



SUBLIMITY SCHOOL

Principal ~ Ryan Westenskow

503-769-2459

503-769-7282

2022-23

STUDENT-PARENT HANDBOOK

FOR GRADES K-8



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**

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

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

NORTH SANTIAM SCHOOL DISTRICT
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
District Policy Page: <http://policy.osba.org/nsantiam/index.asp>

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

Superintendent:	Lee W Loving	lee.loving@nsantiam.k12.or.us
Associate Superintendent:	Dave Bolin	david.bolin@nsantiam.k12.or.us
Director of Technology:	Dave Bolin	dave.bolin@nsantiam.k12.or.us
Deputy Clerk/Business Manager:	Rhonda Allen	rhonda.allen@nsantiam.k12.or.us
Director of Human Resources:	Danielle Blackwell	danielle.blackwell@nsantiam.k12.or.us
Director of Food Services:	John Barnes	john.barnes@nsantiam.k12.or.us
Exec Assistant to Supt/ 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 School (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.

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The link 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](#). You may also request a printed copy from your school office or the District Office.

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 into 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. Registration for participation is handled online via ArbiterSports/FamilyID. To access, visit <https://www.familyid.com/organizations/stayton-middle-school> NSSD offers the following athletic opportunities:

Fall sports:

7th and 8th grade football
7th and 8th grade volleyball
7th and 8th grade soccer
6th, 7th, and 8th grade cross country

Winter sports:

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

Spring sports:

6th, 7th, and 8th 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 absence on our website located at: 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 school students may be requested by the parent or guardian after the 2nd 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 misbehavior. 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 FaceBook, 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 6th, 7th and 8th 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 6th, 7th or 8th 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 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.nisantiam.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 ensures 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. For more information, please go to the NSSD website at this link [VOLUNTEERS](#) (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.

HURTFUL SPEECH/HATE SPEECH

To ensure a safe learning environment for all, Stayton High School prohibits students from engaging in harassing speech, aggressive speech, or hateful speech (words that are used toward anyone with the intent to cause harm) regardless of the intent (joking, slang, slurs, endearment). 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 may extend to students online behavior during and 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.

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 7:30 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.nisantiam.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.

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, smart watches, or other personal electronic devices are NOT allowed to be used during school hours, unless approved by the principal. Students may bring connection-capable devices to school, but may not use these during school hours and should keep them in a locker at all times. Cell phones or other personal devices that are used during school hours without permission will be confiscated.

WEBSITE

Sublimity School has a web site located at www.sub.nyantiam.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.nyantiam.k12.or.us under Parents/Food Service; parents have access to pay on-line for student meals using a debit or credit card.