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Sisters Middle School
Home of the Outlaws
Student/Parent Handbook
2017 – 2018

Dear Sisters Outlaw,

Welcome to Sisters Middle School. SMS offers students an excellent education, terrific social opportunities, and outstanding extracurricular activities. This handbook describes those opportunities.

Sisters Middle School's mission is to provide high levels of learning and meaningful experiences for all students. Our vision is to build a strong community that fosters belonging, self-discovery and a love of learning for each student. At Sisters Middle School we believe that everyone deserves to be treated with dignity and respect. We will teach and model this belief and expect all students to practice appropriate behaviors in our school.

While there are many opportunities for fun and socialization, students should consider the school as their workplace. All workplaces have expectations. Sister Middle School's expectations are simple:

- **Be SAFE**
- **Be RESPECTFUL**
- **Be RESPONSIBLE**

Expectations for students are clearly explained in this handbook. You are expected to know and abide by Sisters Middle School workplace rules and expectations at all times.

The staff works hard to provide students with many fun and challenging opportunities. Make the most of them, and remember: you are an Outlaw!

Tara Reis
Principal

Sisters Middle School Contacts

Attendance

541-549-2099 Option 8

Parents please call...

- If your student is going to be late to school
- If you need to report an absence due to illness or emergency by 9:00 a.m.
- If your student needs to leave early for a medical appointment
- If you need to get a message to your student. (Please call by 2:30pm. We cannot guarantee the message will get delivered after that time)

Students, go to the Attendance Office...

- Before going to class when you are late to school
- If you need an admit slip
- If you are sick or injured (get a pass from your teacher first)

Main Office

541-549-2099

- If you wish to leave a message for a teacher
If you need to make an appointment with Mr. Jackson or Mrs. Hammer
- If you lost something small and valuable
- If you need to contact a teacher
- If you need to admit/withdraw your student, or to request student records

Counseling

541-549-3196

- If you need assistance with your class schedule
- If you need to make an appointment with the counselor
- If you need help with academic, personal, or social problems

Nurses Office

541-549-2099 Ext. 2003

Family Access Network (FAN)

541-549-4021 or 4022

Admission

A student wishing to enroll at SMS for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission according to state law, board policy and administrative regulations. If parents have questions, they should contact the middle school office.

As parents enroll a student, they will be asked to provide relevant information regarding the student's background, including criminal records (if applicable). The purpose of requesting this information is to help ensure the student's safety, as well as the safety of other students and school staff. This information is confidential, but some of the information may be shared with adult school staff members or adults in partner groups such as Sisters Park and Recreation District on a "need to know" basis.

Sisters School District may deny regular admission to a student who is expelled from another school district and subsequently becomes a resident of the district or applies for admission as a non-resident district.

Visitors

Parents are invited to visit our school. We ask parents to make arrangements with the teacher or Principal at least one day in advance of a classroom visit and to sign in at the Main Office upon arrival. Parents are also welcome to have lunch with students. Appointments are not necessary for lunches, but parents should still check in at the Main Office. **ALL VISITORS MUST CHECK IN AT THE MAIN OFFICE.** Volunteers who would like to visit during lunchtime must first get approval from the Principal.

As part of the Safe Schools Alliance Agreement, Sisters Middle School does NOT allow student guests/visitors to the school during the school day, or to the school-sponsored socials. This policy is to help ensure student and school safety.

Medical Information

The staff at SMS includes a part-time school nurse, who can assist students and parents with medical issues. The nurse can be contacted by calling the school office.

- **Immunizations.** A student must be fully immunized or must present a certificate or statement that exempts the student from this requirement for medical or religious reasons. Proof of immunizations may be through personal records from a private physician or a public health clinic. Any student not in compliance with Oregon's immunization requirements may be excluded from school until the student has met the immunization requirements.

- **Medicine at School.** It is against Oregon law for students to possess ANY medication at school, even over-the-counter drugs. Medication, including over-the-counter pain relievers, allergy medications, stomach upset medications and any other prescription or non-prescription medication, can only be administered to a student during the school day with a signed permission form on file with the school nurse and receive the medicine from the nurse or his/her designee on staff. All medicine provided by parents must be in their original containers. Only parents or legal guardians may bring medication to the school for a student.

Students may not carry medication OTHER THAN inhalers and/or an epi-pen. If your student requires over-the-counter or prescription medication please complete a Medication Authorization form found in the school office or on the school website. Medication needs to be in an original container. Medication may not be stored in student lockers. Students who violate this law by possessing or distributing medicine will be subject to suspension and referral to law enforcement officials.

- **Student Illness.** Students who come to school when they are ill often perform poorly and can infect others. SMS asks parents to keep students home if they are ill. If a student has had a fever, vomited, or had diarrhea we ask that they be kept home until they have been clear of these symptoms for 24 hours. If a student becomes ill at school, SMS will attempt to contact parents to take the student home.

- **Health Screenings.** Routine health screenings will be performed for 5th and 7th graders, and students new to Sisters Middle School. Screenings may include: vision, hearing, blood pressure, dental, height and weight.

Attendance

Establishing a good attendance record will help you academically in school and is good practice for when you join the work force. Students who regularly miss school find their learning suffers because many learning experiences — science labs, class discussions, teacher explanations, simulations, audiovisual presentations, etc. - are often impossible to recreate in the form of homework. Establishing a good attendance record is easy; come to school every day you are healthy.

Oregon State Law defines excused absences as follows:

Absences will be classified as excused or unexcused. An excused absence is as follows:

1. Death in the family or some other significant family emergency outside of the control of the students or the student's family.
2. Medical, dental, or optical appointments.
3. Illness of the student. Verification of illness from a parent must be done within 2 days after student's return to school. If absence is due to illness for an extended period of time or number of days, a note will be required from a medical physician documenting why these absences were required.
4. Official school trips or school-sanctioned activities.
5. Approved religious holidays and mandated court appearances.
6. Reasons approved by the school upon showing good cause prior to the absence.

- **Absences:** It is important for the school and parents to communicate regarding absences. We ask that parents call the office by 9:00 a.m. to notify us of a student's absence.

- **Pre-Arranged Absences:** We ask parents to prearrange special absences at least 5 school days ahead of time by notifying the office. Whenever possible, teachers will prepare assignments in advance. However, teachers may ask a

student to complete some or all of the make-up work upon the student's return to school.

- **Check Out Procedure:** If a student must leave school during the day for illness or other reasons, parents must excuse the student in writing or personally come to the school to check the student out. Students must be signed out at the office by an authorized adult. Students will not be "sent out" with a phone call. SMS is a closed campus, so students may not leave at any time unless they have been checked out. The only adults authorized to check a student out are those whose names appear on the emergency card. If a parent wishes to add a name to the emergency card, he or she must do so in person. Parents may not call the school to "check a student out" to attend a district sporting event held at the middle or high school because supervision is not provided for student spectators at such events during normal school hours. Students cannot leave campus or attend such an event unsupervised.

Tardies

Parents can only excuse a late arrival to school due to one of the legal excuses. Parents are not able to excuse tardies that students might receive throughout the day. Classroom teachers handle student tardiness through their own management system. Chronic, or cases of extreme tardiness will lead to a Discipline Referral to the Office.

Because instructional time is premium time, it is necessary that students be in class and prepared for the lesson when class begins. Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activities being conducted in the classroom. Tardiness will be dealt with according to the following procedures:

Tardiness will be excused for the following reasons only:

1. Late bus.
2. Illness substantiated by a written excuse from parent, doctor, or dentist.
3. Official legal document.
4. Circumstances approved by the Principal.
5. Approved meeting with a teacher or other staff member.

***TARDIES ARE CUMULATIVE THROUGHOUT THE TRIMESTER**

Develop a habit of being on time:

Show your teachers and your class-mates courtesy by getting to class on time and ready to learn. Teachers take attendance and provide instructions at the beginning of each class- so when you are tardy, your entire class must wait while the teacher deals with the interruption.

Morning arrival at school:

The Sisters Middle School Cafeteria opens to students at 7:30 a.m. and closes at 8:00 a.m. Students should plan on arriving to school by 7:45 a.m., but no later than 7:50. Students arriving late in the morning must get an admit slip from the attendance office before going to their first period class. **HALLS DO NOT OPEN UNTIL 7:45**

How to avoid being tardy:

- Get to school on time – by 7:45 a.m. so you have time to go to your locker.
- Plan ahead for stormy weather so that you leave your house earlier.
- Go directly to class. Do not get caught up in socializing!
- Plan ahead – avoid unnecessary locker stops by taking the necessary materials for several classes with you.
- If your locker jams, go to your next class and ask your teacher for a pass to fix the problem.
- If you need to use the restroom or run an errand that will make you late, check in with your teacher first.
- Ask for a pass if you are held late at another setting.

ACADEMIC AWARDS

President's Education Awards:

Sisters Middle School honors the academic achievement of 8th grade students with the President's Education Award. These awards can be given when a student completes elementary, middle and high school. With each award students receive a certificate signed by the President, the U.S. Secretary of Education and the school principal and a lapel pin inscribed with the Presidential Seal. To be eligible for the President's Award for Educational Excellence, students must meet the following requirements:

- A cumulative GPA of 3.5 or higher in 6th 7th grade and fall and winter trimesters of the 8th grade.
- Exceed the state benchmarks on the reading and mathematics portion of a nationally normed test.

The middle school also awards select 8th grade students with the President's Award for Educational Achievement. This award recognizes a very different type of academic achievement; it recognizes students who work hard and give their best in school, often in the face of special obstacles to their learning.

Individual and subject area awards:

Eighth grade teachers nominate and select recipients for three special awards named after special Sisters community and former middle school teachers who have made outstanding contributions to our school. Each of the three awards is given to a boy and a girl. The Rob Kurtz Award is given to students who show growth and development throughout the year. The John McAdams Award is given to students who demonstrate excellence in scholarship, show an intrinsic love of learning and produce work that consistently goes beyond the requirements of the assignment. The Nellie Zook Award is given to students who demonstrate outstanding citizenship throughout the school year.

In addition, awards are given in several elective subject areas and athletics. Specific teacher criteria is used in determining award recipients for the Instrumental Music, Vocalist, Best Athlete, Sportsmanship, Sketchbook, Visual Artist and

Technology Awards. Both a boy and girl are recognized for the Best Athlete and Sportsmanship awards.

Student Life

Dress for Success!

School is your workplace; you need to come to school in appropriate clothing for that workplace. Clothes that allow you to focus your attention on learning and school activities and not distract others are appropriate. Pajamas, costumes, beach wear and exercise wear are inappropriate choices. Complete dress and shoes are required at all times.

The following guidelines shall apply to all regular school activities:

1. Wear footwear appropriate for school activities at all times. Footwear standards are developed according to health requirements, and for prevention of accidents and injury. Shoes **MUST** be hard soled. Shoes must be worn at all times. No fuzzy type slippers.
2. Clothing and jewelry shall be safe and not include writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate racial, ethnic or religious prejudice; or that depict violence, drugs, alcohol, weapons or any illegal activities.
3. Hats are to be worn with the bill of the cap facing forward.
4. No clothing, article of clothing, or manner of wearing clothing which is distracting/disruptive to the educational program shall be worn on campus or at school activities. All clothing shall be worn in a reasonable/modest manner that does not expose underwear, undergarments, midriffs, or buttocks. Shirt straps must cover the shoulder. Racerback tank tops are not allowed. NO bra, or cami straps should be exposed. Spaghetti straps, or halter tops are NOT allowed. Hemlines of shorts must have a 3” inseam and cover the buttocks completely. Skirts and dresses must reach the tips of the fingertips. Tank tops may not be worn if they are cut to the waist or have a low cut chest opening.
5. Leggings and tights may be worn as pants, as long as shirts completely cover the buttocks. Other examples of items not to be worn at school include, but are not limited to, sunglasses, pajamas, and costumes.
6. For student safety and identification purpose, hoods are to be down while inside the building and in the classroom. Other articles that prevent identification (i.e. masks, etc.) are also prohibited.
7. No student shall wear any article of clothing, jewelry, or accessory which, in the opinion of the school building administrator, poses a threat to the physical well-being and safety of the student or others (Examples include, but are not limited to, spiked collars, chains, etc...)
8. No clothing or any article of clothing (including but not limited to gloves, bandannas, hats, shoes, shoestrings, wristbands, jewelry, or manner of wearing clothing) related to a group or gang which may provoke, offend, or intimidate others shall be worn on school grounds or at school activities. Gang-related clothing may vary and may change from year to year. Consequently, the principal, or his/ her designee, shall have the authority to identify and disallow such gang attire.

9. Students should not have messages, markings, or drawings on their face or limbs.

Inappropriately dressed students will be given SMS “Loaner” clothes, or may change into PE uniforms. Students who repeatedly wear inappropriate clothing will be moved into the discipline system.

For reasons of hygiene and to avoid disputes, students may not trade, borrow, sell or lend clothes or shoes at school.

Homework

Homework is an integral part of every Sisters Middle School student’s educational experience. We believe homework may be given for a variety of purposes. Practice homework reinforces learning from the skills and concepts already taught in the classroom. Extension homework requires the student to use previously learned skills and concepts and apply them in a new context. Integration homework involves applying many different skills to a specific task. The actual practice of completing homework and turning it in teaches responsibility.

Reading independently, or with an adult, for 15-20 minutes nightly is highly encouraged as it is a routine that has proven beneficial throughout a person’s life.

Homework Reminders...

- Accurately record information regarding both short term and long term assignments in your planner.
- Set aside a regularly scheduled study time in a quiet area without distractions.
- Manage personal time wisely so you can complete assignments accurately and turn them in on time.
- Take the initiative to ask questions and seek help when necessary.
- Take pride in schoolwork.
- Following an absence, it is your responsibility to ask about make-up work. For an excused absence (illness, medical issue or family emergency), you will have the number of days absent plus one to make up work. Students whose absence is unexcused may receive partial credit at the discretion of the teacher. Neglecting to ask for make-up work does not give you additional time to complete it.
- Homework Requests: If a student misses school for more than two days, parents should call the office and request assignments for the student. SMS Staff will do their best to gather any homework that cannot be accessed on School Loop.
- Homework provided in advance for prearranged absences is due to the day you return to school.

Textbooks

Textbooks are issued to students for most classes. Do not write in the textbooks for any reason – it is vandalism. Students will be responsible for covering all textbooks with a non-adhesive book cover for the duration of the school year. You are responsible to pay for the damage or replacement cost of any books, materials or equipment you have damaged, lost, or have had stolen. A replacement will not be issued until payment has been received... often over \$50! To avoid damage or loss, treat your textbooks as if they were your own!

Computer and Internet Use

Basic Rules:

- You must have the permission of a staff member to use a computer.
- Only educational games are allowed.
- Do not visit Facebook or any other social networking sites.
- Visit no websites that are illegal, violent (such as making bombs), or pornographic.
- Print only when absolutely necessary and only after receiving permission.
- Computer settings may only be changed by a teacher or other school staff.

Access to the Internet will enable you to explore thousands of libraries, databases, museums, and much more.

SMS has a filter system; however, some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Stay away from them! Be very careful when clicking on links.

The use of school computers is a privilege. You are responsible for your actions while using the school's computer resources. If you don't follow school and district policies, you may lose access to all computer use at SMS.

Lost and Found

Every year, Sisters Middle School students lose thousands of dollars' worth of personal items. There are several ways to avoid losing your things:

- Put your name on all personal belongings: coats, sweatshirts, P.E. clothes, school supplies, musical instruments, etc.
- Everything should be returned to its place when you are finished with it.
- Do not bring unnecessary items to school.
- If you lose something, immediately retrace your steps.
- Check the Lost and Found in the cafeteria for lost items.
- Check with the Main Office for valuables.

Unclaimed items are periodically donated to a charitable organization.

Lockers

Each student is assigned a locker at the beginning of the school year. To prevent problems, do not share your locker with other students, and never give anyone your locker combination. Students may not switch lockers with other students.

Locker shelves often cause damage to the locker, resulting in a fine to the student. For this reason, we do not recommend using locker shelves.

Always turn the dial of the lock after closing the locker, and be sure the door is completely closed.

If your locker is jammed, first ask your teacher for help. If it cannot be opened or broken, go to the Office and fill out a "Locker Repair Request" form. The custodial staff will inspect and repair the locker.

Anyone involved in writing on, vandalizing, or intentionally damaging lockers in any way will receive a disciplinary action and will pay for damages. The school reserves the right to inspect lockers.

ATHLETIC AND CO-CURRICULAR ACTIVITIES

Managing time effectively

Students are encouraged to participate in co-curricular programs and activities such as student council, clubs and athletics. Learning to manage and use time effectively is a skill that students involved in activities develop and will use late in life, however, students and parents need to discuss and monitor student involvement to insure that academic success is not compromised. Students must talk with teachers about assignments that will be missed in advance of those times when a student's schedule of events and/or commitments takes them out of class.

Middle school sports & activities philosophy

Learning continues in middle school sports and after school activities and every student is encouraged to participate. Our athletic program is designed to build confidence, character, promote health and fitness and develop physical and sportsmanship skills needed for high school athletics. We emphasize participation and team spirit rather than competition. Middle school athletics promotes school spirit and creates closer connections between teachers, who are also coaches, and students. The middle school strives to provide families with direct and clear communication with coaches/teachers and cooperates with both Sisters Park and Recreation District and the high school to provide our community with a link between community-based and high school sports.

In order to increase after school participation and opportunities, the middle school also offers a variety of school clubs at no charge to students. After school clubs provide healthy and fun learning opportunities that help students to continue learning and building positive relationships with teachers beyond the school day.

Sports programs offered

The middle school, along with Sisters Park and Recreation, manages 7th and 8th grade "school ball" team sports (football, cross country, volleyball, basketball, wrestling and track). Sisters Park and Recreation District offers programs and opportunities in the Sisters community for students in Kindergarten through 6th grade. Sisters Park and Recreation District also runs traveling tournament teams and Bend Parks and Recreation league teams and club sports, such as 6th grade volleyball and tournament basketball.

How to register for sports

To register for sports, please contact Sisters Park and Recreation. The middle school pay-to-participate fees vary based on the individual sport. Please contact Sisters Park and Recreation or visit www.sistersrecreation.com for more information.

Sports participation

Participation in Middle School athletic programs complements, reinforces, and extends academic programs and offers opportunities for students to grow physically and

socially. Participation in appropriate competitive athletics increases self-esteem, self-discipline and fair play, which carry over into daily problem-solving skills throughout life.

Middle school athletic programs include interscholastic programs in competition with other Central Oregon middle schools. Participants must be enrolled in the 6th (for cross country, wrestling, and track only), 7th, and 8th grades and must be passing all of their classes.

Participation is a privilege; students are expected to meet and maintain eligibility standards in order to participate. Failure to meet and maintain academics, achieving satisfactory attendance and desirable behavior as measured by district criteria, may result in discipline and removal from the activity.

Students are expected to conduct themselves in a positive, respectful and responsible manner. Students who engage in conduct unbecoming of an athlete representing Sisters Middle School, while at school or at games, may be removed from games or the season.

Guidelines of athletic and activity eligibility

Attendance

1. In order to participate in a school-sponsored activity, students must attend all classes on the day of the activity or practice.
2. A student who is absent for a dental or doctor appointment must bring a note from the dentist/doctor in order to participate that day.
3. Athletes must attend practice the day prior to a game in order to compete the next day, unless prearranged and excused.

Academics

1. Students with failing grades may not participate in the activity or sport, except practice, until the grade is brought up to passing. Students will be given a one-week grace period to bring up their grade(s). Students with failing grades may not be dismissed early from school to participate in a contest.
2. A note from a teacher to the athletic director is required before an athlete may participate in a contest.
3. Grades will be checked every 3 weeks, but if a teacher contacts a coach or Athletic Director regarding a failing grade for a student, the coach or Athletic Director may require the student to attend after-school help sessions until the grade is brought up.

Behavior

1. Classroom conduct may affect eligibility. Misconduct or disruption of class reported by a teacher to the principal or Athletic Director may result in an athlete being removed from participation in a contest. Appropriate behavior is also expected at athletic practices and events and may also affect eligibility.
2. Administrative level infractions, such as defiant and aggressive behavior, chronic misbehavior, or safety concerns may result in suspension and/or removal from the team at the principal's discretion.

Drug, Alcohol or Tobacco

1. Any student who is found in possession or use of tobacco, alcohol, illegal drugs or drug paraphernalia will be suspended and/or dismissed from the team.

Equipment and uniforms

1. No athlete will be allowed to participate in a sport until all previously issued equipment and/or uniform from a prior sport has been returned or proper restitution made.

Transportation/Travel

1. Students are required to ride with their team to and from a game or event.
2. Students may ride home with a parent after an event. The student is only released after face-to-face contact between parent and coach.
3. A student must have written permission from his/her parent to ride home with another adult. This note must be received by the Athletic Director or office during the school day.

School Dances/Socials

School dances are tons of fun! At these events you can spend time with friends, hang out, and enjoy music.

The following expectations apply to all school dances:

- All school rules and expectations, including the dress code, apply.
- Students are not allowed to bring guests.
- You may not leave the dance early unless a parent or guardian comes into the school to pick you up.
- Your ride must pick you up within 15 minutes after the party. Those not honoring this expectation may lose the privilege of attending the next party.
- Make pick-up arrangements before you come to the activity.
- Do not plan on calling home for a ride at the conclusion of the activity. Students are to be picked up from lighted, supervised areas in front of the school.
- Students who receive an in-school or out-of-school suspension in the time between dances will not be allowed to attend the next activity.

Student Body Cards

You will receive your photo ID student body card after fall pictures are taken. Remember, student body cards are required to check out equipment at lunchtime. If you lose your card, you must pay to replace it.

Telephone Use

Students are not allowed to use cell phones at any time during the day. They may use the phone on the counter in the Main Office. Please ask the Secretaries for permission to be sure the phone is available for use. You must have a hall pass to use the phone during class. We recommend you not use the phone during passing periods. We do not issue tardy excuses for talking on the phone. The phone may not be used to make social plans. Social plans need to be made before you arrive at school.

Hall Passes

Students must have a pass to be in the halls during class periods. Don't leave class without one! This includes going to the restroom, your locker, or anyplace outside the classroom. You must have a hall pass in order to leave the cafeteria. Get these passes from your teacher before lunch.

Backpacks/Bookbags

Backpacks are to be placed in lockers upon arrival at school and remain there all day.

Bicycles, Skateboards, and Non-Licensed Motorized Vehicles

Bicycle riding on the sidewalks or in the bus loading area is not permitted at any time. Parked bikes need to be locked. Sisters Middle School does not assume responsibility for damage or theft. Non-motorized scooters, skateboards and rollerblades may only be ridden on the bike path. They may not be ridden on the sidewalks, or the roadways.

Electronic Devices and Toys

Cell phones, iPods, mp3 players, cameras, and all other electronic devices should be turned OFF AND IN YOUR LOCKER AT ALL TIMES! Headphones are allowed ONLY in the cafeteria before school (7:45 a.m.) or outside the school building after school. If they are out during the school day, devices will be confiscated for the day. Repeat incidents will lead to further consequences.

Emergency Procedures

SMS runs emergency drills to practice procedures in preparation for actual emergencies. Students are expected to take emergency drills seriously and remain completely quiet until the drill is over or they return to the classroom.

Fire Drills

Students will follow the direction of their teachers and evacuate the buildings swiftly in a single-file line when the fire alarm rings. Teachers will lead their classes to the designated evacuation locations. If you are not in your classroom when the fire alarm sounds, exit the school and find a teacher. If a fire alarm sounds during passing period, evacuate the building at the nearest exit, then report to your NEXT period teacher for attendance.

Lockdowns

A P.A. announcement will signal a school lockdown. Teachers will lock doors and lower window blinds. Students must move away from view of windows. Under no circumstances may anyone leave the room or open doors until an all-clear signal from the Main Office. If a lockdown occurs during lunch, students in the cafeteria will report to the music rooms next to the stage. If you are in a hallway or bathroom during a lockdown, go immediately to the nearest classroom or office.

Earthquakes

Teachers will direct students to duck and cover. You should find a location in the classroom away from objects that might fall or windows that might shatter. Stay in the duck-and-cover position until given the all-clear signal or further instructions.

After School

If you ride a bus, go directly to the bus loading area and get on your bus.

Line up behind the yellow line on the sidewalk. If you want a place at the front of the line, you must stay in line. Backpacks and friends do not save a place for you.

While you are waiting for your bus, please behave responsibly and calmly. Throwing or kicking pinecones or snow, or rough housing with friends, for example, is not acceptable. Climbing or hanging on trees, climbing on the rocks or damaging the plants is not considered responsible behavior.

If you do not ride a bus, stay out of the bus loading area. If you are picked up by car, go to the car loading area. If you ride your bike, scooter, or skateboard, please walk it while you are on the sidewalk.

If you are a member of a sports team or other after school activity, report directly to that activity. Be sure to take your belongings with you so you can leave directly for home at the conclusion of the activity. Do not plan on going back to your locker at the conclusion of the practice or activity.

When you are staying after school, remember: all school rules and expectations apply as long as you are on campus. Also, please be aware that members of the SMS staff continue to work even after the official student day ends.

School Halls close at 3:10 p.m.

Whether you are waiting to be picked up right after school, after sports, or tutoring, please follow these simple guidelines:

- Wait in front of the school
- Be seated and use quiet voices and appropriate language.
- Bikes, scooters, skates and skateboards may not be ridden on campus.
- Horseplay anywhere on school property, including outside, is not allowed.
- Loud noises, playing instruments, and other disruptions are not okay.

SMS is a Safe, Respectful, and Responsible place.

In keeping with our mission of helping students thrive emotionally as well as academically, Sisters Middle School uses a variety of systems to keep our school safe and respectful. We are a member of the Safe Schools Alliance, and use a Positive Behavior Support system school-wide.

Safe Schools Alliance: The Safe Schools Alliance is a partnership between schools, community, county mental health, and law enforcement. This group works as a team to protect our schools from violence. Contact the Principal for more information on the Safe Schools Alliance.

At Sisters Middle School, "all students belong" and deserve to be physically and emotionally safe. In order to promote a safe, respectful, and responsible environment, harassment, intimidation, or threats of any kind are not acceptable. All reported incidents of harassment or bullying will be addressed.

Stop, Walk and Talk:

What to do if YOU are being bullied or harassed:

1. STOP - Tell the bully to stop.
2. WALK - Walk away from the situation.
3. TALK - If the first two steps don't work, get help from an adult.

What to do if you SEE bullying or harassment:

1. Don't engage by laughing, encouraging, or antagonizing.
2. Tell the bully to stop!
3. Get help from an adult.

What to do if your CHILD is being bullied or harassed:

1. Encourage your child to follow the STOP, WALK, TALK steps.
2. Contact your child's Teacher, or the school Counselor.

Sisters Middle School Rules

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

Universal Students Expectations of SMS

1. Follow the directions of all school adults the first time.
2. Keep hands, feet, body, and objects to yourself.
3. Walk at all times on the right hand side of the hallway.
4. Take proper care of your own property and belongings, as well as those of the school and others.
5. Use appropriate and kind language.
6. Be on time and ready to learn.
7. Students are expected to display appropriate social behavior at all times:
 - a. No public displays of affection (nothing beyond hand holding and greeting hugs).
8. Use an "inside" voice or "6-inch" voice.
9. Help others if they are in trouble.

Report to an Adult:

1. When someone is doing something dangerous that may harm themselves or others.
2. When someone gets hurt.
3. When someone is being mean to you or another student (bullying, teasing, or threats).
4. When someone steals or vandalizes school property or the property of others.
5. When there is a fight.
6. When you see a stranger on or around school grounds.
7. When you see or find something dangerous like a fire, broken school property, a broken bottle, a broken knife or another weapon, beer cans, sharp objects like nails or needles, a cigarette lighter or matches, etc.

Student Conduct

At Sisters Middle School, students and staff members are expected to treat others with dignity and respect. All students are expected to make safe, respectful and responsible behavior choices, thereby contributing to a positive and productive learning environment.

In order to maintain a safe and effective educational environment, SMS staff has the authority and control over students during the regular school day, in or around the school campus at any time, at any school-related activity, regardless of location, and on district-provided transportation.

Students will receive appropriate consequences, including conferences, detention, work details, or other logical consequences for minor disruptions; and suspension, legal action, removal to an alternative environment and/or expulsion for dangerous, illegal or chronically disruptive behavior.

Student Management Procedures

Disciplinary actions are taken with the aim of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond to friendly encouragement, firm direction, and understanding guidance. Various counseling and disciplinary measures are used by school personnel to correct behavioral problems. However, when attempts at remediation fail, or in cases of serious rule infractions, suspension and expulsion may be enforced.

Rules and Consequences

Students are responsible for their conduct at school, while traveling to and from school, and during school-sponsored events. Consequences for misbehavior depend upon the severity of the misbehavior and the student's history of conduct. If a student has demonstrated excellent behavior and then becomes involved in an infraction, school officials will consider the student's positive behavior record prior to taking action. If a student has continually repeated or been involved in inappropriate conduct, then consequential actions will be more severe.

Students deserve reasonable safeguards in all matters affecting their school life. Careful attention is given to procedures and methods to ensure fairness and consistency for each student. When distracting behavior interferes with the right to teach and learn, school officials may find it necessary to discipline or even remove a student from school attendance for a period of time. All decisions affecting students are based on careful and reasoned investigations.

Referral Forms

A student who does not conform to school rules may receive a referral form.

Office Referrals are issued to students as a means of documenting reported and/or confirmed rule violations. A copy of each referral is given to the student to be signed by a parent or guardian. The staff member writing the referral and the office also retain copies. All referrals are recorded in the school district's student data system, which tracks each student's incident record.

Types of Consequences at SMS:

Informal Talk/Counseling

- A member of the school staff will talk with the student to reach agreement regarding the student's behavior.

Community Service

- Community Service is a discipline consequence assigned by an administrator and is usually served during the student's school-day. After school work crew may also be assigned. Work Crew will run from 3:05-4:00pm.

Suspension (In or Out-of-school)

A suspension is determined by the school administration after reviewing available information and temporarily removes a student from school for up to 10 days.

- Suspended (ISS/OSS) students may not participate in extracurricular activities or come on campus during the term of suspension without written approval by the school administration.
- Students are responsible for completing all academic work missed due to suspension.

Expulsion

- Expulsion is the termination of a student's right to attend classes and school activities or to be on Sisters Middle School property.

Citations

- Students are subject to national, state and local laws. When it appears that a student commits a crime at school, the administration will inform law enforcement and an investigation will be conducted. Based upon the results of the investigation, the student may be cited by the police and remanded to juvenile court authorities.
- Depending on what action the citation is for, the student may be immediately suspended or expelled from school.

Restitution

- The student may be required to assume responsibility for restitution of lost or damaged materials, equipment, or other school or personal property.
- Restitution may be monetary or through work/community service as determined by the school administration.
- Restitution may occur in conjunction with any of the previously stated disciplinary actions.

The behaviors listed below are deemed inappropriate for students attending Sisters Middle School. The lists are not exhaustive, and situations not listed will be handled at the discretion of the school administrators in accordance with school policy and established procedures. The administration reserves the right to treat each case on an individual basis and to administer consequences accordingly.

Expulsion, police citation, safe school assessment, and/or extended out-of-school suspension may be recommended on the first offense for the crimes listed below:

- Alcohol and/or Dangerous or Imitation Drugs: Using, possessing, selling, distributing or being under the influence of alcohol, drugs, other intoxicants or possessing any drug paraphernalia. A dangerous drug is defined as any drug

obtainable with or without a prescription that has been used in a manner dangerous to the health of the user.

- Arson: Starting a fire at school or using fire to destroy property. Also includes pulling a false fire alarm.
 - Assault: Intentionally or recklessly causing physical injury to another.
 - Extortion: Obtaining money, goods, or favors from another person by threats or intimidation.
 - Fighting: Provoking a fight or causing physical injury to another person through a hostile physical encounter. Fighting is defined as any physical contact that might result in injury to another person. The use of physical force is never appropriate at school. Students must walk away from conflicts that could lead to fighting.
 - Disorderly Conduct: Purposeful disruption or obstruction of the normal functioning of school through violence, defiance, force, noise, coercion, threats, intimidation, or other aggressive behaviors.
 - Theft: Taking, giving, or receiving property that does not belong to you or being in the possession of a stolen item or property reported lost or missing.
 - Sexual Harassment: It may be verbal, visual, written or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited.
 - Unlawful Entry: Forceful, unauthorized, or illegal entrance onto school grounds or into school buildings or classrooms (including searching or looking into faculty desks, closets, or files).
 - Vandalism: Damaging or defacing (including graffiti) school or private property, lockers, walls, bathrooms, etc. Altering material that does not belong to you including: computers, computer programs, and disks. The student and the student's parents or guardians may be liable for the amount of assessed damages.
 - Weapons: Possession, handling, use, or transmission of any object that is considered a weapon (including look-alikes). Weapons include but are not limited to firearms, knives, metal knuckles, clubs, poisons, or explosives of any kind. Potentially dangerous objects such as bats, slingshots, chemicals of any kind, and fireworks will also be considered weapons.
- The following behaviors may result in detention, community service, suspension (ISS/OSS) or loss of privileges on the first offense; serious or repeated offenses may result in recommendation for expulsion.
- Cheating/plagiarism: Using unauthorized material for a test, quiz or assignment, presenting material that is not your own work; talking for any reason during an examination; looking in the direction of another student's paper during an exam; or providing answers to someone are strictly prohibited. No credit will be given for any exam, quiz, assignment or project on which a student cheated.

- **Defiance of Authority:** Refusal to follow the reasonable requests of Sisters Middle School staff. This includes inappropriate rude behavior including body language, gestures, passive resistive behavior, and the failure to give your correct name.
- **Dress Code Violations:** The SMS School Dress Code must be adhered to at all times.
- **Forgery:** Willful use of a forged document, including signing a parent's or staff member's name to a note, pass, or referral.
- **Gambling:** To wager money or anything of value on the outcome of a game, contest, or other event.
- **Harassment:** Includes verbal, physical or written abuse that insults, ridicules, threatens, intimidates, or otherwise torments another person.
- **Bullying:** Is physical or threatening behavior that intimidates another person.
- **Inappropriate Displays of Affection:** Physical contact of a romantic nature such as sitting on someone's lap, hugging, or holding hands.
- **Inappropriate Behavior in the Classroom:** Any behavior that interferes with the learning process or interrupts the right of another student to learn or a teacher to teach.
- **Lewd Conduct/Obscenities:** Indecent exposure and/or use of obscene or profane language whether spoken, written, or gestured. This includes use of sexual innuendo.
- **Littering:** Failing to dispose of trash in the proper manner.

Suspended students

Suspended, out-of-school students are not permitted to participate in other school-related or school supervised activities or to be on school grounds without special permission. Students suspended from school shall be permitted to make up missed schoolwork. Work assignments appropriate to home study shall be available to the parent no later than 2 school days following initiation of the suspension. For suspensions longer than 3 days, all work that will be due during the suspension period must be completed and turned in on the first school day at the completion of the suspension. For suspension of 3 days or fewer, all assigned work, including tests, is due no later than 3 school days following the completion of the suspension.

Expulsions

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

Student searches

The Sisters School Board seeks to ensure a learning environment, which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements

below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at a school sponsored activity.

- The district official shall have individualized "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place.
- The search shall be reasonable in scope. That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, gender, maturity of the student and the nature of the infraction.
- General search of school properties assigned to students for their use may occur at any time. In cooperation with local law enforcement agencies (CODE), drug dogs may be used during the school day or at school activities. Items belonging to the school as well as illegal items (weapons, drugs, alcohol, firearms, etc.) may be seized. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal.

Spectator behavior expectations at high school, junior and varsity events

Students are welcome to attend Sisters Middle School athletic contests. Students are expected to watch the game (at the field or gym). Students are not allowed to wander around the school or "hang out" in unsupervised areas.

Good sportsmanship and appropriate behavior are expected at all Sisters Middle School events. Students who do not meet these expectations are first spoken to and then will be asked to call a parent to go home. Fifth, 6th and 7th grade students attending the 8th grade promotion must be accompanied by an adult.

Spectator behavior expectations at high school, junior and varsity events

Students must be supervised by an adult or parent to enter a High School junior varsity or varsity sporting event and throughout the entire game. Students will not be allowed to enter the gates without parent supervision. Any student found not under adult supervision will be removed and asked to call a parent to go home. The school Resource Officer on duty at the football games will respond to student conduct problems.

Emergencies

Fires, Earthquakes and Other Emergencies: Students and staff at SMS regularly practice fire evacuation procedures and annually practice earthquake procedures. Emergency evacuation routes are posted in all classrooms.

Emergency Evacuations: In the unlikely event that school grounds in the district had to be evacuated for safety, Les Schwab Tire Center in Sisters is the designated gathering spot for SMS. The school would have checkout stations set up for parents to retrieve their students so that the school could keep track of the location of each student.

School Closings: In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules to ensure the safety of students and

staff. These alterations could include school closures (collectively or individually), delayed openings or early dismissal. For closures due to inclement weather, the district will post information of KBND 1110 (am), KTWS 98.3 (fm), KICE 102.9 (fm), KLRR 107.5 (fm) and Z21 (television).

Nutrition Services

The Sisters School District is committed to offering nutritious choices for school breakfasts and lunches that students like to eat.

Nutrition Services will continue to provide computerized ticketing systems at SMS. All students will have a meal account. Students or parents may deposit money into an account BEFORE THE START OF THE SCHOOL YEAR AND THROUGHOUT THE YEAR AS NEEDED. Checks and currency will be deposited in full. No money will be returned to the student.

Charges are allowed as a one-time courtesy. If a student has no money in the account and has already charged, he/she will be given and charged for a peanut-butter sandwich or other basic meal replacement. No charges of a la carte items are allowed. If a student has current charges, the student must pay these before purchasing a la carte items.

Nutrition Services will continue to sponsor the USDA free and reduced-price meal program. Information and applications will be given to all students at the start of the school year. These may be turned in at the office or to Nutrition Services staff at SMS.

Special Services/Special Education

Sisters Middle School is committed to the education of ALL students, including those with learning disabilities. We have full time special education teachers on staff, who work with students and staff members to help special education students meet the goals of their Individualized Education Plans (IEP's).

If parents have a concern about their child, we encourage them to contact the school counselor or the principal. SMS has a Student Support Team, composed of the principal, the counselor, the special education teachers, classroom teachers, and the nurse. This team meets weekly to formulate individualized plans of support based on student needs.

IMPORTANT NOTICE FOR PARENTS OF SPECIAL EDUCATION STUDENTS: While parents have the option of placing their children in a private school or obtaining additional services such as tutoring from a private individual or organization, the district is not obliged to cover resulting tuition or other costs. The district will not pay for private services for any student unless required to do so by state or federal law. If a parent wishes the district to consider a publicly funded private placement or private services, the parent must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least ten business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district, and the parent's request that the private services be

funded by the district. Failure to provide notice may result in a denial of any subsequent reimbursement request.

Student Education Records

(The information below shall serve as the district's annual notice to parents of minors of their rights concerning educational records, the location of such records, and the district officials responsible for the maintenance of student education records.)

Education records are those records maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with state and federal laws.

- Request for Education Records. The district shall request education records from a student's prior educational institution within ten days after the student seeks enrollment in the district.

- Transfer of Education Records. The district shall transfer originals of all requested student education records to a student's new school within ten days after receiving a written request.

- Storing of Education Records. Education records shall be made available to teaching staff, adjunct staff such as ESD personnel, parents and legal guardians. Student records and special education records are kept in a locked, fireproof cabinet in the office.

- Access/Release of Education Records. By law, both parents of a student have access to education records unless the district has documented information that a parent is prohibited access to the records by law or court order.

- Challenges to the Content of Education Records. Parents of a minor may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses to amend the contents of the records, the requester has the right to a hearing. The requester may contact the district office for specific information regarding this process. If after a hearing and an appeal to the school board, the parent is still unsatisfied, the parent may file an appeal with the Federal Family Compliance Office, US Department of Education, Washington, DC 20202.

Talented and gifted parent notification and participation

Sisters School District shall inform parents of the identification of their child as talented and gifted. The District shall further inform parents of programs or services available and provide them an opportunity to participate in selecting those programs or options most appropriate for their child. The District shall also notify parents of the Oregon Administration Rules related to talented and gifted education. (OAR 581-22-403)

Transportation of students

Students using district transportation shall comply with the following rules, as well as all school behavior guidelines:

1. Students being transported are under the authority of the driver.
2. Fighting, wrestling and horseplay are prohibited.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time.
5. Students will not bring any hazardous materials or weapons on the bus.
6. Students will not bring animals on the bus except for approved assistance animals.
7. Students will remain seated while the bus is in motion.
8. The driver has the authority to assign seats at any time.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the driver.
10. Students will not extend hands, arms or their heads out the windows.
11. Students will have written permission to leave the bus other than for their homes or school.
12. Students will converse in normal voice tones and refrain from vulgar or obscene language.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and refrain from damaging or vandalizing it.
15. Students will be courteous to the driver, other students, and passers-by.

Students in violation of any rules will be subject to disciplinary action from the transportation department and/or SMS.

Please note that school rules apply not only on buses and field trips, but at bus stops as well. Any threatening, harassing or other inappropriate behavior that begins at school or on the bus and continues at a bus stop or neighborhood prior to the student returning home within a reasonable time frame is subject to school consequences.

The Transportation Department has requested that students & parents be reminded that if the student is going somewhere other than home on the bus, they need a written note with permission from a parent to do so. The note must be signed by the parent and dated with a contact number. It should include the address that their child is to be dropped off at and should also include how often (one time or every Tues & Thurs). The bus will not stop at an address that is not already on a bus route.

Volunteers

Spending time with Middle School students is both rewarding to the volunteer and important to student success.

Parents and community members interested in volunteering in our school or at sporting events and activities must be cleared with a background check. To begin the process, simply ask

for a volunteer form from one of the office secretaries. When coming to the school to volunteer, please check in at the volunteer station in the school office.