

Sunridge Middle School

# Student Handbook

2023-2024

***Home of the Broncs***

700 SW Runnion Avenue  
Pendleton, OR 97801  
(541) 276-4560

***Sunridge Middle School is a place where I am safe to become me.***

Piper Kelm, Principal  
Caleb Patterson, Assistant Principal  
Fred Wolotira, Dean of Students

Phone Directory:

Main Office	(541) 276-4560
Counseling Office	(541) 966-3420
First Student (Bus Service)	(458) 213-5222
Nutrition Services	(541) 966-3425

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## SUNRIDGE ESSENTIALS

### Building Hours

Sunridge Middle School front doors open at 9:15 am on Mondays and 8:15 am Tuesday through Friday. Students are to enter the outside doors (East End, North, or Main doors) and go directly to their first period class. Students may eat breakfast in the commons before going to their first period classroom.

All students must be out of the building by 3:25 pm. Students being picked-up after school need to line-up in the east end parking lot next to the softball field. Students who walk home or walk to Grecian Heights to be picked up should leave the building immediately and may exit through the back loading dock door. Bus riders go directly to their bus or wait for the bus on the blocks or in the other designated areas in front of the school. Students who participate in after-school activities (athletics, robotics, leadership, etc.) are expected to stay in designated areas until their activity begins.

### Bell Schedules

Period	Mondays		Tuesday-Friday	
<b>1</b>	9:40-10:22		8:40-9:32	
<b>2</b>	10:25-11:07		9:35-10:27	
<b>3</b>	11:10-11:42		10:30-11:02	
<b>4</b>	11:45-12:27		11:05-11:57	
	6 <sup>th</sup> Grade Lunch 11:45-12:15		6 <sup>th</sup> Grade Lunch 11:05-11:35	
<b>5</b>	6 <sup>th</sup> 12:18-1:00	8 <sup>th</sup> 12:30-1:12	6 <sup>th</sup> 11:38-12:30	8 <sup>th</sup> 12:00-12:52
	7 <sup>th</sup> Grade Lunch 12:30-1:00		7 <sup>th</sup> Grade Lunch 12:00-12:30	
<b>6</b>	1:03-1:45		12:33-1:25	
	8 <sup>th</sup> Grade Lunch 1:15-1:45		8 <sup>th</sup> Grade Lunch 12:55-1:25	
<b>7</b>	1:48-2:30		1:28-2:20	
<b>8</b>	2:33-3:15		2:23-3:15	

## 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 oversleeping, 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, and/or ineligibility for athletics or other school activities.

**Late to School or Class:** 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. Any student late to class without a note will be considered "unexcused tardy". Excessive tardies may result in lunch detention and/or loss of privileges (extra-curricular activities, athletics, Activity Nights, etc.). **Students missing 20 minutes or more of any one class period, without a note, will be considered truant.**

### 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 prior-approval from the Sunridge administration. At times, because of health and safety protocols, visitors may not be allowed in the building.

## **ILLNESS/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 a phone in the office.

### **Medication**

All prescription or nonprescription medications must be dispensed through the Counseling Office. Before medications can 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 Exclusions**

All Sunridge students enrolled in a physical education class are required to attend and participate in their PE class. If students have a debilitating condition (injury, illness, etc.), parent/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 condition or injury. 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, parents/guardians must notify the office and sign-out students before leaving; upon the return to school, students 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 at various times during the week. Staff includes a nurse practitioner, mental health specialists and office secretary.

## **SCHOOL SAFETY**

Students are encouraged to be active participants 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 to ensure everyone is safe in the event of an actual emergency. Students must follow the exact directions of staff during these drills. When students hear an alarm or an announcement, they should 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 practiced procedures and adult instructions. If directed to do so, exit the building quickly and quietly.
- Everyone is expected to wait quietly while staff members account for students.

## **SPECIAL PROGRAMS**

### **Talented and Gifted Identification**

The Pendleton School District is committed to an education program that recognizes, identifies, and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted. Please contact the building principal or school counselor if you have questions regarding TAG identification or services.

### **Special Needs Child Find**

Pendleton School District actively identifies individuals with disabilities under the age of twenty-one (21). Pendleton School District provides for evaluation, diagnosis, and specialized educational programming for school age children (ages 5-21). The following special education services are provided:

1. Special education and related services appropriate to their needs for students who are eligible for services under the following disability categories: Specific Learning Disability, Communication Disorder, Visual Impairment, Hearing Impairment, Orthopedic

Impairment, Autism, Other Health Impairment, Emotional Disturbance, Intellectual Disability, or Traumatic Brain Injury.

2. Evaluations and planning for eligible students under Section 504 of the Rehabilitative Act of 1973. For more information contact:

Julie Smith  
PSD Special Programs Director  
107 NW 10<sup>th</sup> St.  
Pendleton, OR 97801  
541-966-3262

### **Homeless Assistance**

If you or your family live in any of the following situations: in a shelter, a motel or campground due to an alternative adequate accommodation, in a car, park, abandoned building, or bus or train station, or doubled up with other people due to loss of housing or economic hardship your school age children may qualify for certain rights and protections under the federal McKinney-Vento Act. For more information call the building principal, school counselor, or district McKinney-Vento Liaison.

## **ATHLETICS**

Sunridge Middle School encourages all students to participate in athletics. All students who participate in a school-sponsored sport must have an authorized physical exam before being allowed to participate or 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 & Field  
7<sup>th</sup> – 8<sup>th</sup> Girls Tennis

### **After School**

Only rostered athletes are allowed to be in the school building after the school day. All other students are expected to walk, or catch their bus/ride home. Students will be allowed back in the building to watch events only if they are supervised by a parent or guardian. Students who are unaccompanied by a parent or guardian will be asked to call for a ride, and will wait for that ride outside.

### **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.

### **Student Conduct**

Students who are placed on athletic teams at Sunridge are in essence agreeing to have an extra class each day after school. The gym or field is the classroom; the coach is the teacher. Coaches and athletes will work to ensure that punctuality, attendance, participation, and behavior is consistent with SMS guidelines for the regular school day.

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 failing any class may not be eligible for extracurricular activities including athletics.

### **Transportation**

All athletes are required to be transported to competitions as provided by the school district. All arrangements for transporting students from competitions must be made in advance by a parent or guardian. Parents or guardians wishing to transport their child home directly following a competition must complete a [Travel Release Form](#) and submit it to the coach or SMS office prior to the team leaving for the competition. **Athletes will not be sent home with adults other than their parent or guardian unless a Travel Release Form has been completed and submitted prior to the trip.** All athletes approved to not ride the bus home must still sign out with their coach before leaving the competition.

### **Closed Practices**

All practices will be closed to spectators.



## 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. Sunridge Middle School utilizes a discipline matrix for determining appropriate consequences for significant behavior incidents. This matrix helps provide clarity and consistency. However, as each student and circumstance is different, each incident is still investigated and appropriate interventions provided as deemed necessary to help each unique student learn from and make restitution for inappropriate behaviors and actions. It is impossible to cover all possible situations which may arise during the school-day and throughout the year. Therefore, the behaviors and expectations listed below and throughout this handbook serve only as a guide.

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. 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. **Classroom Interventions:** Interventions by teachers, counselors and/or administration including warnings, re-teaching, parent contact, loss of classroom privileges, strategic seating, counseling, breaks, calming techniques, behavior contracts, formal check-in/check-out, etc.
2. **Lunch Detention:** Loss of lunchtime privileges and lunch activity time. Students will eat provided lunch or cold lunch in the Learning Lab, Office or other designated location.
3. **Loss of Privileges:** These include passing time, access to chromebook or other technology, hallway bathroom access, participation in extracurricular activities or events such as sporting events, Activity Nights, Outdoor School, etc.
4. **Referral to Counseling and/or Other Community Services:** These may include referrals to or mandatory participation in may include meeting with a school counselor, and/or to one of our service partners such as the school-based health center, Yellowhawk, Community Counseling Solutions (CCS), KARE and/or CARE.
5. **In-School Suspension (ISS):** Students may receive detention during class-time for a single period, partial-day, full-day and/or up to several days in the Learning Lab.

6. **Out-of-School Suspension (OSS):** 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, staff 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. Students are still responsible for any assignments while serving their suspension and may access this via google classroom or upon the student's return to school. On a multiple day suspension, homework may be provided upon parental request.
7. **Modified Schedule and/or Shortened School-Day:** Adjustments are made to the student schedule including built in breaks, different teachers or class periods, addition of a learning lab and/or aiding period, and/or the shortening of the school day, with an appropriate step-up plan.
8. **Referral to Law Enforcement:** Pendleton Police Department is notified of the incident and responds according to department policy and the law, from a warning up to arrest.
9. **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.

**Behavior Matrix**

Behavior	First Offense	Second Offense	Third Offense
Aggressive Behavior / Physical Altercation / Horseplay	ISS up to 2 days, parent contact, may contact police	Suspend up to 2 days, parent contact, may call police	Suspend up to 5 days, parent contact, may contact police, may move to expel
Arson	Suspend up to 10 days, parent contact, will contact police and fire marshal, will move to expel		

Bomb threats or Use / Possession of Explosive Incendiary Devices	Suspend up to 10 days, parent contact, will contact police and fire marshal, will move to expel		
Breaking and Entering / Burglary	Suspended up to 10 days, parent contact, will contact police, may move to expel		
Cheating / Plagiarism	See Academic Integrity Policy	See Academic Integrity Policy	See Academic Integrity Policy
Disruption of School (Disorderly Conduct/ Misuse of social media during or outside of school	ISS or suspend up to 1 days, parent contact, may contact police	Suspend up to 3 days, parent contact, may contact police	Suspend up to 5 days, parent contact, may contact police
Distribution of Goods for personal gain	Warning	Goods confiscated and release to student at the end of the period	Lunch detention, goods confiscated and returned to student at the end of the day / Further incidents may result in the goods begin release to parents only
Dress Code Violation	Warning, required to change clothing	Lunch detention, required to change clothing, parent contact	
Drugs, Alcohol, Tobacco, Vaping (Possession or Distribution)	Suspend up to 3 days, will contact police, parent contact	Suspend up to 5 days, will contact police, parent contact	Suspend up to 10 days, will contact police, parent contact, may move to expel

Cell phones and other Electronic Devices	Warning	Device confiscated and released to student at end of the period, parent contact	Lunch detention, goods confiscated and returned to student at the end of the day / Further incidents may result in the goods begin release to parents only
False / Misleading Information	Lunch detention, parent contact	ISS, parent contact	ISS up to 3 days
Fighting / Encouraging Fighting / Assault / Videoing Fighting	Suspend up to 3 days, parent contact, Police will be notified and student(s) may be cited	Suspend up to 5 days, parent contact, Police will be notified and student(s) may be cited	Suspend up to 10 days, parent contact, Police will be notified and student(s) may be cited, move to expel
Harassment (including sexual), Mistreatment, Intimidation, Bullying, Cyber-Bullying	Lunch detention and/or suspend up to 1 day, parent contact, may contact police	Suspend up to 3 days, parent contact, may contact police	Suspend up to 5 days, parent contact, may contact police, may move to expel
Insubordination (defiance/disobedience / disrespect)	Lunch detention, parent contact	ISS, parent contact	Suspend up to 3 days, parent contact
Misuse of Technology	Temporary loss of technology for personal purposes, parent contact	Loss of technology for personal purposes, parent contact	Suspend up to 3 days, parent contact, supervised access to technology
Profanity, Vulgar language or Obscene Gestures	Warning	Lunch detention, parent contact	ISS up to 3 days, parent contact

Public Display of Affection	Warning	Lunch detention, parent contact	ISS up to 3 days, parent contact
Racial/Ethnic Harassment	Lunch detention and/or suspend up to 1 day, parent contact, may contact police	Suspend up to 3 days, parent contact, may contact police	Suspend up to 5 days, parent contact, may contact police, may move to expel
Skipping / Leaving School Without Permission	Lunch detention, parent contact	Up to 3 Lunch detentions, parent contact	ISS, parent contact
Tardies - by class	Warning	Warning	Lunch detention and parent contact by teacher / Repeat
Theft	ISS up to 2 days, may contact police, parent contact	Suspended up to 2 days, may contact police, parent contact	Suspended up to 5 days, will contact police, parent contact
Vandalism	ISS up to 3 days, parent contact pay/repair damage, many contact police	Suspended up to 3 days, parent contact pay/repair damage, many contact police	Suspended up to 5 days, parent contact pay/repair damage, many contact police, may move to expel
Weapons or replica of weapons	May suspend up to 10 days, will contact police, may move to expel		

### **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 evidence 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, or building principals. [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 reveals midriffs, bare backs, navels, buttocks or excessive skin is not acceptable. *Students are discouraged from wearing tank tops to school.* Any sleeveless shirts must have a shoulder width of at least two inches. Shorts and skirts 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, violence or other activities not deemed school-appropriate.

**Hats, Hoods and Accessories:** Hats may be worn inside the school building during school hours. However, hoods and 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.

**Spirit Wear:** Bronc Pride T-shirts and other spirit wear are sold throughout the year and students are encouraged to wear them every Friday and on other designated days. Additionally, Spirit Days and Weeks are held throughout the year and students are encouraged to participate. Unless explicitly indicated and exempted for that specific activity, students should still observe all guidelines and expectations listed in this handbook concerning dress and appearance.

**P.E. Uniforms:** Sunridge students are required to wear school issued uniforms for all physical education classes. 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.

**P.E. Lockers:** P.E. lockers will be assigned to students for use during P.E. only. (Hallway lockers are no longer used.) Students are responsible for their own lockers, locks, and whatever is contained within them. Students are not to share locks. If students have problems with their lockers, they should notify their P.E. teacher immediately. All lockers are considered property of the school and are subject to inspection by school staff at any time.

## **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 [including cell phones, tablets, earbuds, and music 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.

Cell phones should be off and away the entire school day, from the moment a student enters the building until the final bell, including passing times and lunch time. At select times a personal phone may be used under the direct authorization and supervision of school staff. This includes phone calls home, and any photos or videos taken at school. However, under no circumstances should mobile electronic devices ever be out in restrooms and/or locker rooms.

Students violating this policy may have their phone or device confiscated and taken to the office. On the first offense, phones will be confiscated by their teacher and returned at the end of the period. On second offense, students will be required to pick up their phone from the office at the end of the school-day; repeat offenses may result in devices being released only to parents or guardians.

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 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.

#### **Library 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, many [classroom textbooks are available online](#).



### **StudentVue and ParentVue**

StudentVue and ParentVue 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.

### **FOOD SERVICES**

**Food and Beverages:** Breakfast and lunch is to be consumed in the Commons or outside, if given permission, but not in the hallways. Students are expected to clean up after themselves. 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 students 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. 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 permission. 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, wrestling or “play fighting” are 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. Typically 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. Students are not allowed to use the restroom during passing times, unless first receiving permission from their next teacher.

## **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**

The Pendleton School District authorizes the use for video surveillance on all student transportation vehicles for curricular and extracurricular activities

### **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. Bikes may be locked up in front of the school at the bike rack. Skateboards and scooters may be parked in the designated location in the main office. 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 promptly obey 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 route are not 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: a Formative Assessment grade, a Summative Assessment grade, and an overall course grade.

**Formative Assessment Grade (represents 50% of overall grade):** This grade is reflective of what students are learning and how well they are progressing in their learning. Formative assessments provide periodic feedback to the teacher and students. This check for understanding allows teachers to adjust instruction and students to focus efforts where needed most.

Possible Formative Assessments (not an exhaustive list):

- Summarization, Share three things you learned, Venn Diagram, illustrate your understanding, quiz, short answer questions, whiteboard check in, exit slip, demonstrate, graphic organizer, taking notes, Google forms, cold-calling, Google Docs,

Socratic discussion, group or partner work, think-pair-share, jigsaw groups, bellwork/entry task, making predictions, self-assessments, etc.

**Summative Assessment Grade (represents 50% of overall grade):** This grade is a reflection of student learning at the end of an instructional unit as compared to a specific standard or benchmark.

Possible Summative Assessments (not an exhaustive list):

- Test, performance, demonstration, create an infographic, create a poster/diagram, create a slide deck, multiple choice, short response, extended written response, common assessment, chapter test, unit test, essay, presentation, speech, Google form/Doc, verbal test, “Final” project/test/report/essay/presentation, etc.

**Overall Grade:** This grade reflects a combination of the Formative grade (50%) and Summative grade (50%).

**Grading Scale:**

A = 89.5% - 100%	B = 79.5% - 89.4%	C = 64.5% - 79.4%	D = 49.5% - 64.4%
F = 34.5% - 49.4%	NI = Below 34.5% (Not enough Information to award a grade)		

**Policy on Retakes and missing work:**

- Students are allowed to redo or turn in missing assignments until the end of week 17 of the semester.
- Students retain the highest earned score/grade (no penalties).
- Replacement assignments/assessments are acceptable in lieu of making up missed assignments/assessments per teacher discretion.

**Gradebook Requirements:**

- Minimum of one formative or summative assessment in the gradebook per week with a minimum of 18 formative assessments per semester.
- Minimum of six summative assessments per semester (average of one every three weeks).
- Keep the gradebook up to date and visible to parents via ParentVUE.
- Coordinate with course-like colleagues when weekly work will be graded and entered into the gradebook.

- Ensure due dates are still used and clearly communicated via course syllabus, email, Google Classroom and the gradebook (Parent/StudentVUE).
- Extra credit is not allowed.
- Not allowed to give “blanket” 50% scores for missing assignments/assessments.
- An “EX” in the gradebook means the student has been excused from the assignment/assessment and is not counted as part of their grade.
- A “MI” in the gradebook means the assignment/assessment hasn’t been turned in, the student can still turn in the assignment/assessment for credit, but until then the student has zero points for the assignment/assessment. Use of “MI” will have an impact on the student grade, it will automatically give the assignment a score of “0” until an actual score is entered.

**Other considerations:**

- Ensure student accommodations are being met and incorporated into grading/assessments.
- Omit any grades based on behaviors or participation that do not align with content standards (e.g. attendance, participation, on-task, respect, etc.).
- Students with an overall grade of “F” or “NI” are not eligible for athletics and most school activities.
- Students who are absent are given at least three school days to make-up work and assessments before being considered ineligible.
- Teacher Aides will be given a “Pass” or “No Pass” as a grade.