:00 pm.

## **CURRICULUM AND TEXTBOOKS**

Textbooks and other learning materials are provided by the District for student use in the educational process. While normal wear is to be expected, we must require students to pay for damages to these materials in excess of normal wear. Examples of damage that will result in charges are writing in the book, torn or missing pages, broken spine on the book, water damage, etc. The issuing teacher will record the current state of the materials when checking out materials to students. If an item is lost or stolen, the student must pay for it before a replacement is issued. If an item is abused during use, the teacher may assess a charge to repair the damage or replace the item if the damage makes it unusable. These charges are due before final report cards are mailed. Any unpaid fines will be carried over to the next school year. Eighth graders must have all fines paid before participation in end-of-year promotion activities.

## **GUM AND FOOD**

Gum and food wrappers are a constant maintenance problem in the building. We ask that students not chew gum at school. Students are asked to eat food in the cafeteria unless otherwise approved and supervised by staff. We encourage all students to bring healthy snacks and lunch items to eat at school. Students are asked not to bring soda pop or high energy drinks to consume during school hours.

## **HOMEWORK**

Mari-Linn School will develop, publicize, and implement homework procedures. These procedures are to assure that:

- Homework is consistent with the goals and objectives of the District curriculum;
- Homework is consistent with the maturity, achievement level, and ability of the student;
- Each student is instructed in appropriate study skills to aid success in homework assignments;
- The student is given sufficient instructions for the homework to be completed without further directions from the school;
- The teacher makes provisions for the prompt evaluation of the homework and notifies the student of the results; and
- The student and the parent understand that homework is an integral part of the course of study and that there are rewards for accomplishment and consequences for failure to complete assigned homework.

## **INSTRUCTIONAL PROGRAMS**

A planned program is presented in the following areas:

Reading	Math	Health
Physical Education	Science	Art
English	Writing	Spelling
Social Studies	Technology	Music

In addition, several studies of a more general nature are integrated:

Economic Education	Research Skills	Work Habits
Drug Education	Citizenship	Social Development
Career Education		

## **LIBRARY**

Students are encouraged to check out materials and books from the library and return them by the due date. While there are no overdue book fines, students will be assessed a fee for lost or damaged materials.

## **MAKE UP WORK**

Students are responsible for requesting and completing work missed during an absence or school sponsored activity (field trip, early release for games, etc.). Sufficient time (1 day per each day absent) will be allowed to make up work, relative to the length of the absence and the complexity of the assignment missed. Call the school office before 9:00 to request homework. The office staff will send requests to teachers and requested assignments will be ready to be picked up by 2:30 p.m.

## **READING COMPACT**

One of the goals in the School-Wide Title I Program at Mari-Linn is to make learning to read a priority for all students. We believe that in order to make this a reality, we must work in partnership with students and families. The Reading Compact outlines the school's commitment to high literacy standards. Please read through the compact and discuss it with your child. Thank you for your support in working together to provide a high quality education for your student.

We, the Mari-Linn School community, establish this Reading Compact in order to foster the improvement of reading and other language arts, and to support the success of our students so all may read well and independently. We believe this can be done with the planned partnership of parents, families, students, teachers, the Principal, and community members. Each must take on the following responsibilities:

As a student I will:

- Ask my family to read to me or with me for 20 minutes each day, five days a week.
- Try to do my best work.
- Pay attention to my teachers, family and tutors, and ask questions when I need to help.
- Come to school with a positive attitude.
- Use my work time wisely.

As a parent I will:

- Read at home with or to my 20 minutes or more each day.
- Contact my child's teacher or reading specialist when my child does not understand an assignment, or needs special help.
- Actively participate in school events and parent-teacher conferences.
- Know what is expected of my child, by grade, in reading and other language arts skills.
- Do activities at home that continue my child's classroom learning.

As a staff member I will:

- Encourage parents to read with their children 20 minutes or more per day and to get a library card for their child.
- Provide meaningful, engaging curriculum activities that focus on the individual needs of students, with clear directions for parents to use at home.
- Meet frequently with other staff members to discuss effective teaching strategies in reading, writing, listening, and speaking.
- Guide parents to help their children with home learning activities.
- Attend workshops to learn about research-based methods for teaching literacy skills.

## **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 later than the normal start time on Tues-Fridays. The District will be providing supervision for students that need to arrive earlier at school due to any family schedule conflicts. Buses will run one hour later than normal.

## **REGISTRATION**

Any child who is five years of age on or before September 1 may enter Kindergarten that year. Students who are six years of age on or before September 1 may enter grade one.

Registration forms are available in the school office. It is vital that the school office has current, accurate information for students, especially in emergency situations. Please call whenever you have changes to your phone number, address, employment, or emergency contacts as listed on the registration form.

## **REPORT CARDS**

Kindergarten through fifth grade (K-5) will be non-letter graded. Students will receive report cards in January and June. Sixth through eighth grade (6-8) students will receive letter-graded reports at the end of each 9-week grading period. Parent-Teacher conferences will be scheduled at the end of the first and third 9-week grading periods.

## **PARENT TEACHER ASSOCIATION**

The PTA works to improve the school by raising money for projects and providing opportunities for children, parents, staff, and neighborhood residents to work together and enjoy special events. If you are interested in joining the PTA, please contact the office for more information.

## **PHONE CALLS**

Teachers and students will not be called from the classroom during instructional time to accept telephone calls except in emergencies. Office personnel will take messages for non-emergency calls.

## **SCHOOL MEALS**

### **Breakfast Program:**

Since Mari-Linn School qualifies as a Title I School, free breakfast is offered to all students every morning from 7:15 until 7:40 a.m.

### **Meal Prices:**

Prices for meals are listed on the website under Food Service and are also available at registration or through the office. Free or reduced price lunches are available to students who qualify under federal guidelines. Applications are available at the school office.

Sack lunches may be brought from home. Ala carte milk is available for purchase. School Breakfast, Lunch, and milk prices are available online at [www.nisantiam.k12.or.us](http://www.nisantiam.k12.or.us) under Food Service.

## **SITE COUNCIL**

Site Council is composed of teachers, parents, classified staff, the building principal or designee, and other members the District may designate (such as business leaders, students, or community members-at-large). Their responsibility is to oversee school improvement by helping to develop plans for staff development, improving the school's instructional program, and implementing Oregon's Educational Act for the 21<sup>st</sup> Century.

## **SPORTING EVENTS AND EXTRA CURRICULAR ACTIVITIES**

For safety reasons, elementary and middle school students attending any sporting event should be accompanied by an adult and should sit in the bleachers except when going to or coming from the restrooms.

## **VISITORS**

### **Identification/Badges:**

We require ALL visitors (parents, volunteers, vendors, etc.) to begin each visit to Mari-Linn School by coming to the office to sign in and obtain a visitor badge to wear.

### **Parent Visitations:**

Parents are encouraged to visit the school and observe their child's classes at any time. We ask that the parent call the school at least the day preceding their visit so that arrangements can be made with the teacher(s) involved. We encourage parents to recognize that their presence, as visitors, in the classroom alters the dynamics of that classroom. Parents should make sure to maintain a focus on the tasks at hand in the room and resist the temptation to interact with the students, unless that interaction is in relation to the tasks at hand. This will help the teacher maintain the learning atmosphere of the classroom. Please plan to have younger children cared for at home or at a daycare facility on the day you visit.

Above all, remember that the teacher's primary responsibility during class time is to the students in their classroom. If you have questions or a problem you would like to discuss with the teacher, you will need to make an appointment for a conference with the teacher for a time when they do not have the responsibility of a class to teach.

## **VOLUNTEERS**

All school volunteers who work directly with children are required to complete and sign a criminal history background statement. Criminal history background checks are done on all volunteers for the safety of students. Volunteers must be cleared through Oregon State Police and the District Office before they may work with or supervise students.

Mari-Linn School has been enriched by the help of volunteers who generously offer their time and talent to enhance programs and activities at the school. There are many ways to become involved in the school. A few ideas are:

- Classroom Volunteer: Working in the classroom with individuals or in small groups on projects, helping with bulletin boards, etc.
- Special Programs Volunteer: Working with students that need extra help individually or in small groups
- PTA Member: Working on projects that enhance the school atmosphere or community connections
- Library Volunteer: Shelving books, bulletin boards, etc.

## **WEBSITE INFORMATION**

The District Website is located at [www.nsantiam.k12.or.us](http://www.nsantiam.k12.or.us) with a link to all campuses on the top bar labeled "our schools".

## **WITHDRAWAL**

Notify the school office and the classroom teacher at least one week in advance if your student will be withdrawing from school. This gives school staff the necessary time to prepare transfer materials. All educational records of a student will be transferred to the receiving school district within 10 days upon receipt of a signed request from that district.



North Santiam School District  
Middle School  
Parent and Athlete  
Co-Curricular Handbook  
2022-2023

# **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 [Middle School Athletic Forms](#) to be directed to our website.**