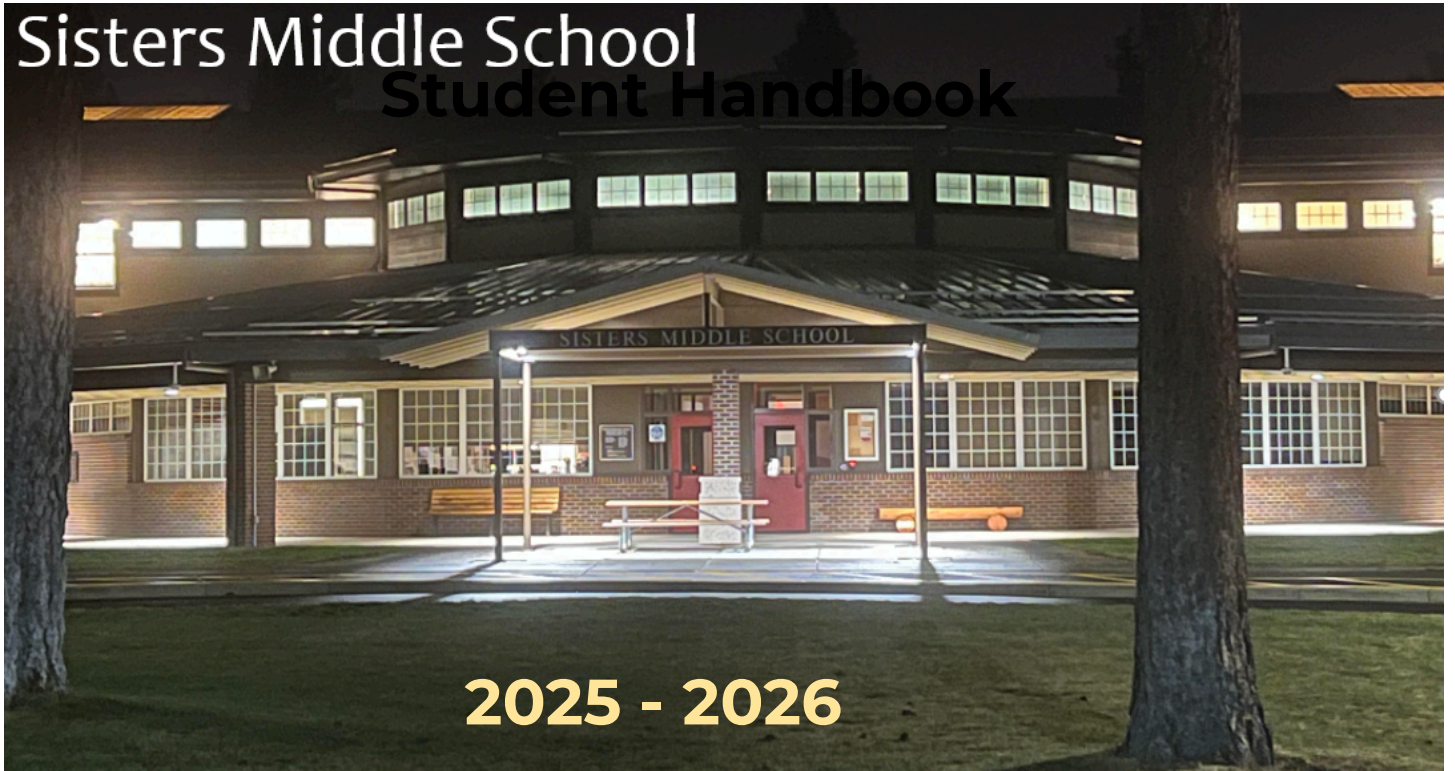


Sisters Middle School Student Handbook



SMS Home of the Outlaws Student Handbook



BELONG • PREPARE • INSPIRE

(updated 8/10/25)

Dear Sisters Outlaw Families,

Our mission in the Sisters School District is to provide a community-connected education that fosters a sense of **belonging, prepares** students for the future, and **inspires** them to learn and grow as they move through their educational journey. We believe in building strong relationships to support each student's growth and sense of connectedness. Our goal is to create engaging and meaningful learning experiences that make learning exciting and relevant to our students. We are committed to empowering both students and staff to be their best selves and to help students become effective communicators, critical thinkers, problem solvers and demonstrate perseverance. We want each student at Sisters Middle School to take ownership of their learning, relationships, and personal growth.

At Sisters Middle School, we believe that everyone deserves to be treated with respect and kindness. As adults we will model and encourage this belief every day, expecting all students to practice behavior that allows each member of our school community to feel safe and welcome. This creates an environment conducive to high levels of teaching and learning for our staff and students.

This Handbook contains important information for the 2025–2026 school year. It is designed to help you understand our school policies and expectations. These rules are in place to support a positive, respectful, and high-achieving school environment. We ask all students and parents to read this handbook carefully and to sign an acknowledgment form confirming they have done so. If you have any questions that are not answered here, please talk to a teacher, counselor, or school administrator — they are happy to help.

The rules and regulations contained in this document do not include all conceivable conditions and/or situations regarding student behaviors that may result in administrative action.

By following our school expectations, all students are able to make the most of the opportunities SMS affords. Our staff is dedicated to fostering our district mission of **Belong, Prepare, Inspire** and we will work relentlessly to support all our students in this journey during their time at Sisters MS.

Sincerely ,

Justin Nicklous
Principal, Sisters MS

Non-Discrimination

The Sisters School District is committed to equal opportunity and non-discrimination in all of its educational and employment activities. The district does not discriminate and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an Individuals perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

El Distrito Escolar Sisters está comprometido con la igualdad de oportunidades y la no discriminación en todas sus actividades educativas y laborales. El distrito no discrimina y prohíbe la discriminación y el acoso por cualquier motivo protegido por la ley, incluyendo, entre otros, la raza, el color, la religión, el sexo, la orientación sexual, la identidad de género, el origen nacional o étnico, el estado civil, la edad, la discapacidad mental o física, el embarazo, el estado familiar, el estado económico o el estado de veterano percibidos o reales de una persona, o debido a la raza, el color, la religión, el sexo, la orientación sexual, la identidad de género, el origen nacional o étnico, el estado civil, la edad, la discapacidad mental o física, el embarazo, el estado familiar, el estado económico o el estado de veterano percibidos o reales de cualquier otra persona con la que se relacione la persona.

Se ha designado a las siguientes personas para que se ocupen de las consultas relacionadas con la no discriminación

The following have been designated to handle inquiries regarding non-discrimination:

Se ha designado a las siguientes personas para que se ocupen de las consultas relacionadas con la no discriminación:

District ADA and 504 Coordinator/ Coordinadora de ADA y 504

Lorna Van Geem Email: Lorna.vangeem@ssd6.org Phone: 541-549-8521 ex. 5017

Civil Rights and Title IX Coordinator / Coordinador de Derechos Civiles y Título IX

Joe Hosang Email: Joe.hosang@ssd6.org Phone: 541.549-8521 ex.5022

For additional information, please refer to board policies:

Para obtener información adicional, consulte las políticas de la junta:

AC – Nondiscrimination/ No discriminación

KL - Public Complaints/ Quejas públicas

KL-AR Public Complain Form/ Formulario de queja pública

¹ Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).
Notice of Nondiscrimination in accordance with Section 106.8(b) of the 2024 Title IX amendment

Sexual Harassment Under Title IX and Oregon Law

As part of its commitment against discrimination on the basis of sex, and as required by Oregon law and Title IX, Sisters School District does not tolerate sexual harassment in any form in any of the programs or activities it operates. Any person may report sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct. This may be done in person, by mail, by telephone, or by email using the contact information listed above for our Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's report. Such reports may be made at any time, including during non-business hours, by using the telephone number, email, or mail contact information provided for the Title IX Coordinator. The District will promptly respond to all such reports in a manner that is not deliberately indifferent, and will treat complainants and respondents equitably by offering supportive measures to a complainant and by following a grievance and investigation process before imposing any disciplinary consequences or sanctions on a respondent. For more information about this, please see our sexual harassment policy ([Policy GBN/JBA](#)) and complaint procedures ([GBN/JBA-AR\(1\)](#) and [GBN/JBA-AR\(2\)](#)), which are found on our website.

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Sisters Middle School

Address: 15200 OR-242, Sisters, OR 97759

Phone: (541) 549-2099

District: Sisters School District 006

Website: <http://sms.ssd6.org/>

Administration & School Support Team

Principal, Justin Nicklous Dean of Students, Molly Pearing Counselor, Brook Jackson Secretary, Cindy Harding Secretary, Jessica Porter	Nurse, Trish Roy Athletic Director, Abby deSmet Custodians, Elia Mapusaga & TJ Evans 504 Support, Molly Pearing Nutrition, Kristy Gulick
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Middle School-District Support Team

Superintendent, Curtiss Scholl Special Ed. Director, Lorna Vangeem Technology Specialist, Wes Estvold	Resource Officer, Casey Karpstien Speech Pathologist, Britlee Kolke Family Liaison, TBD
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Instructional Team

Emily Surgeon, Social Studies 6/7 Tiffany Tisdell, Math 6 Tanya Young, Science 6 Jeff Husmann, Language Arts 6 Jeff Schiedler, Math 7 & STEAM Abby deSmet, Health 7/8 Roger Martin, Language Arts 7 Melissa Stolasz, Science 7 Amy Dart, Reading, PE Sarah Crabtree, Media Specialist Melissa Smith, English Language Learners Mike Geisen, EcOS & Outdoor Ed. Ada Chao - Chinese & Foods	Deb Riehle, Social Studies 8 Jonathan Kelly, Math 8 Kristin Henry, Language Arts 8 David deSmet, PE 7/8 Rob Jensen, Science 8 & Outdoor Ed. Susie Werts, Special Education Berit Dart, Special Education Steven Livingston, Music Kayla Golka, Music Judy Fuentes, Art, Social Studies 6 Lucie Pronold, Education Assistant Lisa Dieringer, Education Assistant Sam Cope, Education Assistant Carrie Campbell, Education Assistant
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BELL SCHEDULES

2025-2026 SMS Regular Bell Schedule Monday - Thursday

Grade 6,7,8	
Period	Time
Belong	8:30 - 8:50 (20min)
1	8:53 - 9:48 (55 min)
2	9:51- 10: 47 (56 min)
3	10:50 - 11:46 (56 min)
Lunch	11:48- 12:18 (30 min)
4	12:21 - 1:17 (56 min)
5	1:20- 2:16 (56 min)
6	2:19 - 3:15 (56min)

Early Release Fridays

Grade 6,7,8	
Period	Time
1	8:30- 9:10 (40)
2	9:13 - 9:53 (40)
3	9:56 - 10: 36 (40)
4	10:39 - 11:19 (40)
Lunch	11:21 - 11:51 (30)
5	11:54 - 12:33 (39)
6	12:36 - 1:15 (39)

Delayed Start Schedules

Delayed Start (Mon. - Thur.)	
Sister Middle School Grades 6,7,8	
Period	Time
1	10:30 - 11:10 (40 min)
2	11:13- 11:53 (40 min)
3	11:56 - 12:36 (40 min)
Lunch	12:36 - 1:06 (30 min)
4	1:09 - 1:49 (40 min)
5	1:52 - 2:32 (40 min)
6	2:35 - 3:15 (40 min)

Delayed Start --> Early Release Friday	
Sister Middle School Grades 6,7,8	
Period	Time
1	10:30 - 10:49 (19 min)
2	10:52- 11:12 (20 min)
3	11:15- 11:34 (19 min)
Lunch	11:36 - 12:06 (30 min)
4	12:09 - 12:29 (20 min)
5	12:32 - 1:52 (20 min)
6	1:55 - 1:15 (20 min)

SCHOOL CALENDAR

SISTERS SCHOOL DISTRICT

2025 - 2026

■ No School, Holiday
 ■ No School, Enhancement Day
 ■ First Day
 ○ Conferences
 ■ Finals
 □ Graduation

<p style="text-align: center;">AUGUST</p> <table style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p>25th - 29th Professional Development</p>	M	T	W	T	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p style="text-align: center;">FEBRUARY</p> <table style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> </table> <p>12th ALL SCHOOLS: Full Day SES & SMS: Evening Conferences 13th SES & SMS: <u>No School</u>, Morning Conferences SHS: Full Day 16th ALL SCHOOLS: <u>No School</u>, PRESIDENTS DAY</p>	M	T	W	T	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
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* Observed

SSD SCHOOL BOARD APPROVED: 05/07/2025



Licensed Staff Workdays: 190
1st Trimester: 54 Days with students
2nd Trimester: 62 Days with students
3rd Trimester: 55 Days with students

Sisters School District

SSD6.ORG | 541-549-8521

GENERAL SCHOOL INFORMATION AND PROCEDURES

Building Hours

Office hours are from Monday – Friday from 8:00 AM to 3:45 PM. A member of the faculty must supervise any student or group of students remaining in the building after 3:30 PM. Custodians are not to assume this responsibility. Students coming to or remaining in the building before and after school, must have a supervisor present.

Student Hours

Student hours are Monday – Friday from 8:00 AM to 3:30 PM.

Emergency Closing

In the event 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 at KBND 1110 AM, KTWS 98.3 FM, KICE 102.9 FM, KLRR 107.5 FM and Z21 KTVZ.

Who do I call or email if....

I have a question.....about a class or grades? Classroom Teachers
about curriculum and instruction? Justin Nicklous
about proactive problem solving and discipline? Molly Pearring
about student academic data and testing? Justin Nicklous
about Special Education? Susie Werts or Berit Dart
about Athletics? Abby DeSmet
about school events and calendar dates? Cindy Harding or Jessica Porter

Staff Contact email and phone extensions are found here:

<https://district.ssd6.org/staff-directory/>

Arrival Time

Doors open at 8:00 am, you are considered tardy if you arrive after 8:30 AM.

Students, 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)

Food and Beverages

Students are not to share food with other students. Due to allergies and nutritional needs of students and families this rule must be upheld. Water is the only drink allowed in the classroom barring any medical requirements. Students who bring class celebration items that include food or drinks must only bring store purchased items per the SSD handbook.

Candy, Gum & Energy Drinks

Students who feel it is necessary to eat candy at school may do so only in the cafeteria at lunch time. Wrappers are to be disposed of in the proper containers. Gum must not be chewed at all in

school, either before or after class time. It is too often found on the floor, in the drinking fountains or under the desks. Energy drinks are not allowed at school.

Computer and Internet Use

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 at the end of this handbook and click the following link for the complete [Student & Parent: Technology and Chromebook Handbook](#).

Lost and Found

Please label items from home. Our lost and found is located in the cafeteria, please encourage your child to check it regularly. Parents may also come and check the lost and found before or after school. Items left in lost and found for extended periods are donated periodically throughout the year.

Student Body Cards

Student body cards are available for all SMS students. An ASB sticker is available for purchase for \$15. The ASB sticker grants admission to all HS & MS games free of charge (excluding OSAA playoff/endowment games) during the current school year.

Phone, Electronics and Toys

Prior to entering the building ALL electronic devices, including cell phones must be **OFF AND IN YOUR BACKPACK** until the student **leaves the school building**. Smart watches must be put in theater mode if worn during the school day. Students may use the phone on the counter in the Main Office after checking with office staff for permission to be sure the phone is available for use. Students shall not use any electronic device to record other students or staff members while at SMS.

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 or any place outside the classroom.

Backpacks/Bookbags: Backpacks will be used in place of lockers for the majority of students' needs. Seventh and eighth grade students will have the option to check out a locker after the first week of school. Contents of backpacks and bookbags must be limited to school related items only: 1 refillable water bottle, lunch and snacks, school supplies.

Bicycles, Skateboards, and Non-Licensed Motorized Vehicles

Bicycles, skateboards, scooters, rolling devices, and non-licensed motorized vehicles must be walked on the SMS campus. Parked bikes need to be locked. Sisters Middle School does not assume responsibility for damage or theft. Helmets are required under the state law for bicycle riders.

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. We practice Fire Drills, Lockdowns, and Earthquake Drills ongoing throughout the School year.

After School

All students must exit the building by 3:30 PM (1:25 PM on Fridays) unless you are on a team or part of a club. 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. When you are staying after school, remember: all school rules and expectations apply as long as you are on campus.

School Halls close at 3:30 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. Early release Fridays the school halls close at 1:25 PM.

Student Attire

At Sisters Middle School, we strive to help students grow as learners and as citizens. Student attire expectations encourage students to keep their focus on learning, maintain school and age-appropriate attire, and to be safe as they express their individuality appropriately. This dress code applies equally to all students.

The responsibility for the dress and grooming of a student rests primarily with the student and their parent(s) or guardian(s).

At SMS, the expectation is that student dress and grooming meets standards that ensure each of the following does not exist:

- disruption or interference with the classroom learning environment, and/or
- threat to the health and/or safety of the student concerned or of other students

Allowable Dress and Grooming:

Students must wear clothing including both a shirt with pants, dress, skirt, or shorts, or the equivalent and shoes.

An adequate coverage of the body is required:

- Shirts and dresses must have fabric that covers the front, back and on the sides.
- Clothing covering all private parts must not be see-through.
- Clothing must cover undergarments, straps excluded.
- Shoes must be worn in school.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress and Grooming:

- Clothing will be free from advertisement, branding and slogans related to alcohol, drugs, tobacco, nicotine, sexual innuendos, pornography, vulgarity, gang symbols and messages which depicts or promotes violence or violent acts.
- Clothing may not be associated with or depict symbols of hate or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other individual and/or group(s) of people.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including but not limited to the noose, swastika, or confederate flag.

- For safety and engagement of all students; spikes, chains, sunglasses, hoods, capes, and flags are not worn at school.

Every Student Belongs

In the fall of 2020, the Oregon Department of Education proposed and later adopted the “Every Student Belongs” rule. Additionally the Sisters School Board adopted a policy affirming the rule on December 9, 2020([SSD policy ABC found by clicking here](#)). At Sisters Middle School we also affirm that:

“Student health and safety are the cornerstone of education and that all students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, and without fear or hatred, racism or violence. Staff and leaders are also entitled to work in environments that are free from discrimination or harassment, and visitors should be able to participate in their school communities without fearing for their safety.” (Oregon Department of Education, 2020)

Under Oregon’s “Every Student Belongs” rule, certain images, including the confederate flag, swastika, and noose are explicitly prohibited. This includes displays on clothing, possessions, accessories, or vehicles. This rule applies to all school district property and any school sponsored activities or events.

Field Trips and School Events

Sisters Middle School students may be given opportunities to extend learning outside of the classroom by attending field trips, retreats and/or school events. Field trips, retreats and/or school events may be coordinated throughout the school year as an extension of academic materials studied in class. Students should remember that they represent Sisters Middle School and the Sisters’ Community when on field trips and at school events.

On all field trips and school events, school rules and expectations, whether or not the trip occurs during school hours, remain in effect.

For the purpose of field trips and school events the following serve as a guide for students:

- 1. Teachers will send permission slips home detailing specific information relating to the trip including date/time, location, appropriate dress attire, and cost. In order for the student to attend the field trip, the parent/guardian must sign the permission slip agreeing to the specifics relating to the trip and the student must return the permission slip to the appropriate person no later than the day before the scheduled trip.*
- 2. Field trip / school event permission slips may detail expectations for students prior to the event. Expectations will be approved by administration before being sent home.*
- 3. School rules, outlined in this Student/Parent Handbook, apply for all field trips and or school events (this includes transportation to and from the field trip).*

Inappropriate Displays of Affection

Students should use discretion and respect others in the building when interacting physically at school. Prolonged hugging or kissing or any touching of others’ body

parts typically considered private is inappropriate at school. Staff will work with students, and families where necessary if patterns of behavior go unresolved.

ACADEMICS

Grading Policy and Report Cards

The grading policy is a vital part of the school program. Grading provides a means of determining a student's progress during the school year and a final evaluation of the skills and knowledge displayed in a given class. Showing fairness to all students is of prime importance in grading. The student must be aware of each teacher's method of grading at the beginning of each course or when the student enters the course. The cumulative grade will be available as the student progresses through each 12 week grading period. Students and parents are urged to contact individual teachers if any questions or concerns result from this grading and teacher communication. Parents are also encouraged to use Canvas, an internet based reporting system in which parents have access to the teacher's grade book to view their own student's assignments and grades. Login for Canvas can be found here: https://s3.amazonaws.com/SSL_Assets/Sisters/sisters/index.html

The letter grade is the percentage of the earned accumulative points in relation to the possible points available through the quarter. The standard grading policy is: 90% minimum for an A, 80% minimum for a B, 70% for a C, and 60% for a D.

- A - Excellent (The student has completed required assignments in an outstanding way.)
- B - Above average (The student has completed the required work in an above average fashion.)
- C - Average (The required work has been completed satisfactorily.)
- D - Below average (This is the lowest passing grade. Only minimum requirements have been fulfilled.)
- F - Unsatisfactory

Belong Teacher

Each student at Sisters Middle School is assigned a Belong teacher who will monitor his/her progress. Students will meet weekly with their Belong teacher giving them the chance to get to know them. Students will remain with their Belong teacher for all 3 years at SMS.

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, at least twenty minutes nightly is highly encouraged as it is a routine that has proven beneficial throughout a person's life.

Textbooks

Textbooks are issued to students in some 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 been stolen. A replacement will not be issued until payment has been received. To avoid damage or loss, treat your textbooks as if they were your own!

ATTENDANCE

Establishing a good attendance record will help your student academically in school, create meaningful relationships with other students and staff, and develop routines that will lead to college and career readiness. 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.

Strive for 95

The Sisters School Community has a goal for your student to “Strive for 95” percent attendance this school year. This means missing less than 3 days per trimester. Our hope is that we can partner with you to strive for an amazing attendance record for your student this school year.

Establishing a good attendance record is easy; *come to school every day you are healthy*. Absences are classified as excused or unexcused.

Prearranged Absences & Homework Make-up Policy

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. Schoolwork provided in advance for prearranged absences is due upon your return to school.

Students who anticipate being absent for more than 3 days need to complete the pre-arranged absence form at least 1 week before they leave. Students are asked to access missed work during prolonged absences via Canvas.

Absences

All students are expected to attend school regularly and to be on time for classes. Sisters School District policies and State of Oregon laws govern attendance rules. House Bill 2487 allows school boards to establish policies that allow consideration of attendance in determining a student’s grades. If you have excessive excused/unexcused absences your grades may be affected by those absences.

Absences will be classified as (1) excused or (2) unexcused.

A school excused absence is for the following:

1. Death in the family or some other significant family emergency outside of the

- control of the student 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 two (2) days after the student's return to school.
 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.
 7. If absences are due to illness and are 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.

OAR 581-023-006(4)(6) states that students absent (excused or unexcused) for 10 consecutive days will be withdrawn by the attending school district.

Tardies

Only a parent or guardian can excuse a late arrival to school. Parents are not able to excuse tardies that students might receive throughout the day. A student who arrives to class more than 15 minutes late will be counted as absent for that period. 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 a parent, doctor, or dentist.
3. Official legal document.
4. Circumstances approved by the Principal.
5. Approved meeting with a teacher or other staff member.

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 who are listed as emergency contacts within our Synergy Student Information System. Contact Cindy Harding at cindy.harding@ssd6.org to add or remove emergency contacts.

AWARDS

Attendance “Strive for 95”

Students who achieve 95% attendance will receive recognition throughout the school year.

Scholarship

4.00 Award - Students who earn at 4.0 GPA (Grade Point Average)

Honor Roll - Students who earn a 3.50 to 3.99 GPA

Belong Award - Criteria: Through their actions and words, consistently display a clear sense of belonging for all of their classmates. Demonstrating these traits throughout the day:

- Kindness – consistently displays empathy and kindness.
- Positivity – maintains a positive attitude and uplifts others.
- Peer Mentor – excels in providing guidance, encouragement and support to their classmates.

8th Grade Awards

Principal’s Education Awards for Excellence - Criteria: Given to students who complete their 8th grade year and maintain 3.5 GPA or better all terms 6-8 grade state or nationally normed test scores in the 85 th percentile or above / “exceed” state standards.

John McAdams Memorial Award - Criteria: One or two 8th Grade students that demonstrate excellence in scholarship and intrinsic love of learning work that goes beyond the requirements of assignments.

Nellie Zook Citizenship Award - Criteria: One or two 8th grade students that demonstrate outstanding citizenship and character.

Robert Thompson Instrumental Music Award - Criteria: One or two 8th grade students that show outstanding musicianship, work ethic, and character. Selected by Band instructor.

Outstanding Vocalist Award - Criteria: One or two 8th grade students that show outstanding vocal abilities, work ethic, and character. Selected by Choir instructor.

Visual Artist Award - Criteria: One or two 8th grade students that show outstanding artistic ability, creativity, work ethic, and character. Selected by Art Instructor.

Sportsmanship Award - Criteria: One or two 8th grade students that demonstrate the ideals outlined in the Outlaw Creed and show exemplary sportsmanship both on and off the field of competition.

Athlete of the Year - Criteria: One or two 8th grade students that show outstanding athletic ability, coachable qualities, demonstrate qualities of leadership, show determination and good work ethic, display good sportsmanship. Selected by a

committee of coaches.

Rob Kurtz Memorial Award - Criteria: One or two 8th grade students that show exceptional personal growth and development.

Technology Award - Criteria: One or two 8th grade students that show exceptional creativity in the use of any or all computer technology that is available at SMS. Student continuously creates high quality projects that are well above grade level expectations and standards; projects can easily lead to products in the workplace; student engages willingly in the sharing of skills and in the effective mentoring of peers in the technology classroom setting.

Principals Achievement Awards - Criteria: 8th Grade students that show educational growth, improvement, commitment, or intellectual development in their academic subjects . It is meant to encourage and reward students who work hard and give their best effort in school.

STUDENT CONDUCT & PBIS MATRIX

Positive Behavioral Interventions and Supports (PBIS)

The main focus of PBIS is to provide a clear system for all expected behaviors at SMS. It places an emphasis on clear and consistent expectations, positive reinforcement, and staff follow through to ensure success for all students.

At Sisters Middle School, students and staff members are expected to treat others with dignity, understanding, compassion, 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 problem solving 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.






Outlaw Bucks - Positive Reward System. This component of PBIS is a school-wide plan to “catch kids being good.” SMS has designed a formal system where students can redeem accrued Outlaw Bucks for rewards.


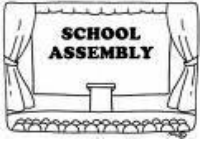



SMS Rules Matrix

SMS School Wide Behavior Expectation Matrix

Outlaws are	Safe	Respectful	Responsible
<p>All Areas⁽¹⁾</p> 	<ul style="list-style-type: none"> • Walk at all times • Keep hands and feet to self • Be where you are supposed to be • Remove hoods and earphones/earbuds when in the building • Follow staff instructions • Touch/Use only your own chromebook 	<ul style="list-style-type: none"> • Use appropriate language and volume • Respect personal space/property of others • Use school appropriate greetings and goodbyes • Celebrate our many cultures, our forms of expression and ways of being human 	<ul style="list-style-type: none"> • Celebrate our many cultures, our forms of expression and our ways of being human • Keep food and drinks in cafeteria • Recycle and clean up after yourself • All electronic devices turned off and put in backpack upon entry
<p>Morning Arrival⁽²⁾</p> 	<ul style="list-style-type: none"> • Walk at all times • Remove hoods and earphones/earbuds • Hands and feet to self 	<ul style="list-style-type: none"> • Enter quietly using front door • Use inside voice 	<ul style="list-style-type: none"> • Breakfast in the cafeteria • Hallways open at 8:15 AM
<p>Hallways / Transitions⁽³⁾</p> 	<ul style="list-style-type: none"> • Stay to the right when walking in halls, stairs, and on sidewalks • Keep hands and feet to self • Walk at all times 	<ul style="list-style-type: none"> • Respect personal space/property of others • Move to the side of hall for conversation • Move quietly and quickly 	<ul style="list-style-type: none"> • Visibly display hall pass • Be on time to class • No open food, drinks and gum • Use trash bins • Halls are closed before 8:15 AM and after 3:30PM
<p>Student Attire</p> 	<ul style="list-style-type: none"> • Spikes, chains, sunglasses, hoods, capes/flags, stay home. • Shoes with soles must be worn at all times. 	<ul style="list-style-type: none"> • Hoods for outside school hours only • Clothing covers undergarments • Appropriate message/ language on clothes 	<ul style="list-style-type: none"> • Students must wear clothing including both a shirt, with pants, dress, skirt, or shorts or the equivalent and shoes. • Shirts and dresses must have fabric on the front, back and on the sides. • Clothing must cover undergarments
<p>Learning Areas⁽⁵⁾</p> 	<ul style="list-style-type: none"> • Walk at all times • Clean up after yourself • Be aware of surroundings, watch for cords/laptops, etc. 	<ul style="list-style-type: none"> • Be orderly and quiet • Wait your turn • Leave computer settings alone • Save computer work where designated • Class ends with dismissal by instructor, not the clock 	<ul style="list-style-type: none"> • Come to class with a binder, pencil, paper, homework, text book, etc. • Be ready to learn when the bell rings (starters) • Do your own work • Wait quietly in seat to be dismissed by an adult

SMS Rules Matrix

Outlaws are	Safe	Respectful	Responsible
Cafeteria / Lunch ⁽⁶⁾ 	<ul style="list-style-type: none"> • Sit while eating • Walk at all times • Eat your own food • Keep hands and feet to self • Play Safe • Tables are dismissed to recess by Lunch Supervisory Staff 	<ul style="list-style-type: none"> • Wait patiently in a single file line • Keep all food in permitted eating areas • Respect game tables • Use inside voices • Help others when needed 	<ul style="list-style-type: none"> • Purchase items for yourself only • Pick up after yourself, recycle, and clean area before leaving • Plan for your own lunch • Remain in Cafeteria, Playground or Gym areas during lunch
Fields, Gym ⁽⁷⁾ 	<ul style="list-style-type: none"> • Play Safe • Keep hands, feet, and body to yourself • Be kind to animals outside by leaving them alone 	<ul style="list-style-type: none"> • Use good Sportsmanship • Respect the game • Use polite language 	<ul style="list-style-type: none"> • Remain in designated areas • Use trash bins
Restroom ⁽⁸⁾ 	<ul style="list-style-type: none"> • Wash hands w/soap • Put trash in bin • Keep water in sink • Bathroom pass goes in pass holder sleeve 	<ul style="list-style-type: none"> • Respect privacy • Respect personal and school property • Keep it clean 	<ul style="list-style-type: none"> • Inform staff of vandalism or other problems • Flush toilet • Return to class quickly
School Offices ⁽⁹⁾ 	<ul style="list-style-type: none"> • Use attendance window first • Honor privacy and give appropriate space 	<ul style="list-style-type: none"> • State your purpose/request politely (please and thank you) • Use a quiet voice 	<ul style="list-style-type: none"> • Use office phones with permission only • Check in at attendance office if late, check out if leaving early
Library ⁽¹⁰⁾ 	<ul style="list-style-type: none"> • Must be supervised by an adult • Use chairs and tables appropriately • Push in chairs when leaving tables 	<ul style="list-style-type: none"> • Sit at tables • Share equipment and space • Work quietly • Water only for drinks • Food free zone 	<ul style="list-style-type: none"> • No use of personal electronic devices • Use chromebook at designated spot with permission only • Treat board games / cards with respect & return to their original location

Outlaws are	Safe	Respectful	Responsible
<p>Emergency Drills ⁽¹¹⁾</p> 	<ul style="list-style-type: none"> • Listen and respond to directions • Remain Silent • Stay in single file 	<ul style="list-style-type: none"> • Keep hands and feet to self • Take drills seriously 	<ul style="list-style-type: none"> • Leave materials behind • Stay with designated staff member • Know your plan
<p>Assemblies / Special Events ⁽¹²⁾</p> 	<ul style="list-style-type: none"> • Wait for dismissal instructions • Enter & leave in an orderly fashion • Leave belongings in class 	<ul style="list-style-type: none"> • Focus on presentation(SLANT) • Be positive to presenters (attitude & feedback) • Keep hands and feet to self • Use appropriate behavior at dances 	<ul style="list-style-type: none"> • Listen responsibly • Applaud at appropriate times • Sit quietly with Belong class & teacher
<p>Afternoon Dismissal ⁽¹³⁾</p>	<ul style="list-style-type: none"> • Hands and feet to self • Walk at all times 	<ul style="list-style-type: none"> • Wait to be dismissed by teacher • Leave quietly 	<ul style="list-style-type: none"> • Leave campus by 3:30 PM unless in supervised area
<p>Bus Area ⁽¹⁴⁾</p> 	<ul style="list-style-type: none"> • Stay behind yellow line while waiting to get on bus • Keep clear of bus doors • Hands & feet to self 	<ul style="list-style-type: none"> • Wait patiently • Respect personal & school property 	<ul style="list-style-type: none"> • Bus area for bus riders only
<p>Cyclists / Walkers ⁽¹⁵⁾</p> 	<ul style="list-style-type: none"> • Walk and ride bikes safely • Wear helmets • Secure bicycles • Leave promptly after school 	<ul style="list-style-type: none"> • Respect others' property • Pick up litter • Stay on bike path • Walk bikes & skateboards on campus 	<ul style="list-style-type: none"> • Use kind words and actions • Respect property, yours and others'
<p>Extra Curricular ⁽¹⁶⁾</p> 	<ul style="list-style-type: none"> • Use equipment / tools properly • Stay in designated event area 	<ul style="list-style-type: none"> • Follow activity rules • Display good sportsmanship • Spectators are to watch the game or event 	<ul style="list-style-type: none"> • Be on time to activity • Have required gear • Arrange to be off campus at the end of activity

Violations of the SMS code of conduct

Sisters Schools have a fine tradition of excellent student behavior. However it is imperative that the rules governing discipline and conduct be documented so that each group may know what is required. School rules come from many sources; including state law, Board of Education policies, and administration guidelines. The aim of this chapter is to provide school personnel, parents, students, and other members of the community with a clear understanding of the violations of those rules and the resulting disciplinary actions.

This section lists, categorizes, and defines certain violations that disrupt the school environment and/or the instructional process, and specifies disciplinary actions that may be made by the school administrator. A major consideration of the Code of Student Conduct is to identify appropriate disciplinary actions to bring about positive student behavior. The severity and frequency of the misbehavior is considered in defining appropriate disciplinary action. Moreover, where appropriate the district response will focus on collaborative problem solving, restitution, and restoration.

The school administrator shall in all cases conduct an investigation deemed reasonable under the circumstances to confirm that the charged offense has, in fact, been committed. The Code of Student Conduct shall not be interpreted or applied in a manner that would violate a student's constitutional rights.

The lists of violations on the following pages are not all-inclusive, but only representative and illustrative. A student committing an improper act of misconduct that does not happen to be specifically listed is still subject to disciplinary action. It should be noted that violations are cumulative and consequences for cumulative violations may be more severe. Violations are not disciplined independently. For example, for a Level I violation, if a student were disciplined for cutting class one week and then disciplined the next week for loitering; the loitering may be considered as a second administrative contact.

Level I Violations:

A Level I violation is considered to be any behavior which disrupts or interferes with the effective and safe functioning of the school, but is not as serious as a Level II or Level III violation. Level I violations include, but are not limited to, the following:

Class Cutting

Unexcused absence from a class or excessive tardies to class.

Disruptive Behavior

Language, mild profanity, gestures or actions which produce distractions, frictions or disturbances that interfere with the effective functioning or safety of the staff, students or the school.

Electronic and Other Communication Devices

Students are not allowed to use cell phones or other electronic devices during the school day. .

1st Offense: Device may be taken away and returned to the student after school the same day.

2nd Offense: Device taken away, student may enter the level system and parent will pick up the device.

3rd Offense: Device taken away, student may be suspended with all rights to electronic devices taken away for the remainder of the trimester

**If a student refuses to give their device to SSD staff upon request they may be sent home/suspended for the remainder of the school day.

Inappropriate Dress and Grooming

When a student's attire does not meet the student attire expectations he or she will be asked to remedy the issue in one of the following ways:

- Change into alternative appropriate clothing
- Change into clothes provided by the office
- Call home from the office to request a change of clothes

The staff will work with the student in a respectful and appropriate manner. Every attempt will be made to minimize a loss of instructional time.

Skateboards, Scooters and RollerBlades

For the safety of all students, staff and community members skateboarding, scootering and rollerblading are prohibited on school property. 1st Offense: Warning, student will enter the level system; 2nd Offense: Parent conference and device will be confiscated for the day; 3rd Offense: Device will be confiscated for parents to pick up and possible suspension

Unsafe Behavior

Students are expected to keep their hands and feet to themselves while at school and respect the personal space of other students. Students who show a pattern of engaging in unsafe behavior; even when the involved parties are not hostile to one another, may be subject to disciplinary action.

Loitering

The act of being in an unauthorized place, lingering aimlessly in or about school property, or refusing to leave when directed to do so by school personnel.

Tardiness

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 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 a staff member
5. Approved meeting with a teacher or other staff member

Unexcused tardies will be dealt with in the following manner:

1st & 2nd Tardies: A student will be considered tardy if he/she is not in the class when the bell rings indicating the beginning of class. The student will receive a warning from the teacher and enter into the level system

3rd Tardy: Parent will be notified and student will serve a detention (before school, after school or during lunch)

Subsequent Tardies: When a student receives his/her 4th tardy and beyond, the discipline procedure outlined in the Student Rights and Responsibility Code of Conduct will be followed. Excessive tardiness will be considered insubordination and may result in additional instructional time assigned, community service, and restitution.

Truancy

Absence from school without authorization; failure to follow proper attendance check-in and checkout procedure.

Possible Consequences - Level I Violations

First and subsequent administrative contacts (one or more of the following):

1. Parent notification & collaborative problem solving conference with student
2. Restitution/restoration
3. Detention
4. Behavioral contract/disciplinary probation
5. Suspension (not to exceed three days)
6. Loss of privileges - A natural outcome for many misbehaviors will be to have privileges associated with the infraction temporarily or indefinitely suspended.
7. Referral to an outside agency, if appropriate

Note: Persistent disobedience with respect to Level I violations will result in a recommendation for suspension, pending a hearing for removal from school for the remainder of the trimester or school year.

Level II Violations:

A Level II violation is any behavior that seriously disrupts or interferes with the effective functioning of the school, but is not as serious as a Level III violation. It is further understood that the discipline for stealing and vandalism in Levels II and III will be in effect for students that steal or vandalize technological tools. Level II violations include, but are not limited to, the following:

Academic Misconduct

Plagiarizing, cheating, including copying or supplying class work, homework, tests, etc. for personal benefit, or gaining unauthorized access to material through such behavior as, going into a teacher's file or looking through a teacher's desk. 1st Offense: Parent contact; student earns an F for the assignment / test / project 2nd Offense: Up to a five day suspension; possible removal from the class with an F.

Assault or Battery/ Intimidation/ Incitement

A threat or attempt to do harm to another without a weapon, with or without physical contact and without injury, or the act of promoting or encouraging acts of violence.

Disruption of the Educational Process

Behavior that seriously disrupts any school activity or the orderly and safe operation of the school.

Electronic Access Codes

The unauthorized use of electronic passwords or misuse of electronic equipment for any reason, including, but not limited to, accessing, controlling, or disabling technological devices or services.

Fighting

Aggressive physical contact between two or more individuals.

1st Offense: Three (3) day suspension and police referral 2nd Offense: Five (5) day suspension and police referral 3rd Offense: Suspension/Expulsion

Flammable Materials - Use or Possession

The use or possession of devices made from explosive or flammable materials (fireworks include Class B and Class C fireworks as identified by state law).

Forgery/Giving False Information or Lying

Lying and/or intentional misrepresentation of information given to school district personnel.

Gambling

Participation in or organization of games of chance for money, other things of value and/or inappropriate conduct.

Harassment, intimidation or bullying

Any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any

district-sponsored activity, on district-provided transportation or at any official district bus stop. Harassment, intimidation or bullying for any reason which includes, but is not limited to, the protected class of a person. "Protected class" means a group of persons distinguished, or perceived to be distinguished by; race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

Harassment, intimidation or bullying

1. Persistent unwelcome comments or gestures or drawings (written or verbal);
2. Physically harming a student or damaging a student's property;
3. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
4. Creating an intimidating, hostile, or offensive educational environment-- including interfering with the psychological well-being of the student.

Menacing

Any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.

Cyberbullying

The use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult or, humiliate another in a deliberate, repeated or, hostile and unwanted manner under a person's true or false identity.

Insubordination

Verbal or non-verbal refusal to comply with a reasonable request or directive. This includes failing to complete an assigned disciplinary action.

Inappropriate Use of Technology Resources

Students using school technology (including, but not limited to, computers, email, inter and/or intra online services, video, copy machines, etc.) for illegal, inappropriate, or obscene purposes or otherwise in violation of the Student Internet Registration Contract.

Smoking, Vaping, Possession, or Use of Tobacco Products

Student possession, use, distribution, or sale of tobacco or vaping in any form on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles or otherwise while the student is under the jurisdiction of the school (i.e., cigars, pipes, cigarettes, vape, snuff or chewing tobacco) is PROHIBITED.

Stealing, Possession or Transfer of Property of Others (Value under \$100)

The act of taking possession or transferring property of another without the consent of the owner (or copyright holder), when the property is worth less than \$100.

Trespassing

The act of being in or about a school building without having a legitimate reason or authorized permission (this includes students).

Vandalism

The deliberate or negligent destruction, defacing or damaging of school property or the property of others.

Vulgarity/Indecency

Written or spoken language, sign language, gestures, apparel, actions, etc.; that are offensive, obscene or vulgar.

Possible Consequences - Level II Violations

First administrative contact (one or more of the following):

1. Parent notification & collaborative problem solving conference with student
2. Restitution/restoration
3. Maximum three-day suspension that may include re-entry meeting
4. Loss of privileges - A natural outcome for many misbehaviors will be to have privileges associated with the infraction temporarily or indefinitely suspended.
5. Behavioral contract/disciplinary probation
6. Police notification and/or referral to a professional agency

Second administrative contact (one or more of the following):

1. Parent notification & collaborative problem solving conference with student
2. Restitution/restoration
3. Maximum five-day suspension that may include re-entry meeting
4. Behavioral contract/disciplinary probation
5. Police notification and/or referral to a professional agency

Subsequent administrative contacts (one or more of the following):

1. Parent notification & collaborative problem solving conference with student
2. Restitution/restoration
3. Suspension with mandatory re-entry conference with school school administration.
4. Ten (10) day suspension or the removal from school for the remainder of school year
5. Police notification and/or referral to a professional agency
6. Recommendation for expulsion

Note: Multiple infractions with respect to Level II violations will result in a recommendation for suspension, pending a hearing for removal from school for the remainder of the semester or school year.

Level III Violations:

A Level III violation is considered to be any behavior of an aggravated nature, including any Level I or Level II violation of an aggravated nature, which seriously disrupts or interferes with the effective and safe functioning of the school. Level III violations include, but are not limited to, the following:

Aggravated Assault and Battery

Striking or unlawful touching of a victim: 1) without a weapon and infliction of an injury; or 2) with a weapon or other object used as a weapon.

Arson

Any act utilizing unauthorized fire, smoke or explosives which presents a risk of danger to life or property.

Breaking and Entering

Breaking into and/or entering any school building, facility, office, room, storage space or other enclosure without authority to do so.

False Alarm, Bomb-Threat, or Tampering with any Fire Safety Device (this includes "911" calls)

The deliberate or intentional act of setting off a false alarm, calling in a bomb threat, or tampering with any fire safety device.

Felonious Assault

Striking with a weapon with the intent to do bodily harm.

Flagrant Disrespect, Insubordination/Chronic or Serious Misconduct

1st Offense: Up to ten (10) day suspension.

2nd Offense: Hearing and possible expulsion.

Robbery or Extortion

The act of obtaining or attempting to obtain money, goods, services, or information from another by force or the threat of force or by coercion.

Stealing, Possession, or Transfer of Property of Others Value of \$100 or More)

The act of taking possession or transferring property of another without the consent of the owner (or copyright holder), when the property is worth \$100 or more.

Use, Possession, Selling, Distribution, or Under the Influence of Substance/Drugs or Alcohol

Substance abuse or the possession, use, sale, or supply of any unlawful drug; including drug paraphernalia or any substance purported to be an unlawful drug on or near the district premises or while at any school sponsored activity is prohibited.

Vandalism

The deliberate or negligent destruction, defacing or damaging of school property or the property of others.

Possession or Concealment of a Weapon or Dangerous Instrument

The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, mace, pepper gas, etc., or any other item deemed to be a weapon. This includes look-a-like and fake weapons.

Discipline Procedure - Level III Violations

First and subsequent administrative contact:

1. Parent notification & collaborative problem solving conference with student
2. Suspension with mandatory re-entry conference with school school administration.
3. Behavioral contract/disciplinary contract (optional)
4. Report or complaint filed with the appropriate police agency
5. Restitution/restoration (if appropriate)
6. Recommendation for removal from school for a minimum of 10 days, the remainder of the school year (if appropriate), or recommendation for expulsion (if appropriate)

Note: Students possessing or using drugs and alcohol while at school who voluntarily choose to enter a drug and alcohol evaluation such as the UpShift program may reduce the number of days of their suspension.

CO-CURRICULAR & ATHLETICS

Athletics and Student Clubs

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 later in life, however, students and parents need to discuss and monitor student involvement to ensure 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.

Participation is a privilege and students are expected to meet and maintain eligibility standards in order to participate. See here for the complete Athletic Code of Conduct, Eligibility, and expectations: [LINK CLICK HERE](#)

SMS Athletic Teams

Fall	Winter	Spring
Cross Country Volleyball Football	Boys Basketball Girls Basketball Wrestling	Track

SMS Student Clubs

Art Club WEB / Sources of Strength	Battle of the Books SOLE	TBD
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[To start a new club at SMS students can initiate the process by clicking here.](#)

Student Government

All 7th and 8th grade students have the opportunity to be a candidate for the Outlaw Student Government. The Outlaw Student Government will be required to take leadership as an elective and meet with school advisors and administration on a regular basis. The student government promotes pride in our school and sponsors service and fundraising projects as well as activities for student participation. As a member of our student body, students can voice their concerns by following these steps:

1. Contact an Outlaw Student Government member
2. Make an appointment with the Principal.

Outlaw Student Government members are subject to eligibility requirements for extra curricular activities with these exceptions:

1. Outlaw Student Government members and candidates running for office are expected to maintain a 2.5 GPA or above.
2. Outlaw Student Government candidates and members will need to demonstrate and maintain good citizenship.
3. Outlaw Student Government candidates and members should receive no out-of-school suspensions.

Spectator behavior expectations for all SMS events

Students are welcome to attend Sisters School Middle School athletic contests. Students are expected to be in the stands and 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. See the Outlaw Creed [CLICK HERE](#). Students who do not meet these expectations are first spoken to and then will be asked to call a parent to go home. Extreme or repeated violations of spectator behavior may result in the loss of attendance privileges to extra curricular events for the season or year.

Sixth, seventh and eighth grade students attending after school Band or Choir concerts must be accompanied by a parent or guardian.

Sixth, and seventh grade students attending the 8th grade promotion must be accompanied by a parent or guardian.

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. See the Outlaw Creed [CLICK HERE](#)

Sports Travel

Students are required to ride with their team to and from a game or event. Students may ride home with a parent after an event. The student is only released after face to face contact between the parent and coach/teacher. A student must have written permission from his/her parent/guardian to ride home with another adult. A copy of

this written permission must be received by the Athletic Director or office during the school day.

COUNSELING

Middle school students are characterized by rapid physical growth, curiosity about their world, and an emerging self-identity. Middle school counselors have an impact on these years by implementing a school counseling program and collaborating with school staff, parents, and the community to create a safe, respectful learning environment whereby young adolescents can maximize personal and academic achievement.

Middle school counselors enhance the learning process and promote academic, career and social/emotional development. School counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set informed career goals, and realize full academic potential to become productive, contributing members of the world community.

Our SMS school counselor is Brook Jackson (brook.jackson@ssd6.org). Middle school counselors hold a master's degree and require state certification in school counseling. Maintaining certification includes ongoing professional development to stay current with education reform and challenges facing today's students. Professional association membership enhances the school counselor's knowledge and effectiveness.

HEALTH SERVICES

Our school nurse **Trish Roy** (trish.roy@ssd6.org) is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school's nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

Medication at School

The school nurse provides consultation about medication administration that must occur at school. All medication will be kept in a locked cabinet and dispensed from the school nurse's office.

Student Illness

SMS asks parents and guardians to keep students home if they are ill or become ill at school. SMS will attempt to contact the approved parent or guardian if a student becomes ill at school. In an effort to reduce illness, please keep your student at home if they experience:

- A fever over 100.0 (without fever-reducing medication)
- Vomiting
- New or sudden onset of rash or rash with a fever

- Yellow drainage from eyes, or unusual drainage from other parts of the body, such as, a draining sore (discharge must be gone or the student must have a written or phone consent from doctor to school nurse)
- Behavior change
- Concerning cough
- Concerning eye symptoms
- Diarrhea
- Shortness of breath/difficulty breathing
- Any new rash

Health Screenings

Routine health screenings will be performed for students and may include vision, hearing, and dental.

PUBLIC COMPLAINTS

The Board recognizes the need for the orderly resolution of complaints brought by parents, guardians, or members of the community. The Board believes that all such complaints should be addressed and resolved as close to their origin as possible, but some complaints require a multi-step effort to resolve. Therefore, complaints will be processed through the complaint procedures set forth in administrative regulation KL-AR before investigation or action by the Board, unless a complaint concerns Board policies or actions. The Board provides members of the public to provide public comment at its regularly scheduled board meetings. However, public comment concerning a personnel matter will not be allowed in open session.

[Click here to open Sisters School District Board Policy KL and KL-AR](#)

Public Complaint Procedure

Complaints, questions, and concerns about issues and events over which the District has control shall be processed thoroughly and in a timely manner. Certain categories of complaints must be processed under other District policies and administrative regulations as a result of federal or state law and/or confidentiality issues. They include:

- Complaints alleging discrimination based upon a complainant's protected class status are processed under administrative regulation AC-AR (Discrimination Complaint Procedure)
- Complaints alleging sexual harassment of District students are processed under administrative regulation JBA/GBN-AR (Sexual Harassment Complaint Procedure).
- Complaints alleging sexual harassment of District staff are processed under administrative regulation GBN/JBA-AR (Sexual Harassment Complaint Procedure).
- Complaints alleging hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence or domestic violence of a student are processed under administrative regulation JFCF-AR (Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence Complaint Procedure– Student).
- Complaints alleging hazing, harassment, intimidation, bullying or menacing of staff are processed under administrative regulation GBNA-AR

(Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedure – Staff).

- Complaints about the District’s adoption of instructional materials are processed under administrative regulation IIA-AR (Instructional Materials Selection)
- Complaints about special education or Section 504 of the Rehabilitative Services Act are handled through the dispute resolution procedures established by the U.S. Department of Education and/or the Oregon Department of Education.
- Complaints about the District’s response to public records request should be directed to the Deschutes County District Attorney in accordance with ORS 192.415(1)(a)

The District will process all other complaints using the following procedures:

Step One – Informal Resolution

When practical, the complainant shall attempt to informally resolve his or her complaint with the District employee most directly involved in the matter resulting in the complaint. All communications shall be polite and respectful.

Step Two – Formal Complaint

If a complaint is not resolved informally at Step One, the complainant may submit a written complaint to the employee’s immediate supervisor or to the building principal, as appropriate, within ten school days from the last attempted informal resolution under Step One. The written complaint should include specific details describing the incident, act or condition giving rise to the complaint, informal efforts to resolve the complaint under Step One, and the requested remedy. The supervisor or building principal shall in a timely manner investigate, decide upon the merits of the complaint, and determine the appropriate action to be taken, if any. To the extent allowed by state and federal confidentiality laws, the supervisor or building principal shall provide the complainant with a timely written response. The written response may be provided by email.

Step Three – Appeal to Superintendent

If a complainant is unsatisfied with the response at Step Two, he or she may appeal the response to the Superintendent in writing within ten school days of receiving the response. The Superintendent or designee shall in a timely manner review the appeal and the investigation conducted under Step Two. At his or her discretion, the Superintendent or designee may conduct, or cause to be conducted, further investigation into the complaint. The Superintendent or designee shall make a decision on the merits, and to the extent allowed by state and federal confidentiality laws, provide the complainant with a timely written response. The written response may be provided by email.

Step Four – Appeal to School Board

If a complainant is unsatisfied with the response at Step Three, he or she may appeal to the Board in writing within ten school days of receiving the Step Three response. At its next regularly scheduled meeting, the Board shall review the record of the complaint from prior steps to determine whether it warrants further consideration,

and if so, how it will proceed. In its discretion, the Board may conduct or cause to be conducted further investigation, request further written submissions from the complainant and/or other individuals involved, and/or conduct a hearing.

The Board shall notify the complainant in writing in a timely manner as to whether it will undertake further consideration and if so, the process it will follow to do so. Should the Board decide to proceed with a hearing, the notice to the complainant will describe the time, date, location and format of the hearing. The Board's decision not to undertake further consideration shall be considered a final decision of the District for purposes of an appeal to the Oregon Department of Education under OAR 581-021-0570 and OAR 581-022-2370.

Should the Board decide to undertake further consideration of the complaint, at the conclusion of its consideration process and to the extent allowed by state and federal confidentiality laws, it shall provide the complainant with a timely written response. The written response may be provided by email.

Notwithstanding the steps described above, complaints about a program supervisor (i.e., director of student services) or building principal may be initiated at the Superintendent's level, and a complaint about the Superintendent may be initiated at the Board level. Public Complaint Procedure - KL-AR 3-4

In the event a complainant has asserted multiple complaints against the District, the complaints may be consolidated and addressed together under Steps Two, Three and/or Four.

The District shall endeavor to complete each of its required responses under Steps Two, Three and Four within 30 days. Should more time be required under any of these steps, the complainant will be notified and provided with an estimated time for the District's response under the applicable step. The District shall endeavor to complete all steps under this administrative regulation within 90 days.

The District shall have no obligation to consider complaints asserted:

- Two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, this time limitation runs from the date of the most recent incident;
- One year after the affected student has graduated from, moved away from, or otherwise left the District.

In accordance with OAR 581-022-2370, a complainant may appeal directly to the Deputy Superintendent of Public Instruction for complaints alleging:

- A violation of ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion);
- A violation of ORS 659.850 or OAR 581-021-0045 (Discrimination)
- A violation of OAR 581-021-0046 (Program Compliance Standards for Purposes Related to Discrimination)
- A violation of OAR 581-021-0047 (Prohibition against Using Native American Mascots)
- A violation of ORS 659.852 (Retaliation)

- A violation of Oregon Administrative Rules, Chapter 581, Division 022 (Division 22 Standards)

For the complete Sisters School District Public Complaint Procedure click here:

[Policy KL-AR](#)

Appendix A

The Sisters Middle School Handbook is aligned to Sisters School District policy and the Sisters School District Student Rights and Responsibilities linked [here](#).



SISTERS
School District

[Student Rights & Responsibilities](#)

Sisters Middle School Student & Parent Agreement Form

This form completed and signed by both student and parent or guardian is the student’s “ticket” to receive their district issued Chromebook. No Chromebook will be issued without this fully completed/signed form.

Directory information

I **DO NOT** give permission for my student’s directory information (ie photos, videos) to be released for publication.

Please sign here _____

Directory information specifics are explained in SSD board [policy JOA](#).

Library/Textbook

Checking books out at SMS is a privilege and responsibility. By signing this contract you agree to the following: Handle books with care, return on time, report any damage, keep in a safe place. Lost or damaged books must be paid for. No more than 3 books will be checked out at a time.

I **DO NOT** want my student to check out books at Sisters Middle School.

Please sign here _____

Parent Student Contract and Agreement

By signing my name below I am acknowledging that I have read and understand the expectations of Sisters Middle School and the Sisters School District Students Rights and Responsibilities which is found by clicking [here](#) or by typing in the following: <https://bit.ly/3P4hACP> I also understand that I may always ask a staff or administrator if I am unsure of a rule or policy.



Student Agreement

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.

Printed Parent Name

Parent signature
date:_____

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

Technology Addendum

The complete Student & Parent Technology and Chromebook Handbook can be found on the district website here: <https://bit.ly/sms-tech>



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 ([JFCF/GBNA](#)) 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.

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 1:1 Handbook](#), [Google Third Party and Services for Education](#), and Sisters School District Code of Conduct in regards to cyberbullying ([JFCF/GBNA](#)) and Electronic Communications System ([IIBGA](#)) and [IIBGA-AR](#)). (<http://ssd6.org/schoolboard/policies/>)

Student Name (print): _____ ID#: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____