

Sisters Middle School
Home of the Outlaws
Student Handbook
2018- 2019

Dear Sisters Outlaw,

Welcome to Sisters Middle School! 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.

By following our school expectations all students are able to make the most of the opportunities our school affords. The staff works hard to provide students with many fun and challenging opportunities.

Alison Baglien
Principal

Sisters Middle School Student Handbook

Tardies

Doors open at 7:45am, you are considered tardy if you arrive after 8:00am
Students, if you arrive late to school report to the front 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)

Tardies

Parents can only excuse a late arrival to school. 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 cases of extreme tardiness will lead to a Discipline Referral to the Office.

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 SEMESTER**

Visitors

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.

- **Student Illness.** SMS asks parents to keep students home if they are ill or become ill at school, SMS will attempt to contact your parent to take you home. In an effort to reduce illness, please keep your student at home for 24 hours following a fever or vomiting to help stop the spread of illness.

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.** Absences are classified as excused or unexcused.

Communication Policy:

Sisters Middle School has an open door policy and parents are welcome to take advantage of that open door. Ms. Baglien welcomes any opportunity to chat with parents, students, teachers and community members about our school. Nonetheless, when it comes to concerns about particular classroom events, assignments, and/or issues that involve specific staff, parents must make a good faith effort to first address his or her concerns with the staff member. This policy is utilized because staff believe the most significant relationship a parent can have within a school is the relationship with his/her teacher(s). Taking an issue to the principal - before clarifying the nature of the facts with the teacher discredits an ideal opportunity for a parent to build and develop that parent-teacher relationship that is so critical for the success of the child.

As with any policy, extenuating circumstances may arise that need administration to put the policy aside and become involved earlier in the process.

- **Check Out Procedure:** If a student must leave school during the day for illness or other reasons, parents must excuse the student in writing and 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.

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. Appropriate attire 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. Shoes must be worn at all times.
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. Students will be asked to change clothing if administration feels it is inappropriate for a school environment.

3. Hats may be worn during the school day but must 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. . Tank tops may not be worn if they are cut to the waist or have a low cut chest opening. Other examples of items not to be worn at school include, but are not limited to, **sunglasses, pajamas, and costumes**. All clothing decisions regarding appropriateness are at the discretion of school administration.
5. 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 not allowed
6. 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.

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. 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.

Tips and Make-up Policy

- Accurately record information regarding both short term and long term assignments
- 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 provided in advance for prearranged absences is due to the day you return to school.

Textbooks

Textbooks are issued to students for most classes. Please do not write in the textbooks for any reason. Students are asked to cover 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.

Please see Technology Addendum for more information.

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.

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.

Sports programs offered

The middle school, along with Sisters Park and Recreation, manages 7th and 8th grade 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.

Sports participation

Participation is a privilege; you are expected to meet and maintain eligibility standards in order to participate. Passing grades and desirable behaviors are expected for all middle school sports participation.

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 Expectations

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 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.

Academic Expectations

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 administration 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 Life

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.
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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. Many stores in town offer a student discount with your student body card.

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 (7:50 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.

Telephone Use

Student cell phones are to be kept in your locker during the school 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. No personal cell phones may be used during the day, including passing periods.

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.

Backpacks/Bookbags

Backpacks are to be placed in lockers upon arrival at school and remain there all day. Backpacks may not be carried during the school 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.

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. 7th and 8th grade students are picked up in the east side parking area and 5th and 6th grade students are picked up in west side parking 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 3:15 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.
- Please walk bikes, scooters, skates and skateboards while on campus.
- Horseplay anywhere on school property, including outside, is not allowed.

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.

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 with the students involved.

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.

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 or use the on-line reporting system on the SMS web page

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 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 changing 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.

Consequence Matrix at SMS:

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.

- 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.

Level One Discipline

Level one discipline involves behavioral choices that can be addressed through conversation and mediation, including but not limited to;

Informal Talk/Counseling

- A member of the school staff will talk with the student to discuss their behavioral choices and how different choices can produce more appropriate outcomes.

"Community" Service

- Community Service is a discipline consequence assigned by an administrator and is usually served during the student's school-day during their non-academic class periods.

Level Two Discipline

Level two discipline involves serious behavioral choices such as defiance, physical aggression, initial incidents of harassment, bullying, fighting or vandalism and may result in parent meeting, out of school or in school suspension, work crew, or lunch detention. On-going level one behaviors will result in level two consequences. A referral will be sent home for parent/guardian signature.

Level Three Discipline

Level three behaviors are the most serious of behavioral choices made by students. Behaviors such as on-going physical aggression, being in possession of tobacco or vape materials, drugs or alcohol or bringing weapons to school will result in an out of school suspension or possible expulsion from the school. A referral to the school Resource Officer for possible criminal prosecution will result. Before a child may return to school, a parent meeting must be held to develop a re-entry plan.

Discipline Terms

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 School District 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.

Behavioral situations 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.

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. . 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 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.
- 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 School 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. 5th, 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.

Transportation of students

Students using district transportation should be on time to board their bus at the end of the day.

Students using school transportation are under the authority of the driver. 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.

Student Contract and Agreement

By signing my name below I am acknowledging that I understand the expectations of Sisters Middle School. I also understand that I may always ask a staff or administrator if I am unsure of a rule or policy.

I agree to follow the rules and expectations of Sisters Middle School and understand that if I choose not to follow those expectations there may be consequences for my choices.

Printed Student Name

Student signature

date

Parent Agreement

I have reviewed school expectations with my student and am confident that my student and myself understand the expectations of the middle school and the consequences that may happen if my student chooses to not follow expectations.

Parent signature

date

Parents, please review and sign the SMS Technology agreement found on the next page

Technology Addendum

The complete district Technology agreement can be found on the district website.

Device User Agreement

Sisters School District views the use of electronic resources as central to the delivery of its educational program. By providing each student a chromebook computer to use at school, Sisters School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device appropriately.

Students agree to the following responsibilities before, during, and after school whether or not they are on or off campus.

- Use the device in a responsible and ethical manner, complying with the Sisters School District Code of Conduct in regards to cyberbullying ([JFCFA/GBNAA](#)) and Electronic Communications System ([IIBGA](#)) and [IIBGA-AR](#)) at all times.
- Use technology only to support learning and school appropriate functions.
- Obey school rules concerning behavior and communication that apply to technology use.
- Avoid damaging school equipment by using the device in an appropriate manner and taking a proactive role to aid Sisters School District in the protection of the chromebook by reporting all issues.
- Notify a staff member or parent/guardian immediately of information, images, or messages that are inappropriate, dangerous, threatening, or uncomfortable.
- Return the chromebook at the end of the school year (or district enrollment) in the same condition received.
- Secure the device at all times.
- Talk to my child about values and the standards that they should follow on the use of the Internet just as you do on the use of all digital media (TV, phones, movies, music, etc.).
- Be active participants by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Assume responsibility for the cost of repair or replacement if the device is not returned, damaged, lost or stolen.
- Encourage balanced and healthy digital media use.

Device Protection Plan

Devices are on loan to students and remain the property of the Sisters School District. Sisters School District will incur the repair cost for damaged equipment resulting from normal use or equipment malfunction. Costs for all other damage, loss, or theft—whether intentional or accidental—will be the responsibility of the student.

Sisters School District offers an optional and inexpensive annual protection plan for parents/guardians to lessen the financial burden should an incident occur. If a family chooses not to enroll in the chromebook Protection Plan, you will be financially responsible for the full repair or replacement cost of the device.

Fees are annual and non-refundable.

\$20 – base Protection Plan fee

\$10 – Protection Plan fee for families qualifying for free or reduced meal prices

Students enrolling in the district after the start of 2nd semester will receive a 50% discount on the annual Protection Plan fee. Families with multiple children will only be required to pay two protection plan fees to cover all district devices within the family. Coverage and Benefit.

The following benefits are granted under the protection plan. Sisters School District staff reserve the right to determine the cause of damage or loss and may adjust or escalate the fees if gross negligence is determined.

Repair/Replacement Fee	First Claim	Second Claim	All Other
Accidental Damage	None	50% of cost	Full cost of repair
Theft (with police report)	None	50% of cost	Full cost to replace
Loss or damage due to negligence	50% of cost	Full cost to replace	Full cost to replace

I will purchase device protection. Amount owed _____

I am not purchasing protection and agree to cover all device repairs and losses.

My child and I have read, discussed and agree to the responsibilities and expectations outlined in this form and well as the Sisters School District Student and Parent Handbook 1:1 Handbook and Sisters School District Code of Conduct in regards to cyberbullying ([JFCFA/GBNAA](#)) and Electronic Communications System ([IIBGA](#)) and [IIBGA-AR](#)).

Student Name (print): _____ ID#: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____