

**SUNRIDGE MIDDLE SCHOOL**  
**STUDENT HANDBOOK**



***Home of the Broncs***

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Pendleton, OR 97801  
(541) 276-4560

***Pendleton School District is a place where I belong, where I can succeed!***

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Counseling Office	(541) 966-3420
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## SUNRIDGE ESSENTIALS

### Building Hours

Sunridge Middle School front doors are open at 7:20 am Tuesday through Friday and 8:20 am on Mondays. Students are to remain in the Commons, library, gym or outside until 7:50 am; at that time they will be permitted to drop off backpacks and personal items in lockers. Students are then allowed to be in a supervised classroom, the Commons, outside, or supervised open gym.

All students must be out of the building by 3:05 pm. Students being picked-up after school need to wait on the east end of the building. Students who participate in after-school activities (athletics, yearbook, leadership, robotics, clubs, etc.) will be expected to stay in a designated area until the activity begins.

### Bell Schedules

#### Monday Schedule

6 <sup>th</sup> Grade Schedule		7 <sup>th</sup> Grade Schedule		8 <sup>th</sup> Grade Schedule	
Period 1	9:00 – 9:42	Period 1	9:00 – 9:42	Period 1	9:00 – 9:42
Period 2	9:46 – 10:28	Period 2	9:46 – 10:28	Period 2	9:46 – 10:28
Period 3	10:32 – 11:17	Period 3	10:32 – 11:17	Period 3	10:32 – 11:17
<b>Lunch</b>	11:21 – 11:51	Period 4	11:21 – 12:03	Period 4	11:21 – 12:03
Period 5	11:55 – 12:37	<b>Lunch</b>	12:07 – 12:37	Period 5	12:07 - 12:49
Period 6	12:41 – 1:23	Period 6	12:41 – 1:23	<b>Lunch</b>	12:53 – 1:23
Period 7	1:27 – 2:09	Period 7	1:27 – 2:09	Period 7	1:27 – 2:09
Period 8	2:13 – 2:55	Period 8	2:13 – 2:55	Period 8	2:13 – 2:55

#### Tuesday – Friday Schedule

6 <sup>th</sup> Grade Schedule		7 <sup>th</sup> Grade Schedule		8 <sup>th</sup> Grade Schedule	
Period 1	8:00 – 8:49	Period 1	8:00 – 8:49	Period 1	8:00 – 8:49
Period 2	8:53 – 9:42	Period 2	8:53 – 9:42	Period 2	8:53 – 9:42
Period 3	9:46 – 10:49	Period 3	9:46 – 10:49	Period 3	9:46 – 10:49
<b>Lunch</b>	10:53 – 11:23	Period 4	10:53 – 11:42	Period 4	10:53 – 11:42
Period 5	11:27 – 12:16	<b>Lunch</b>	11:46 – 12:16	Period 5	11:46 – 12:35
Period 6	12:20 – 1:09	Period 6	12:20 – 1:09	<b>Lunch</b>	12:39 – 1:09
Period 7	1:13 – 2:02	Period 7	1:13 – 2:02	Period 7	1:13 – 2:02
Period 8	2:06 – 2:55	Period 8	2:06 – 2:55	Period 8	2:06 – 2:55

## ATTENDANCE

Student success correlates directly to student attendance. Parents and students should make every effort to attend school every day. Additional information may be found at [AttendanceWorks.org](http://AttendanceWorks.org).

**Absences:** In accordance with state law, Sunridge excuses absences that are caused by illness, emergency or school-sponsored activities. The school does not excuse absences caused by over-

sleeping, missed buses, etc. When students miss class, families need to notify the school. They may do so in two ways:

- **Day of Absence:** Parent/guardian telephones the office (541) 276-4560 and reports the reason for the absence.
- **Day after Absence:** Parent/guardian telephones or writes a note confirming date and reason for absence and the student delivers the note to the office.

**Truancy:** A student who is absent from school or any class without permission will be considered truant (“skipping”) and subject to disciplinary action that may include parental contact, detention, suspension of privileges, referral to the district truancy officer, and/or ineligibility for athletics or other school activities.

**Late to School:** Students need to report directly to the office with an excuse from their parent or guardian if they are late to school. Without a note, students late to school will be considered unexcused.

**Late to Class:** Any student late to class without a note will be considered “unexcused tardy”. Unexcused tardies may result in lunch time detention and/or loss of privileges (dances, athletics, etc.).

**Make-up Work:** Students are responsible for requesting assignments they miss when they are absent from school.

## CLOSED CAMPUS

Sunridge Middle School is a closed campus. Students may not leave school grounds once they arrive; including students who walk, ride a bike, ride the bus, or are dropped off.

## VISITORS

Visitors are required to check in at the office and receive a visitor’s pass. Sunridge encourages parents/guardians to visit our school. Student visitors may be permitted during lunch only with pre-approval from the Sunridge administration.

## ILLNESS/INJURY

**Illness or Injury:** If students are injured or become ill at school, they should receive a pass from their teacher and then report directly to the office. A nurse is sometimes available at school. If students need to go home, they will use the office telephone.

**Medication:** All prescription or non-prescription medications need to be dispensed through the Counseling Office. Before medications may be dispensed, parents/guardians must fill out appropriate forms allowing students to carry and/or take medication at school, as stated in [Pendleton School Board Policy JHCD](#). All medications must be in their original container(s).

**Physical Education Excuses:** All Sunridge students enrolled in a PE class are required to attend and participate in their PE class. If students have a debilitating condition (injury, illness, etc.), parent or guardian should notify staff by writing a note to the teacher. Students are expected to dress down and participate to the extent of their limitations. Teachers will provide appropriate activities that accommodate the problem. If students need to be excused from PE for more than three days, the parent or guardian will need to send a physician's note to the main office excusing the student from PE and indicating the duration of exclusion.

**Medical Appointments:** Students need permission before they can leave school for medical appointments. Please make every effort to schedule these appointments to be least impactful on student attendance. If medical appointments are made during school hours, parent/guardian must notify the office and sign-out students before leaving; upon the return to school, student may sign themselves back in.

### **SCHOOL BASED HEALTH CENTER**

The School Based Health Center (SBHC) provides primary care in the areas of physical and mental health. The clinic is located below the main office and open a various times during the week. Staff includes a nurse practitioner, mental health specialists and office secretary.

### **SCHOOL SAFETY**

Students are encouraged to become active members in creating a safe school environment. Students and parents are expected to contact school administration when they have knowledge of a person or object that might be considered unsafe to the school or its members. Anonymous reports of bullying, harassment or other safety concerns can be made directly by calling 844-472-3367 or by clicking on [Report a Concern](#) on the school district website.

### **EMERGENCY PROCEDURES**

Sunridge conducts routine emergency drills throughout the school year. The reason for the practice drills is to make sure that everyone is safe in the event of a real emergency. Students need to follow the exact directions of the adult in charge during these drills. When students hear an alarm or an announcement, they need to do the following:

- **Stay** silent and look at the staff member in charge. Listen to directions and follow them carefully.
- **Always** remain calm and quiet throughout the drill.
- **Find** the designated exits and follow adult instructions. If instructed, exit building quickly and quietly.
- **Everyone** is expected to wait quietly while staff members account for students.

## ATHLETICS

Sunridge Middle School encourages all students to participate in athletics. All students who participate in a school-sponsored sport must have a pre-sport physical exam before being allowed to practice. Physicals are valid for two years. Additionally, parents/guardians must provide proof of insurance and sign a medical [Consent to Treat form](#).

**Participation Fees:** There is a \$55 per student/per sport participation fee. The fee is to be paid prior to the sports season. The fee may be refunded, partially or in full, if an athlete is injured and can no longer participate. If an athlete quits the team the participation fee will not be refunded.

### SUNRIDGE MIDDLE SCHOOL ATHLETIC PROGRAMS BY SEASON

#### Fall

7<sup>th</sup> – 8<sup>th</sup> Boys Football

7<sup>th</sup> – 8<sup>th</sup> Girls Volleyball

6<sup>th</sup> – 8<sup>th</sup> Cross Country

#### Winter

7<sup>th</sup> – 8<sup>th</sup> Boys Basketball

7<sup>th</sup> – 8<sup>th</sup> Girls Basketball

6<sup>th</sup> – 8<sup>th</sup> Wrestling

#### Spring

7<sup>th</sup> – 8<sup>th</sup> Track

7<sup>th</sup> – 8<sup>th</sup> Girls Tennis

**Attendance Requirements:** Attendance at practices and contests is mandatory. When an absence is inevitable, parents need to contact the coach in advance. If an athlete misses practice due to an injury, a note from a physician is required before returning to practice and contests. Students must be in attendance for at least half of the day's classes in order to participate in practices and/or contests.

**Behavior:** Student athletes earning a suspension (in- or out-of-school) may not be permitted to attend practices or contests during the duration of the suspension. Athletes taunting or behaving in an unsportsmanlike manner will be subject to discipline, up to and including removal from the team.

**Academic Eligibility:** Students with an "F" (below 60%) in any class may not be eligible for extracurricular activities including athletics.

## STUDENT RECOGNITION

Sunridge Middle School is committed to the principles of Positive Behavior Interventions and Supports (PBIS). As such we seek to maximize student success through positive relationships and proactive instruction that teaches and recognizes students that are **Ready** to learn, **Respectful** and **Responsible**. Systemic rewards and recognitions include those listed below and many others such as dances, Bronc Pride Activity Hours, and the Bronc Store.

**Bronc Bucks:** Sunridge staff strives to recognize positive behavior. Staff members hand out Bronc Bucks to recognize students demonstrating positive behavior. Bronc Bucks may be redeemed for prizes and privileges throughout the year.

**Bronc Pride Awards:** Each month, staff recognize students who exemplify characteristics befitting a successful student. Students of the month receive a signed certificate with a personal note from the nominating staff and names are also displayed on the school website.

**Perfect Attendance:** Students who have no absences, excused or unexcused, and/or unexcused tardies receive recognition for perfect attendance and no tardies multiple times throughout the year in the form of certificates, No Tardy Parties, and other student rewards.

**Honor Roll:** Sunridge has two levels within our academic honor roll. Students finishing the semester with a 3.5 G.P.A. or higher are recognized on the Honor Roll. Additionally, the Principal's List recognizes all students with a 4.0 G.P.A.

## STUDENT CONDUCT

In order to maintain a safe and effective educational environment, Sunridge students are expected to behave appropriately at school, in or around the school campus, at any school-related activity regardless of time or location, at the bus stop and while being transported in district provided transportation. Generally, students are expected to be Ready, Respectful and Responsible at all times.

Not all behavioral expectations are in writing. Instead, they are based on good citizenship and common sense. It is impossible to cover all possibilities and situations which may arise during the school-day and throughout the year. Therefore, the behaviors and expectations listed below and throughout this handbook should serve as a guide only.

Students will be subject to discipline, including detention, suspension, expulsion and/or referral to law enforcement for the following, but not limited to:

1. Theft
2. Disruption of the school environment
3. Damage or destruction of school or personal property
4. Physical aggression, fighting or threats of harm to self or others
5. Possession of weapons or replicas of weapons
6. Possession, distribution, or use of tobacco, electronic cigarettes, alcohol, drugs or drug paraphernalia
7. Violations of transportation rules
8. Academic dishonesty
9. Leaving campus or school-sponsored events without permission.
10. Using profanity, vulgar language or obscene gestures
11. Insubordination, disobeying directives from school staff
12. Name-calling, ethnic or racial slurs or derogatory statements
13. Inappropriate physical or sexual contact
14. Offensive conduct of a sexual nature whether verbal or physical

15. Bullying/Hazing/Harassment/Menacing/Cyber bullying/Intimidation
16. Failure to follow City, State, or Federal laws
17. Possession of matches, lighters, or other incendiary devices
18. Trespassing

### **Progressive Discipline Plan**

It is the responsibility of all members of Sunridge Middle School to maintain a safe and orderly school environment. A student not behaving appropriately will be subject to disciplinary action that may include one or more of the following consequences:

1. Intervention by teachers, counselor and/or administration
2. Detention
3. Suspension
4. Loss of privileges (hall passes, activities, dances, athletics, etc.)
5. Modified schedule/shortened school-day
6. Expulsion

Disciplinary consequences are applied depending on the nature of the offense. Additionally, the SMS discipline plan is progressive in nature meaning that consequences for violations become more severe for repeated offenses. If a student commits drug, alcohol and/or tobacco-related offenses, possess a weapon or commits any other criminal act, they will be referred to law enforcement officials.

- **Detention/In-School Suspension:** Students may receive detention during class-time, before school or lunch-time.
- **Out-of-School Suspension:** Students may be suspended from school for inappropriate behavior, including conduct which materially and substantially disrupts the rights of others to an education and/or endangers the student, other students, or school property. Each suspension will include a specific reason for the suspension, the length of the suspension and a plan for readmission into school. While under suspension a student may not be present on any Pendleton School District property, attend after school activities or participate in activities directed or sponsored by the district. School work may be made up upon the student's return to school. On a multiple day suspension, homework may be provided upon parental request.
- **Expulsion:** A student may be expelled for severe or repeated violations. No student may be expelled without a hearing unless the student's parent/guardian waives the right to a hearing. An expulsion will not exceed a 12-month period. The school will provide expulsion notification including hearing procedures, student and parent/guardian rights and alternative education provisions.

### **Gangs and Gang Behavior**

A gang, as defined by [Pendleton School Board Policy JFCEA](#), 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 evidences of membership or affiliation in any gang. The display of offensive writing or pictures on clothing, backpacks, binders or lockers will not be allowed. Sagging of pants, hanging belts and chains are not permitted.
- Students shall not use any speech, verbal or non-verbal gestures, handshakes, etc. that show membership or affiliation in any gang.
- Students shall not use any speech, verbal or non-verbal gestures, handshakes or commit any act of omission (withholding information or concealing contraband) in furtherance of the interest of any gang or gang activity.

### **Sexual Harassment**

Sunridge Middle School is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. If students believe they have been victims of sexual harassment or if they have questions about the issue, they should seek the help of adults such as teachers, counselors, the principal or assistant principal. [Pendleton School Board Policy JBA/GBN](#) and Title IX of the Education Amendment of 1972 states:

- No person shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any education program or activity.
- Students who believe they have been discriminated against should contact the school administration.

### **DRESS AND APPEARANCE**

Students are expected to dress according to the Sunridge dress code guidelines as established by the administration and [Pendleton School Board Policy JFCA](#). Personal appearance including student dress, grooming and hygiene should not distract from the teaching and learning process nor create a safety or health hazard to the student or to others. Clothing should be clean, comfortable and appropriate for school activities. Dress code guidelines apply to extra-curricular participants. Students not meeting proper dress code guidelines will be required to change. In the event the student does not have an appropriate alternative available, parents will be notified.

Students are expected to comply with staff decisions regarding the appropriateness of their attire. Since fashion trends change quickly, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the guidelines below:

**Bare Skin:** Bare skin should be limited. Clothing that reveal midriffs, bare backs, navels, buttocks or excessive skin are not acceptable. *Students are discouraged from wearing tank tops to school.* Any sleeveless shirts must have a shoulder width of at least two inches. Skirts and shorts must completely cover the student at least to the mid-thigh.

**Undergarments:** Clothing should be worn in such a way that the student's undergarments are not exposed. Pants may not have holes above mid-thigh.

**Pajamas and Slippers:** Pajamas, slippers, sleeping attire and robes are not allowed.

**Slogans on Clothing:** Clothing, jewelry and accessories may not have any sign of or promote graffiti, alcohol, drugs, racism, gang affiliation, marijuana, tobacco, profanity, drug paraphernalia, sexual connotations or violence.

**Hats, Hoods and Accessories:** Hats and hoods are not to be worn inside the school building during school hours. All other times they must be kept in a locker. Bandanas are not hats and are not allowed at Sunridge in any capacity. Additionally, fashion accessories deemed unsafe or disruptive such as canes, wallet chains, and "wheelies," are not permitted.

**Backpacks:** Backpacks, book bags and purses must be stored in student lockers during the school day.

**P.E. Uniforms:** Sunridge students are required to wear school issued P.E. uniforms. Students who forget their uniforms will be given loaners. Complete uniforms cost \$20.00 and may be purchased at registration or any time during the school year.

## **ELECTRONICS AND MEDIA**

### **Mobile Electronic Devices**

As stated in [Pendleton School Board Policy JFCEB](#), "Students may be allowed to use and possess personal electronic devices... provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law." Students are responsible for personal communication devices they bring to school. Students bringing cell phones and/or personal electronic devices to school do so at their own risk. Sunridge shall not be responsible for loss, theft, or destruction of devices brought onto school property, even when confiscated. School administration may or may not help in the recovery of a lost or stolen cell phone or personal electronic device.

The following expectations apply:

- Mobile electronic devices are not permitted in the bathrooms and/or locker rooms.
- Electronic devices are typically allowed before school, during lunch and after school in all common spaces. Any devices used during class time should be done so under the direct authorization of the teacher. Students may be asked to turn off devices.

- Photos or videos recorded at school must be done under the supervision of a staff member and with the consent of those being photographed and recorded.

Students using cell phones or personal electronic devices inappropriately during class will have their phone or device confiscated and taken to the office. On the first offense, students may retrieve their phone or device at the end of the school-day. On subsequent offenses, students must have their parent pick up their phone or device.

Sunridge administration reserves the right to confiscate and hold a cell phone or electronic device for an extended period of time, up to and including holding the item until the conclusion of the school year.

**Internet Access:** Sunridge has many computer labs, Chromebooks and other technology designated for regular student use. The school district network with internet access offers a wealth of educational material. Students are responsible for appropriate behavior while on the school's computer network. A contract signed by both student and parent/guardian is required to obtain access to the network (typically completed during registration). Violation of any provisions outlined in the contract may result in disciplinary action up to and including loss of internet privileges.

**Media Center:** Students are encouraged to use media center resources. Regular books and materials may be checked out. Students are responsible for all items checked out and must pay for damaged or unreturned materials.

**Textbooks and Library Books:** Sunridge loans books to students for their use during the school year. Students are expected to take care of the books and return them in good condition at the end of the school year. Students will be charged for damaged or lost books. Additionally, most [classroom textbooks are available online](#).

**Lockers:** Lockers (hall and PE) will be assigned to students. Students are responsible for their own lockers and whatever is contained within them. Students are not to share lockers. If students have problems with their lockers, they should notify their teacher or the office immediately. All lockers are considered property of the school and are subject to inspection by school officials at any time.

**Home Access Center:** The [Home Access Center](#) allows students and parents online access up-to-date grades, classwork and other resources. Please contact the main office to obtain a username and password or if you have additional questions.

## BREAKFAST AND LUNCH

**Food and Beverages:** Breakfast and lunch are to be consumed in the Commons, not in the hallways or outside. Students are expected to clean up after themselves before leaving the Commons. Energy drinks are not permitted in school and will be confiscated.

**Lunch Purchases:** Lunch purchases are made before school. Pendleton School District provides a reduced price and free lunch program for student of low-income families (applications are available in any school office and [online](#)). All information pertaining to the free/reduced lunch program is confidential.

**Eat Your Own Lunch:** Students may not borrow money or share food in the Commons. If students forget their lunches, they will be provided a sandwich from the cafeteria.

**Lunch Activity:** Students are to be in the Commons or outside area after eating lunch. Students are not permitted to enter the hallway, a classroom, or the library without a pass. Students must take coats to lunch – they will not be allowed to return to lockers. Students are to sit but not run, jump or stand on the blocks, benches and picnic tables outside. Students may play basketball, flag football, walk the track or other appropriate activities during this time. No tackling or wrestling will be allowed. Students must stay in visual sight of staff at all times during activity. Staff on duty will have the final call regarding field access and activities.

**Lunch Passes:** Parents/guardians taking their student to lunch must first check them out through the office. The student must sign back in when they return to school.

## HALLWAY EXPECTATIONS

All students must have a pass when out of the classroom. Students will not be allowed to leave a class during the first ten minutes or 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.

## GUEST TEACHERS

When a guest teacher is present:

- Be respectful and polite to the guest teacher, your behavior reflects on the whole school.
- Be seated quietly in your assigned seat when the bell rings. Complete the bell work just as you would if your regular teacher was there.
- Responsibly follow regular classroom procedures unless the guest teacher directs otherwise.
- Follow directions given by the guest teacher the first time without argument or complaint even if they are given in a different manner from your regular teacher.

*Failure to follow the above expectations will result in disciplinary action.*

## TRANSPORTATION

**Bicycles, Skateboards and Scooters:** As required by law, students riding bicycles to school must wear a helmet. Students must walk their bicycles, scooters and skateboards when arriving or leaving the Sunridge campus. Sunridge is not responsible for lost or stolen bicycles, skateboards and scooters.

### Student Conduct on Buses

In accordance with [Pendleton School Board Policy EEACC](#), the following regulations will govern student conduct on school buses to and from school and any district-sponsored activities.

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Student will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

**Bus Passes:** For purposes of safety, passes to ride a bus different than a student's assigned rout are no longer permitted.

## ACADEMIC INTEGRITY

Academic integrity means doing school honestly. Cheating is gaining an advantage dishonestly; plagiarism, a form of cheating, is presenting someone else's words or ideas as if they were your own. Students are sometimes legitimately unsure about what is acceptable, and what is not. Teachers should clearly communicate their expectations to students and make every effort to avoid situations in which students are confused about how they are expected to meet assignment requirements.

**Level I Violation includes, but is not limited to:**

- Looking at, or allowing someone else to look at your own or another's paper during an assessment (exam, test or quiz).
- Using unauthorized 'cheat' notes, including notes on an electronic device, desk or person.
- Talking or communicating with another student during an assessment (exam, test or quiz).
- Copying or closely paraphrasing sentences, phrases or passages from an uncited source for a paper or for research.
- Submitting translations from internet translation programs.
- Giving or receiving assessment information to or from students in other periods of the same teacher or same course.

*NOTE: Individual teachers often have differing expectations for homework (for instance, sometimes students are encouraged to work together while other times students are expected to work individually). Therefore, it is the responsibility of the teacher to clarify their assignment expectations to students.*

**Level II Violation includes, but is not limited to:**

- Submitting papers taken from the internet, other publications or other students
- Submitting individual projects and papers that are not wholly your own work
- Submitting a computer program or digital project developed by someone else

**Level III Violation includes, but is not limited to:**

- Stealing examinations, projects or assignments
- Distributing unauthorized papers or projects to other students
- Receiving payment or paying for unauthorized papers or projects
- Altering grades (on the staff computer system, grade book, returned work, etc.)

*NOTE: Where appropriate, Level III violations will also be referred to law enforcement. Any combination totaling three, either in the number of offenses or in the level of offenses, results in the maximum penalty*

**1<sup>st</sup> Offense at Level I**

- Student receives zero for the assignment or assessment; student will then be required to make up the work or complete the assessment, with one opportunity, in order to receive credit
- Teacher notifies parent
- Teacher notifies administrator via discipline referral
- Administrator logs the incident into the discipline file and determines appropriate consequence(s) which may include:
  - Conference with Administrator and/or Counselor
  - Signing of an Academic Integrity Contract
  - Detention
  - Suspension

### **2<sup>nd</sup> Offense at Level I; or, 1<sup>st</sup> Offense at Level II**

- Student receives zero for the assignment or assessment; student will then be required to make up the work or complete the assessment, with one opportunity, in order to receive credit
- Teacher notifies parent
- Teacher notifies administrator via discipline referral
- Administrator logs the incident into the discipline file and determines appropriate consequence(s) which may include:
  - Meeting with parent, student, administrator and teacher
  - Signing of an Academic Integrity Contract
  - Detention
  - Suspension
  - Loss of school privileges (athletics, activities)

### **3<sup>rd</sup> Offense at Level I; or, a combination of a Level I and Level II Offenses; or, 1<sup>st</sup> Offense at Level III**

- Student receives zero for the assignment or assessment; student will then be required to make up the work or complete the assessment, with one opportunity, in order to receive credit
- Teacher notifies parent
- Teacher notifies administrator via discipline referral
- Administrator logs the incident into the discipline file and suspends student for a minimum of three days. Before re-entry, a meeting is held with the parent, student and administrator.
- If not done so previously, an Academic Integrity Contract is signed
- Additional consequences, as determined by the building principal may include:
  - Loss of school privileges (athletics, activities)
  - Student becomes ineligible to participate in awards and ceremonies, including 8<sup>th</sup> grade recognition
  - Class schedule change, up to and including loss of higher leveled classes

## **GRADING POLICY**

In most classes students will receive three grades on their report card: an academic grade, a personal management grade, and an overall course grade.

Grades for Reading Skills, Core + More and other select classes will be based only on personal management.

Teacher's Aides and Indian Education will only report a "pass or no pass" grade based on personal management; 70% or higher receiving a "pass" and below 70% a "fail".

**Academic Grade:** This grade is reflective of what students know and what they can do based on the standards and curriculum taught.

1. In each class students will have a minimum of six standards based assessments per each 18 week grading period (semester). This includes but is not limited to; multiple choice, short response, extended written response, performance, common assessment, chapter test, unit test, etc. These assessments are based upon what has been taught in the class.
2. If students score below a 70% on one of these assessments, they are provided an opportunity to retest, after additional practice or instruction has taken place. The highest score is awarded. Assessments must be retaken within 10 school days.
3. No extra credit of any kind is awarded towards the academic grade.
4. The academic grade represents 60% of the overall course grade.

**Personal Management Grade:** This grade is a reflection of attendance, daily work, classroom behavior, and organizational skills.

1. The Personal Management grade is based on four categories; Attendance, Daily Work, Classroom Behavior, Organizational Skills. Each teacher will clearly communicate what will be recorded in the grade book for personal management.
2. A minimum of 18 entries are required for the personal management grade over the course of the semester (one per week).
3. The personal management grade represents 40% of the overall course grade.

**Overall Grade:** This grade reflects a combination of the academic grade (60%) and personal management grade (40%).

1. Students with an overall grade of 'F' are not eligible for athletics and most school activities
2. Students who are absent are given at least three school days to make-up work and assessments before being considered ineligible.



# Sunridge Middle School School-wide Expectations

	<i>Ready</i>	<i>Responsible</i>	<i>Respectful</i>
<b>Arriving at School</b>	<ul style="list-style-type: none"> <li>➤ Arrive on time to be ready for school, but not before 8:20 on Mondays and 7:20 Tuesdays-Fridays when doors open.</li> <li>➤ Be ready to work and learn.</li> <li>➤ Dress appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be in appropriate places at appropriate times.</li> <li>➤ Stay outside on the blocks or fields, or inside in the Commons, Gym or Library, and do not leave school grounds.</li> <li>➤ Be safe by walking and using marked crosswalks.</li> <li>➤ Walk bikes, scooters, and skateboards on sidewalks once on school grounds. Avoid road and parking lots where possible.</li> <li>➤ Accept positive and negative consequences.</li> <li>➤ Keep areas neat and clean.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself.</li> <li>➤ Avoid being a distraction to others.</li> </ul>
<b>Commons</b>	<ul style="list-style-type: none"> <li>➤ Arrive and eat breakfast and lunch during designated times before participating in other activities.</li> <li>➤ Bring lunch money or sack lunch from locker.</li> <li>➤ Bring jacket for outside lunch activity.</li> <li>➤ Wash hands before eating.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep areas neat and clean, including the floor, stage and cubbies.</li> <li>➤ Be safe by walking.</li> <li>➤ Stay seated at table while eating.</li> <li>➤ Raise your hand to be dismissed. Make eye contact with staff member.</li> <li>➤ Keep food and drinks in the commons.</li> <li>➤ Accept positive and negative consequences.</li> <li>➤ Wait patiently while seated until released to walk outside for lunch activity.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself. Eat your own food.</li> <li>➤ Avoid being a distraction to others.</li> <li>➤ Patiently wait your turn in line and use good manners.</li> </ul>

<b>Hallways, Restrooms &amp; Passing Time</b>	<ul style="list-style-type: none"> <li>➤ Arrive on time to be ready for class.</li> <li>➤ Be in appropriate places at appropriate times.</li> <li>➤ Dress appropriately. Hats, coats, and backpacks should remain in lockers during the school day.</li> <li>➤ When possible, use restroom during passing time.</li> <li>➤ Have hall pass or note.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be safe by walking while facing forward. Whenever possible stay to the right as you walk.</li> <li>➤ Keep locker organized and clean.</li> <li>➤ Flush toilets, wash hands and put trash in garbage cans.</li> <li>➤ Accept positive and negative consequences.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Avoid large groups in front of lockers.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself. Only use perfumes, colognes or body sprays on yourself in the restroom.</li> <li>➤ Avoid being a distraction to others.</li> <li>➤ Give others their privacy.</li> <li>➤ Patiently wait for your turn to use the restroom.</li> </ul>
<b>General Classroom</b>	<ul style="list-style-type: none"> <li>➤ Arrive on time to be ready for class.</li> <li>➤ Be ready to work and learn.</li> <li>➤ Be prepared with completed assignments and materials.</li> <li>➤ Take an active, positive role in classroom activities.</li> <li>➤ Dress appropriately.</li> <li>➤ Have hall pass or note.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be in appropriate places at appropriate times.</li> <li>➤ Accept positive and negative consequences.</li> <li>➤ Keep areas neat and clean.</li> <li>➤ Practice academic integrity.</li> <li>➤ Be safe by following classroom procedures.</li> <li>➤ Know and follow school rules and expectations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself.</li> <li>➤ Avoid being a distraction to others.</li> <li>➤ Be a good audience.</li> <li>➤ Practice good sportsmanship.</li> </ul>

<b>Library &amp; Computer Labs</b>	<ul style="list-style-type: none"> <li>➤ Arrive promptly and enter library and labs with adult supervision, ready to work and learn.</li> <li>➤ Have materials requested by teacher, including library books.</li> <li>➤ Use hall pass or note, if not with classroom teacher.</li> <li>➤ Sit in assigned seat.</li> <li>➤ Take an active, positive role in classroom activities.</li> <li>➤ Properly dispose of gum, food, or drink in the garbage can before using any computers.</li> <li>➤ Remember your student login information.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Accept positive and negative consequences.</li> <li>➤ Keep areas neat and clean.</li> <li>➤ Practice academic integrity.</li> <li>➤ Only use approved computer sites or programs as instructed.</li> <li>➤ Ask permission before printing and print only what is needed.</li> <li>➤ Know and follow all school and district policies for mobile devices and internet use. Report any problems to supervisor.</li> <li>➤ Remember to log off computer when you are finished.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume, and avoid being a distraction to others.</li> <li>➤ Use all library materials and computer hardware with care.</li> <li>➤ Respect others' personal space and property.</li> </ul>
<b>Main Office &amp; Counseling Center</b>	<ul style="list-style-type: none"> <li>➤ Have hall pass or note. Always check in with classroom teacher before coming to office or counseling center.</li> <li>➤ Arrive to office or counseling center and return to class promptly.</li> <li>➤ Dress appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be in appropriate places at appropriate times. Stay in front of office and seated unless directed otherwise.</li> <li>➤ Clearly state reason for coming to the office or counseling center.</li> <li>➤ Use student phone only as directed.</li> <li>➤ Accept positive and negative consequences.</li> <li>➤ Keep areas neat and clean.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Patiently and quietly wait your turn.</li> <li>➤ Follow and respond appropriately to directions from adults and student aides.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Use "please" and "thank you".</li> <li>➤ Open and close door with care.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself.</li> </ul>

<b>Lunch Activity</b>	<ul style="list-style-type: none"> <li>➤ Dress appropriately for the weather.</li> <li>➤ Have hall pass or note to use the library or to see a teacher.</li> <li>➤ Wait patiently and stay seated until released to walk outside.</li> <li>➤ Return promptly back to class at conclusion of activity time.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Participate in appropriate activities in designated areas.</li> <li>➤ Have fun and play safe by following established rules and guidelines for different activities.</li> <li>➤ Accept positive and negative consequences.</li> <li>➤ Keep areas neat and clean. Return equipment.</li> <li>➤ Keep all food and drinks in the commons.</li> <li>➤ Know and follow all school and district policies for mobile devices and internet use.</li> <li>➤ Always re-enter building in an orderly manner.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Practice good sportsmanship.</li> <li>➤ Share and use equipment for its intended purpose.</li> <li>➤ Establish fair rules for games and activities.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself.</li> </ul>
<b>After School</b>	<ul style="list-style-type: none"> <li>➤ Exit on time. All students are to be out of the building by 3:05.</li> <li>➤ Be in appropriate places at appropriate times. (For example: At east end for parent pick-up, at the blocks to get on assigned bus, or in the locker rooms for sports practices.)</li> <li>➤ Have all homework, study materials and personal items with you at all times.</li> <li>➤ Dress appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Know and follow your pre-arranged, after school plans.</li> <li>➤ Be safe by walking and using marked crosswalks.</li> <li>➤ Walk bikes, scooters, and skateboards on sidewalks while on school grounds. Avoid road and parking lots where possible.</li> <li>➤ Remain behind the marked yellow bus lines on the concrete while you patiently wait for your bus.</li> <li>➤ Accept positive and negative consequences.</li> <li>➤ Keep areas neat and clean.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself.</li> <li>➤ Avoid being a distraction to others.</li> </ul>

<b>Assemblies, Dances &amp; Sporting Events</b>	<ul style="list-style-type: none"> <li>➤ Arrive and depart on time.</li> <li>➤ Have fun by taking an active, positive role in the activity.</li> <li>➤ Dress appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be safe by staying in appropriate places at appropriate times.</li> <li>➤ Accept positive and negative consequences.</li> <li>➤ Leave areas neat and clean.</li> <li>➤ Know and follow your pre-arranged post activity plans.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Treat others the way you would like to be treated.</li> <li>➤ Follow and respond appropriately to adult directions.</li> <li>➤ Use appropriate language and volume.</li> <li>➤ Respect others' personal space and property. Keep hands and feet to yourself.</li> <li>➤ Avoid being a distraction to others.</li> <li>➤ Practice good sportsmanship.</li> <li>➤ Be a good audience.</li> </ul>
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