

Sunridge Middle School

Student Handbook

2024-2025

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 Schedule

	Mondays		Tuesdays		Wednesdays-Fridays	
P.1	9:35-10:16		8:35-9:16		8:35-9:25	
P.2	10:19-11:02		9:19-10:00		9:28 -10:18	
			Advisory (10:03-11:02)			
P.3	11:05-11:46		11:05-11:46		10:21-11:11	
P.4	11:49- 12:30		11:49- 12:30		11:14-12:04	
	6th Lunch 11:49-12:19		6th Lunch 11:49-12:19		6th Lunch 11:14-11:44	
P.5	6th 12:22-1:03	8th 12:33-1:14	6th 12:22-1:03	8th 12:33-1:14	6th 11:47-12:37	8th 12:07-12:57
	7th Lunch 12:33-1:03		7th Lunch 12:33-1:03		7th Lunch 12:07-12:37	
P.6	1:06-1:47		1:06-1:47		12:40-1:30	
	8th Lunch 1:17-1:47		8th Lunch 1:17-1:47		8th Lunch 1:00-1:30	
P.7	1:50-2:31		1:50-2:31		1:33-2:23	
P.8	2:34-3:15		2:34-3:15		2:26-3:15	

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.

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. Students who leave campus without permission will be considered truant.

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:

- **S**tay silent and look at the staff member in charge. Listen to directions and follow them carefully.
- **A**lways remain calm and quiet throughout the drill.
- **F**ind the designated exits and follow practiced procedures and adult instructions. If directed to do so, exit the building quickly and quietly.
- **E**veryone 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 10th 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

7th – 8th Boys Football

7th – 8th Girls Volleyball

6th – 8th Cross Country

Winter

7th – 8th Boys Basketball

7th – 8th Girls Basketball

6th – 8th Wrestling

Spring

7th – 8th Track & Field

7th – 8th 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	OSS up to 2 days, parent contact, may call police	OSS up to 5 days, parent contact, may contact police, may move to expel
Arson	OSS 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	OSS up to 10 days, parent contact, will contact police and fire marshal, will move to expel		
Breaking and Entering / Burglary	OSS 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 OSS up to 1 days, parent contact, may contact police	OSS up to 3 days, parent contact, may contact police	OSS 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	ISS, parent contact
Drugs, Alcohol, (Possession or Distribution)	OSS up to 3 days, will contact police, parent contact	OSS up to 5 days, will contact police, parent contact	OSS up to 10 days, will contact police, parent contact, may move to expel
Cell phones and other Electronic Devices	See Cell Phone / Electronic Devices Policy	See Cell Phone / Electronic Device Policy	See Cell Phone / Electronic Devices Policy

False / Misleading Information	Lunch detention, parent contact	ISS, parent contact	ISS up to 3 days
Fighting / Encouraging Fighting / Battery / Videoing Fighting	OSS up to 3 days, parent contact, Police will be notified and student(s) may be cited	OSS up to 5 days, parent contact, Police will be notified and student(s) may be cited	OSS 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 up to and including OSS up to 1 day, parent contact, may contact police	OSS up to 3 days, parent contact, may contact police	OSS up to 5 days, parent contact, may contact police, may move to expel
Insubordination (defiance/disobedience / disrespect)	Lunch detention, parent contact	ISS, parent contact	OSS 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	OSS up to 3 days, parent contact, supervised access to technology
Vulgar/Profane/Racial language, Obscene Gestures, Gang Signs	Warning	Lunch detention, parent contact	ISS up to 3 days, parent contact
Profanity directed at a staff member	OSS 1 day, parent contact	OSS up to 3 day, parent contact	OSS up to 5 days, parent contact, may move to expel
Public Display of Affection	Warning	Lunch detention, parent contact	ISS up to 3 days, parent contact
Racial/Ethnic Harassment	Lunch detention up to and including OSS up to 1 day, parent contact, may contact police	OSS up to 3 days, parent contact, may contact police	OSS up to 5 days, parent contact, may contact police, may move to expel
Skipping	Lunch detention, parent contact	Up to 3 Lunch detentions, parent contact	ISS, parent contact

Truancy - Leaving School Building/Campus Without Permission	OSS 1 day, parent contact	OSS up to 3 day, parent contact	OSS up to 5 days, parent contact, may move to expel
Tardies - by class	Warning	Warning	Lunch detention and parent contact by teacher / Repeat
Theft	Lunch detention up to and including OSS up to 1 day, parent contact, may contact police	OSS up to 2 days, may contact police, parent contact	OSS up to 5 days, will contact police, parent contact
Tobacco, Vaping	ISS up to 2 days, parent contact, may contact police	OSS up to 2 days, parent contact, may call police	OSS up to 5 days, parent contact, may contact police
Vandalism	ISS up to 3 days, parent contact pay/repair damage, may contact police	OSS up to 3 days, parent contact pay/repair damage, may contact police	OSS up to 5 days, parent contact pay/repair damage, may contact police, may move to expel
Weapons or replica of weapons	OSS up to 10 days, will contact police, may move to expel		

Cell Phone / Electronic Device Policy

Offense = cell phone/personal electronic device is *seen* or *heard* by a staff member

Offense	Intervention
1st Offense	The teacher warns the student through classroom management strategy of choice
2nd Offense	The device will be confiscated for the remainder of the period and returned to the student at end of the period, in addition to parent/guardian contact
3rd Offense	The device will be confiscated and must be claimed in the main office after school by the student, in addition to parent/guardian contact
4th Offense	The device will be confiscated and must be claimed in the main office by a parent/guardian
5th Offense	The device will be confiscated and must be claimed in the main office by a parent/guardian and the student will be subject to detention and/or suspension
Chronic Offenders	Total loss of ANY cell phone privileges at school

****If a student does not give up their phone and/or other personal electronics to be confiscated by a staff member, the student will be referred to administration for insubordination, subject to suspension**

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 \$30.00 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.

LUNCH/BREAKFAST PROGRAM

Pendleton School District contracts with Sodexo to offer a nutritious breakfast and lunch program. Students will be encouraged to make food choices that provide a well-balanced and healthy meal. School policy requests that when students bring their own lunch from home, they do not include soda pop or energy drinks. All meals will be provided free of charge.

Pendleton School District participates in the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Programs. PSD enrolled students may participate in these meal programs without having to pay for meals or submit an income eligibility application. Each year that the district participates in CEP, all families will be required to complete a simple Family Income Survey that provides information to ensure schools receive the full amount of Federal and State funding, that is based upon poverty levels, to ensure all students receive the services they are entitled to when free/reduced price applications are not collected. The survey can be found at www.familyincomesurvey.com. Contact Jodi Mascall at (541)966-3267 for additional survey information.

The Pendleton School District Board of Education adopts meal prices annually, based on federal guidelines. Meal prices are available at <https://pendleton.k12.or.us/food-services/>. Each enrolled student is eligible for one (1) no-cost breakfast and one (1) no-cost lunch per day. Additional information regarding district food services and online account access is available at <https://pendleton.k12.or.us/food-services/> or Board Policy EFAA and its associated administrative regulation.

Civil Rights Statement

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR)

about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

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 five minutes or last five 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.

Bus Riders

First Student is the Pendleton School District transportation contractor. Parents can contact First Student at (458) 213-5222 or the district's Transportation Liaison at (541) 966-3419. All students need to be registered with First Student prior to riding the bus. Our policy allows only regular, registered bus students to ride the bus. There is a link to transportation services on the district website <https://pendleton.k12.or.us/student-transportation/>. The Pendleton School District authorizes the use of video surveillance on all student transportation vehicles for curricular and extracurricular activities.

Student Conduct on Buses

In accordance with the Oregon Department of Education, the following regulations will govern student conduct on school buses to and from school and any district-sponsored activities.

OAR 581-053-0010

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall not bring animals, except approved assistance guide animals on the bus.
7. Students shall remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, Students shall cross in front of the bus or as instructed by the bus driver.
10. Students shall not extend their hands, arms, or heads through bus windows.
11. Students shall have written permission to leave the bus other than at home or at school.
12. Students shall converse in normal tones; loud or vulgar language is prohibited.
13. Students shall not open or close windows without permission of the driver.
14. Students shall keep the bus clean and must refrain from damaging it.
15. Students shall be courteous to the driver, fellow students, and passersby.
16. Students who refuse to promptly obey the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules Governing Students Riding School Buses must be kept posted in a conspicuous place in all school buses, type 20 and type 21 activity vehicles.

Pendleton School District adopts the following supplemental rules to further enhance a safe, comfortable, and efficient transportation system:

1. For purposes of safety, there will be no “bus hopping.” Bus hopping is defined as students riding a bus different than their assigned route.
 - Students who need an alternate route will need to submit a request with the district’s Transportation Liaison at (541) 966-3419. An approved alternate route will take 3-5 days to establish.
2. Students that do not ride the bus for 10 consecutive days will be dropped from the bus route. The district’s Transportation Liaison will need to be contacted to add the student back to the route.
3. It is required that an adult be at both the morning and evening bus stops for kindergarten students.
4. Scooters, skateboards, and large items which cannot be safely transported while in a student’s lap are prohibited.
5. Students will keep sports equipment and balls secured inside of their bags.
6. Students will not interfere with any of the school bus operating controls except as instructed by the driver.
7. Students will be at their regular bus stop at least three (3) minutes prior to the posted time schedule.
8. Students will not damage or attempt to damage public or private property at any time.
9. Students waiting in a bus stop area are expected to abide by all the preceding rules as they apply at the bus stop as well as on the bus.

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

1st 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

2nd Offense at Level I; or, 1st 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)

3rd Offense at Level I; or, a combination of a Level I and Level II Offenses; or, 1st 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 the 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 8th 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, Socrative 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.

SCHEDULE CHANGES

Student Requests: Students may request schedule changes, using the schedule change request form, from the beginning of the school year until the end of the second week, and for the 1st week of the second semester.

Schedule changes requested by students are not guaranteed. Each request will be evaluated on a case by case basis. All schedule changes are subject to approval by school Administration. Parents will be notified prior to any changes being finalized.

Parent/Guardian Requests: Parents/Guardians are encouraged to discuss schedule concerns with their grade-level school counselors, teachers, and/or administration. Parent schedule change requests will be considered up until the last two weeks of each semester, subject to approval by school administration.

Staff Requests: Teachers, Counselors, Administrators, and Special education staff may request student schedule changes. Changes requested by school staff will be communicated to parents/guardians and students prior to the change being finalized. Changes are subject to Administrator approval.