

# WELCOME!

Welcome to Sunridge Middle School! We look forward to helping you fulfill your educational goals. This part of your planner, the **Student Handbook**, outlines your responsibilities as an SMS student. Be sure you know this information as we begin the school year together. We will do everything we can to make this a successful and fun school year.

Matthew Yoshioka  
Principal

Dave Williams  
Assistant Principal

Steve Larson  
Athletics

## **Mission Statement:**

To provide an educational environment for  
Optimum success of middle school students.

## **Behavioral Expectations:**

SUNRIDGE STUDENTS AND STAFF ARE:  
Prompt      Prepared      Productive  
Respectful      Responsible

## **Sunridge Middle School Code of Conduct**

*Be responsible for promoting a positive learning environment.  
Be responsible for your safety and the safety of others.  
Respect the rights and feelings of yourself and others.  
Respect the authority of adults and those who are in charge.  
Respect school property and the property of others.*

## **Names and Phone Numbers**

### **Main Office:**

Principal, Matthew Yoshioka	541-966-3416
Assistant Principal, Dave Williams	541-966-3414
Athletic Director, Steve Larson	541-966-3443
Office Secretary, Annette Cooley	541-966-3450
Bookkeeper, Karen VanderPlaat	541-966-3411
<b><u>Counseling/Guidance Office:</u></b>	541-276-4560
Larry Brizendine, Counselor	541-966-3421
Registrar, Marti McGraw	541-966-3420

### **School Based Health Center:**

Jennifer Fossek, Secretary 541-276-4560

### **Athletics**

Steve Larson, Athletic Director 541-966-3443

### **Nutrition Services:**

Kitchen 541-966-3425

### **Bus Company:**

Mid Columbia Bus Company 541-276-5621

### **E-Mail at SMS:**

All SMS staff have access to e-mail. Address your email in the following manner:

**firstname.lastname@pendleton.k12.or.us**      Example: **matt.yoshioka@pendleton.k12.or.us**

# **STUDENT RESPONSIBILITIES**

## **SCHOOL CONDUCT**

School rules exist for the protection of both students and staff. Additionally, rules protect each student's right to an education without disruption. Not all rules are in writing. They are based on good citizenship and common sense. Therefore, it is impossible to cover all possibilities and situations which may arise during the school-day and throughout the school-year. All school rules are in effect in the building, on school properties, and at school-related activities.

**Sunridge Middle School is a closed campus. No student is to leave campus at any time during the school day without parent permission and checking out in the office. SMS enforces and observes all Pendleton School District adopted policies on discipline and student conduct.**

## **EXPECTED STUDENT BEHAVIORS**

Be responsible for promoting a positive learning environment.

Be responsible for safety of self and others.

Be respectful to the rights and feelings of self, peers and others.

Be respectful of school property and the property of others.

## **BEFORE SCHOOL PROCEDURES**

Students must enter the building at the front entrance and will not be allowed in the building before 7:00 AM. They may then proceed to the commons area or remain outside. At 7:30 AM, students will be released to go to their lockers to put away backpacks and other personal items. Students are then allowed to be in either a classroom, the commons, outside or in the gym.

## **HALLWAY EXPECTATIONS**

**All students must have a hall pass or signed planner when out of the classroom.** Students will not be allowed in the hallway during the first ten minutes and the last ten minutes of each class period. While in the hallways, students are to walk to the right courteously and quietly keeping hands, feet, and objects to themselves. Students must take care of all personal needs between classes and bring all necessary supplies and equipment to class.

## **LUNCH**

Lunch purchases are made before school. Sunridge Middle School provides a reduced price and free lunch program for students of low-income families. Applications for free and/or reduced lunches are available in the office. Anyone who may be eligible is encouraged to apply; all information pertaining to free/reduced lunch program is confidential.

Rules of behavior, good manners, and cleanliness will be in effect during lunch. Students are expected to remain in the commons or go outside for supervised activity during their respective lunchtime. Students are not to be in the halls or classrooms without a pass during their assigned lunch/activity. No food is allowed outside. Students are expected to clean up after themselves.

## **BOOKS AND MATERIALS**

Books and materials are assigned or checked out to students throughout the year. If a book or material is lost or damaged, the student will be responsible for the replacement or repair cost. Money paid for lost materials will be refunded if such material is later recovered. To claim a refund, the student must take his receipt of payment to the office.

## **LOCKERS/DESKS**

Lockers and desks are provided for student use with the understanding that the administration will retain the right to have lockers inspected and to regulate their general use. Locker regulations include:

- Lockers are to be kept locked at all times. Students are reminded to turn the dial after closing the locker door; otherwise, the dial may still be set to open.
- Lockers are not to be traded or shared. Lockers will be assigned according to Advisory teacher.
- Locker combinations are NOT to be given to other students.
- Locker difficulties are to be reported to Advisory teachers.
- Locker decorations are limited to the inside of lockers. Writing, painting, stickers and gluing are not permitted.
- Students should not leave valuables, especially money, in lockers or desks.
- Students are to not tamper with other students' lockers. Tampering with another student's locker may result in suspension from school.
- Lockers are the property of the school district and are subject to random searches.
  1. A search may be conducted when there is reasonable suspicion to believe that evidence of a prohibited item(s) is present in a particular place.
  2. The inspection will normally be conducted by an administrator in the presence of another adult witness and the student whenever possible.

## **DRESS AND APPEARANCE**

Students are expected to dress appropriately for middle school. Appropriate dress will not disrupt the educational process. In an effort to help parents assist their middle school child in making good clothing decisions, we've established some clothing standards. All decisions regarding clothing/appearance are at the discretion of the administration.

- Clothing or jewelry that refers to or insinuates alcohol, tobacco, or controlled substance use is not appropriate. In addition, clothing that refers to or insinuates sexual, lewd, or discriminatory messages are not appropriate.
- Appropriate clothing fits the student and does not disrupt the educational environment. Clothing that is too tight or exposes undergarments or a midriff is not appropriate for school. Students are discouraged from wearing tank-tops to school.
  - Any sleeveless shirt that is worn must have a shoulder width of at least two inches.
  - Sleeveless shirts must cover undergarments, this includes bra straps.
- Pants are to be worn in such a way that the student's underwear is not exposed. Pants may not have holes above the mid-thigh. Belts may not hang and must be in the belt loops of the pants.
- Hats are allowed before school and after school only. All other times they must be kept in a locker. Bandanas are not hats and are not allowed at SMS in any capacity.
- Pajamas or bed slippers are not allowed.
- Jackets and coats are not to be worn to classes. During the winter, it is recommended that students keep a sweater or sweatshirt at school in case of temperature fluctuations.
- Skirts and shorts must completely cover the student at least to the mid-thigh.

- Students are not to write or draw on their bodies, nor those of their classmates.
- Students wearing inappropriate clothing will be referred to the office and a phone call to parents will be made. Students may change the clothing or parents may be asked to bring replacement clothing.
- Extreme hair and piercings are not allowed if they are disruptive to or hinder teaching in any way.

The above standards are meant as a guide to assist parents in helping their children to make good clothing decisions. Parents are encouraged to carefully monitor what their students wear and consider the effect their clothing has on their safety, behavior, and the education of others.

Since fashion trends change quickly, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the student handbook.

### **DRUGS, DRUG PARAPHERNALIA, WEAPONS**

The Pendleton School District adheres to a no tolerance policy for drugs, including tobacco, drug paraphernalia or weapons. Drugs, paraphernalia and weapons may include but are not limited to knives, chains, lighters, razor blades, tobacco, etc. Possession of such items will result in appropriate action by administration following district policy and state laws.

### **PHYSICAL CONTACT**

No affectionate and/or harmful physical contact is permitted at SMS. Examples include but are not limited to kissing, hugging, punching, slapping, holding hands etc. Consequences for actions will be determined by administration and other policies or laws if the situation requires.

### **BULLYING/HARASSMENT**

As per School Board Policy, bullying and/or harassment is strictly prohibited at Sunridge Middle School. Our school rules related to bullying and/or harassment: *Students will not bully others, students will try to help students who are bullied; students will make it a point to include students who are easily left out; students will tell an adult at home or at school when they know somebody is being bullied or harassed*

### **AFTER SCHOOL POLICIES**

All students must be out of the building by 2:50 PM. Students will not be allowed back into the building without permission from outside staff. Students who participate in after-school activities (athletics, yearbook, leadership, etc.) will be expected to stay in a respective designated area until the activity begins.

All school rules still apply while on school grounds. Students will be expected to act appropriately while waiting for and loading buses. Students will need to be picked up or leave school grounds by 3:30 PM unless they are involved in a sport or activity. Students who walk home are expected to leave by 3:00 PM. Students who are picked up by parents can wait at the front or side entrances. Students will not be allowed to wait for parents at locations where there is no staff supervision.

## **SEXUAL HARASSMENT**

As per School Board Policy, Sunridge Middle School is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, or by student to another student. Any student who is subject to, or knows of, sexual harassment should immediately notify the administration.

## **GANGS AND GANG BEHAVIOR**

A gang, as defined by the Pendleton School District, is any group of persons whose ongoing behavior includes the commission of illegal acts. The Pendleton School District chooses to prohibit the existence of gangs and gang activities through its discipline procedures as follows:

- Students shall not wear, possess, use, distribute, display nor sell any clothing, bandanas, jewelry, emblem, badge, symbol, sign or other items that are evidence of membership or affiliation in any gang. Any clothing that displays offensive writing or pictures will not be allowed, the same applies to student binders and backpacks. Sagging of pants, hanging belts, and chains are not permitted.
- Students shall not or use any speech, verbal or non-verbal gestures, handshakes, etc. showing membership or affiliation in any gang.
- Students shall not use any speech, verbal or non-verbal gestures, handshakes or commit any act or omission (e.g., withholding information or concealing contraband) in furtherance of the interest of any gang or gang activity.

## **STUDENT BEHAVIOR AND PROGRESSIVE DISCIPLINE PLAN**

It is the responsibility of all members of Sunridge Middle School to maintain a safe and orderly school environment. A safe and orderly environment is essential for learning. The Sunridge Middle School discipline plan is a due process system that is progressive in nature. Progressive discipline means that consequences for violations become more severe for repeated offenses.

It is very important that all students recognize that any object that can cause personal harm to themselves, other students or staff members is strictly forbidden in accordance with state and district policies.

Students are encouraged to become active members in creating a safe environment at Sunridge Middle School. Students and parents are expected to contact school administration when they have knowledge of a person(s) or object(s) that might be considered unsafe to the school or its memberships.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Title IX of the Education Amendment of 1972 states that:

1. No person shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity.
2. Students who believe they have been discriminated against should contact the district official responsible for compliance with Title IX.

## **ATTENDANCE**

*Regular attendance at school is a key part of any learning program.*

Absence: Oregon State law 329.065 provides that a student may be excused from attendance if the student is sick, if some member of the student's family is sick, or because of an emergency. Students may be excused for other reasons providing satisfactory arrangements have been made in advance of the absence. A satisfactory arrangement would include either a written statement or a telephone call from the parent explaining the reason for the student to be absent.

### **Students returning to school after any absence, or checking out, must check in at the office**

When a student is to be absent from school, the parent should telephone the school before 8:30 AM. When the school is not notified, the school's automated Parent Link attendance program will contact parents at home in the evening regarding the unexcused absent or tardy student. Preranged absence forms are available in the office. A reasonable number of days may be allowed to make up work, typically one day for every day absent.

## **TARDY POLICY**

Being on time is a critical skill and attitude. It is our responsibility to continually work with students in learning this skill. The tardy policy is not intended to be punitive, but a mild, consistent consequence for students who are repeatedly tardy. Any student tardy to school must check in at the front counter upon arrival and get a tardy slip. Unexcused tardies may result in lunch time detention or loss of privileges (dances, athletics, etc.). Any late student without a pass will be considered "unexcused tardy".

## **VISITORS**

1. All student visitors to the school building during the school day must be pre-approved with the administration and follow the visitor sign-in process.
2. Adult visitors must sign in at the office. A 'visitor's badge' needs to be worn so it is immediately visible.
3. No individual may loiter in or near the school building or grounds. Loitering means not having any purposeful reason for being here.

## **CELL PHONES/ELECTRONIC DEVICES**

Students bringing cell phones and/or personal electronic devices to school do so at their own risk. School administration may or may not help in the recovery of a lost or stolen cell phone or personal electronic device.

With teacher permission, and when used for educational purposes, a student may bring and use personal electronic devices in class, including but not limited to; Kindles, iPads, Nooks, other various tablets, as well as iPod touches and smartphones. As stated in the District Personal Communication Devices Policy the following rules are still in effect: "The mere possession of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy of others" **"Students are responsible for personal communication devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property even when confiscated."**

The following school rules still apply:

1. Cell phone use is allowed before school until 7:55 am and after 2:40pm. Between 8:00 am and 2:40 pm they must be turned off and kept in a locker.
2. With teacher permission and when used for educational purposes electronic devices including cell phones are allowed in a classroom.
3. No electronic device of any kind is allowed during lunches. This includes headphones.

Electronic devices may be confiscated if a student is found to be using them inappropriately or outside of the established rules. Electronic devices will stay in the office until picked up by either the student or parents. SMS Administration reserves the right to confiscate and hold an electronic device for an extended period of time, up to and including holding a device until the conclusion of the school-year. Students may use the office phone as approved by the office staff and administration.

### STUDENT INSURANCE

At the time of registration, parents or students may purchase one or more of the student insurance plans made available by the school district. The selected student insurance program contains many plan options designed to meet the varied needs of different students. Students have the availability of purchasing school-time and/or athletic accident plans as well as dental accident and/or student health care.

### BUS TRANSPORTATION/RULES GOVERNING PUPILS RIDING SCHOOL BUSES

Students who are transported by bus must be registered with the bus company. Upon registration each student shall receive an identification card which will list those rules and regulations pertaining to rider ship. Each driver shall discuss these rules with students during the first week of school.

### ATHLETICS

Sunridge Middle School encourages all students to participate in athletics. Middle school athletics provide an opportunity to learn skills, fair play, and develop lasting friendships and school spirit.

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football (7-8)	Basketball (7-8)	Track (6-7-8)
Volleyball (7-8)	Wrestling (6-7-8)	Tennis (7-8)
Cross Country (6-7-8)		

All students who participate in a school-sponsored sport are representatives of the school and the community. Therefore, the student is obligated to act in a manner that will reflect credit on her/himself, the school and the community.

#### **Requirements:**

In order to participate on any sport team, he/she must have on file with the athletic director a record of the following:

**Sports Physical/Insurance:** Verification of a MEDICAL-PHYSICAL EXAMINATION  
(Valid for 2 years)

Authorization form for MEDICAL CONSENT TO TREAT and PROOF OF INSURANCE  
(renewed each year).

**Academic:** All sports participants must be passing all of their classes or making progress to improve grades.

**Code of Conduct:** All participants are subject to all school rules and regulations.

All **MAJOR** infractions will carry a consequent suspension from the activity for one week, two weeks, or for the remainder of the season or year. Appeal procedure and due process apply with all infractions. The building athletic director and administration will make the determination.

**Internet Access:**

The Pendleton School District network and the internet offer a wealth of educational material to our students and teachers. Access to the internet is an important part of our plan to create lifelong learners who know how to find information in our rapidly changing world. Students are responsible for appropriate behavior on the school's computer network. Access is given to students who agree to act responsibly. A contract signed by both the student and their parent/guardian will be required to obtain a license to access the network. Violation of any of the provisions outlined in the Computer Technology Acceptable Use Policy for PSD-Net may result in denied privileges and/or other disciplinary measures.

**Accidents:**

Any student who has an accident resulting in injury should report the nature of the injury and how the accident happened to the teacher or to an office staff member. First-aid is available in the health room. Incident report forms are completed through the main office.

**School Based Health Center (SBHC):**

The SBHC provides primary care in the areas of physical and mental health problems. The clinic is located below the main office. Our staff includes a Nurse Practitioner, Registered Nurse, Mental Health Specialist and a Secretary. Clinic hours are shared between PHS and SMS. No appointment is necessary but encouraged. There is a registration fee and immunization fees. Applicable services are billed to insurance. However, no one is denied services because of inability to pay.

**Federal Family Privacy Rights:**

The Federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information," to certain people or institutions, unless you request, in writing, that such information not be released. If you do not wish us to release "directory information" and/or have your child appear in a photograph, videotape, film or slide, please let the school know in writing as soon as possible.



Thoughtful instruction and a committed staff are an important part of a student's opportunity for a complete and satisfactory education. Additionally, parents must be a positive force and be involved wherever possible. We look to our parents for a strong home influence and a partnership in the effort in the educational process. Together, we can and do make a difference in achievement and emotional growth for our middle level students during these significant years.

**I have read the student handbook for the 2012-2013 school year.**

**Student** \_\_\_\_\_  
(Signature)

**Parent/Guardian** \_\_\_\_\_  
(Signature)

**Parent/Guardian** \_\_\_\_\_  
(Signature)

**My student access to look at my grades online:**

**Login** \_\_\_\_\_

**Password** \_\_\_\_\_

**Textbook Access:**

**Math**

**Login** \_\_\_\_\_

**Password** \_\_\_\_\_

**Science**

**Login** \_\_\_\_\_

**Password** \_\_\_\_\_

**Health**

**Login** \_\_\_\_\_

**Password** \_\_\_\_\_

**Social Studies**

**Login** \_\_\_\_\_

**Password** \_\_\_\_\_

**Language Arts**

**Login** \_\_\_\_\_

**Password** \_\_\_\_\_