

Sunridge Middle School

Student Handbook

2026-2027

Home of the Broncos

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

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

Angie Horton, Principal
Doug Gunter, Assistant Principal
Erik Davis, 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

Table of Contents

Table of Contents	2
SUNRIDGE ESSENTIALS	3
Building Hours	3
Bell Schedules	3
ATTENDANCE	4
Absences	4
Make-up Work	4
CLOSED CAMPUS	4
VISITORS	5
ILLNESS/INJURY	5
Medication	5
Physical Education Exclusions	5
Medical Appointments	5
SCHOOL BASED HEALTH CENTER	5
SCHOOL SAFETY	6
EMERGENCY PROCEDURES	6
SPECIAL PROGRAMS	6
Talented and Gifted Identification	6
Special Needs Child Find	6
Homeless Assistance	7
ATHLETICS	7
Participation Fees	7
SUNRIDGE MIDDLE SCHOOL ATHLETIC PROGRAMS BY SEASON	7
After School	8
Attendance Requirements	8
Student Conduct	8
Academic Eligibility	8
Transportation	8
Closed Practices	8
STUDENT CONDUCT	9
Behavior Matrix	10
Gangs and Gang Behavior	13
Sexual Harassment	14
DRESS AND APPEARANCE	14
ELECTRONICS AND MEDIA	15
Mobile Electronic Devices	15
Internet Access	16

Library Media Center	16
Textbooks and Library Books	16
StudentVue and ParentVue	16
FOOD SERVICES	16
HALLWAY EXPECTATIONS	18
GUEST TEACHERS	19
TRANSPORTATION	19
Bicycles, Skateboards and Scooters	19
Bus Passes	21
ACADEMIC INTEGRITY	21
GRADING POLICY	23
SCHEDULE CHANGES	25

SUNRIDGE ESSENTIALS

Building Hours

Sunridge Middle School front doors open at 9:15 am on Mondays and 8:15 am Tuesday through Friday. Students may enter at these times to eat breakfast in the commons or remain outside until the bell rings for their first period. Students are not allowed to be in hallways or classrooms until the first period bell rings.

All students must be out of the building by 3:25 pm. Students being picked-up after school need to line-up on 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 through the front doors or through the loading dock doors. 6th graders can exit through the doors in 6th grade hall. Bus riders go directly to their bus. They may 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
2026-2027 BELL SCHEDULE

Sunridge Middle School							
2026-2027 BELL SCHEDULE							
First Bell	9:30		First Bell	8:30			
	Mondays			Tuesday-Friday			
P.1	9:35 - 10:15		P.1	8:35 - 9:19			
P.2	10:18 - 10:58		P.2	9:22 - 10:06			
P.3			P.3	10:09 - 10:39			
P.4	11:01 - 11:41		P.4	10:42 - 11:26			
P.5	11:44 - 12:24		P.5	11:29 - 12:13			
	6th Lunch 11:44 - 12:14			6th Lunch 11:29 - 11:59			
P.6	12:19 - 1:09		P.6	12:18 - 1:02			
	6th 12:19 - 12:59	8th 12:29 - 1:09		6th 12:04 - 12:48	8th 12:18 - 1:02		
	7th Lunch 12:29 - 12:59			7th Lunch 12:18 - 12:48			
P.7	1:04 - 1:44		P.7	12:53 - 1:37			
	8th Lunch 1:14 - 1:44			8th Lunch 1:07 - 1:37			
P.8	1:49 - 2:29		P.8	1:42 - 2:26			
P.9	2:32 - 3:12		P.9	2:29 - 3:12			
M: 40-minute periods/ no Nexus							
T-F: 44-minute periods w/3 and 5 minute passing and 30 minute Nexus							
*Students may go to their lockers at the first bell, after their grade level lunch, and after school only.							

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 reason for 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/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, 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.

INJURY/ILLNESS

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 (See something, say something). 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:

Rebecca Marshall
PSD Student Services Coordinator
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. All of this can be completed through your student's FinalForms portal.

<https://hs.pendleton.k12.or.us/wp-content/uploads/sites/12/2025/05/PHS-Parent-Registration-Final-Forms-ac.pdf>

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.

SMS Athletics by Season

Fall

7/8 Girls Volleyball
6/7/8 Cross Country

Winter

7/8 Boys Basketball
7/8 Girls Basketball
6/7/8 Girls Wrestling
6/7/8 Boys Wrestling

Spring

6/7/8 Track
7/8 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 are 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.

SMS BEHAVIOR MATRIX

Secondary Behavior Response Guide		
Level	Several Potential Options Are Listed Below; Not All May Be Appropriate. Those in bold font are expected.	
1	Classroom Support These interventions aim to teach positive alternative behaviors so students can demonstrate safe and respectful behavior. Teachers implement a variety of classroom management strategies to support positive changes to behavior. Behavior expectations are explicitly taught, retaught at intervals, and reinforced.	
	School-Based Interventions These interventions and accommodations involve support staff, school based and in the larger community, to engage the student's support system to ensure consistency of learning and consistency of interventions and accommodations. Working together, the student and team can change the conditions that contribute to the behavior. When applicable, restorative practices are encouraged as a part of this process.	
	• Parent or Guardian notification • Classroom Detention • Classroom system of positive reinforcement • Device check in • Deescalation strategies • Peer mediation	• Restorative conversation • Reteaching, reminder, reflection • Seat change • Teacher/Student/Guardian conference • Other actions that reduce or repair harm • Proximity to staff
2	Administrative Office Interventions These interventions involve school administration and aim to correct behavior by keeping the student in school. Facilitated restorative practices are encouraged as an intervention.	
	• Parent or Guardian notification required • Discussion with Administrator • Notify case manager/counselor as appropriate • Admin/Teacher/Student/Guardian conference • Behavior plan or contract • Community Service • Detention	• Ensure Child Find obligations are fulfilled • Loss of privileges related to offense • Restorative practice methods, including formal conferences and more informal restorative conversations • Revision to IEP/504 as needed. • Safety/Additional Supervision Plan
3	Suspension & Referral Responses These interventions may involve removing the student from the school environment between 1 and 3 days because of the severity of the behavior. The duration of a suspension, if issued, will be determined by balancing the student's educational needs with the school's need for safety and an adequate consequence. Repairing harm, skill-building, and sanctions/consequences are all important components of a thorough response to behavior.	
	• Parent or Guardian notification required • Discussion with Administrator • Notify case manager/counselor as appropriate • In or Out of School Suspension (1 to 3 Days) • Reentry meeting • Behavior contract • Communication with the District Team for students on an IEP/504 as needed • Ensure Child Find obligations are fulfilled	• Loss of privileges related to offense • Referral to outside support or appropriate community organization • Restorative practice methods, including formal conferences and more informal restorative conversations • Revision to IEP/504 as needed. • Safety/Additional Supervision Plan • Trespass • Involvement of SRO as necessary
4	Extended Suspension & Expulsion Responses These interventions involve removing the student from the school environment for more than 3 days because of the severity of the behavior. This may involve placing the student in an alternative environment that provides additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and/or dangerous behavior.	
	• Parent or Guardian notification required • Notify case manager/counselor • Out of School Suspension (3 Days or More) • Reentry Meeting • Consider recommendation for Expulsion as appropriate • Communication with the District Team for students on an IEP/504 • Ensure Child Find obligations are fulfilled • Involvement of SRO as necessary	• Loss of privileges related to offense • Referral to outside support or appropriate community organization • Referral to YSAT program • Restorative practice methods, including formal conferences and more informal restorative conversations • Revision to IEP/504 • Manifestation Determination if necessary • Safety/Additional Supervision Plan • Trespass

Level of Response Guidance

		Level of Response				Administrative Interventions*
OFFENSE/VIOLATION		1	2	3	4	
Academic Dishonesty (Cheating, Plagiarism)	1st Offense	X	X			REFERRAL Teacher Warning, parent contact, classroom consequences as outlined by teacher course description for dishonesty
	Repeated Offenses			X		REFERRAL - Loss of School Privileges - Up to 1 Day ISS - Classroom consequences as outlined in teacher syllabus for dishonesty - Tiered Responses from Handbook (PHS)
Alcohol, THC Vapes & Drugs (SRO may be contacted)	Possession			X	X	REFERRAL Youth Substance Abuse Treatment (diversion): 1st Incident: up to 3-5 Day ISS/OSS, Safety Plan, Reentry Meeting 2nd Incident: up to 5 Day ISS/OSS 3rd Incident: up to 10 Day ISS/OSS 4th Incident: Recommendation for Expulsion No Youth Substance Abuse Treatment 1st Incident: 5 Day ISS/OSS, Safety Plan, Reentry Meeting 2nd Incident: 10 Day ISS/OSS 3rd Incident: Recommendation for Expulsion Passing/Sharing 1st Incident: 3 day ISS/OSS, Safety Plan, Reentry meeting with family 2nd Incident: Follow steps for YSAT vs. No YSAT as outlined above
	Consumption			X	X	
	Passing/Sharing			X	X	
	Selling/Distribution				X	REFERRAL Interventions for distribution focus on maintaining the safety of the school community and ending dangerous behavior and will include one of the following depending on the risk. 10-Day ISS/OSS, Safety Plan, Reentry Meeting, and participation in Youth Substance Abuse Treatment (YSAT) - Recommendation for Expulsion
Arson/Fire (SRO will be contacted)	1st Offense			X	X	REFERRAL Suspended pending investigation.
	Repeated Offenses				X	REFERRAL Suspension-expulsion pending investigation.
Assault (SRO will be contacted)	Verbal		X	X	X	REFERRAL - Conversation with Staff / Dean as appropriate. - Contact home as needed. - Restorative conversation if appropriate. REFERRAL - Up to 2 Days ISS/OSS. - Restorative conversation when appropriate. - Specific incident review to determine next steps. - Potential loss of privileges or access to school activities.
	Physical			X	X	REFERRAL 1st Incident: 3 to 5 Day ISS/OSS, Safety Plan, Reentry Meeting. 2nd Incident: 5 Day ISS/OSS. 3rd Incident: 10 day OSS, pending expulsion.
	Sexual				X	REFERRAL - Consequences determined on a case by case basis in conjunction with District Office, Pendleton Police, and impacted parties. - Up to 10 days of OSS, pending expulsion.

Bus Misconduct	Minor Incident		X			Warning, Phone Call
	Major Incident			X		REFERRAL - Loss of Bus Privileges - Assigned Seating (Up To 1 Month)
	Repeated Offenses		X	X	X	REFERRAL - Progressive Discipline - Up to Removal from Transportation
Cell Phone Misuse	1st Offense	X				REFERRAL The student's phone is kept in the office for the remainder of the day. Student may pick their phone up at dismissal.
	2nd-3rd Offense		X			REFERRAL The student's phone is kept in the office for the remainder of the day. Conference with parent/caregiver. The phone/device will be held securely until picked up by a parent/caregiver.
	Repeated Offenses		X			REFERRAL Student phone is kept securely in the office daily.
Dangerous Object/Item	1st Offense		X	X	X	REFERRAL Consider Detention, ISS, OSS, Safety Plan as appropriate
	Repeated Offenses		X	X	X	REFERRAL Consider ISS, OSS, Safety Plan as appropriate
Disruption to School Community	1st & 2nd Offenses	X	X			REFERRAL - Conference with students and contact home. - Conference with student, teacher, Dean as appropriate. - Consider community service, detention.
	Repeated Offenses			X	X	REFERRAL - Conference with student, teacher, Dean, Administrator as appropriate. - Community service, ISS and other restorative and/or disciplinary actions as determined by Administration/DOS
Disorderly Conduct (Profanity, PDA, Dress Code, Conduct, Refusal to follow staff direction, Etc	Profanity Directed At Staff			X		MAJOR Referral 1 Day ISS/OSS minimum. Restorative conversation with staff members before return - impacted staff determines timing of conversation with support from Dean/Admin. - Specific incident review to determine next steps.
	Excessive PDA/Lewd Conduct	X	X			REFERRAL Conversation with Dean/Admin as appropriate. Contact home as needed.
	Sexual Misconduct On Grounds/At School Sanctioned Event		X	X	X	REFERRAL - Students in ISS pending investigation Contact IMESD School Safety Specialist - Sexual Incident Response Committee will determine next steps.
	Other Offenses	X	X	X	X	REFERRAL - Consider ISD, 1/2 to 3 Day ISS/OSS, with at least one day of ISS. - Restorative conversation with staff members when appropriate - impacted staff determines timing of conversation with support from Dean/Admin. - Specific incident review to determine next steps.
	Repeated Offenses			X	X	REFERRAL - Consider 3 to 4 Day ISS/OSS, with at least two days of OSS. Restorative conversation with staff members when appropriate - impacted staff determines timing of conversation with support from Dean/Admin. - Specific incident review to determine next

						steps.
Fighting (SRO may be contacted)	Fight Promotion			X		REFERRAL 1 Day OSS/ISS - Consider Community Service
	Fighting 1 - 1st Offense			X		REFERRAL Up to 2 Days OSS/ISS
	Fighting 1 - Repeated Offenses			X	X	REFERRAL Escalating consequences, Safety Plan, consider additional evaluation.
	Fighting 2 - 1st Offense			X	X	REFERRAL Up to 3 Days OSS/ISS, Consider Safety Plan
	Fighting 2 - Repeated Offenses				X	REFERRAL Escalating consequences, Safety Plan, consider additional evaluation.
Fire Tool & Ignition Sources	Possession of		X	X		REFERRAL - Consider Community service and detention. - Consider ISS based on specific details of the incident.
	Use of (See Arson/Fire)			X	X	REFERRAL Suspended pending investigation.
Forgery/Lying	1st Offense	X	X			REFERRAL Conference with teacher, family and admin as appropriate. Consider detention and/or planned community service.
	Repeated Offenses		X	X		REFERRAL - Conference with family and Administrator. Community service, detention, consider ISS. - Consider referral to school counselor or CCS
Harassment, Hazing, & Bullying *If Harassment and Bullying involves a hate crime, a Title IX violation, or is against a protected class, in addition to above provide at least one additional day of suspension in school, and require community service and a comprehensive lesson related to the incident.	1st Offense		X	X		REFERRAL - Detention or ISS 1-2 Day suspension, with at least one day of ISS. Restorative conversation if appropriate, assigned lesson. - Potential schedule change depending on specifics of the incident.
	Repeated Offenses			X	X	REFERRAL 3-5 Day suspension, with at least two days of ISS. Restorative conversation if appropriate, assigned lesson. More specific plan to follow based on student/parent meeting.
Inappropriate Behavior (Profanity, PDA, Dress Code, Conduct, Etc)	Obscene Language/Profanity		X	X		REFERRAL - Conference with Family and Administrator - Loss of Privilege - Think Sheet - Up to 3 Day ISS. - Specific incident review to determine next steps. Consider formal plan
	Dress Code Violation	X	X			REFERRAL Conversation with counselor/BSS, as appropriate. Contact home as needed.
	Sexual Misconduct On Grounds/At School Sanctioned Event		X	X	X	REFERRAL - Students in ISS pending investigation - Contact IMESD School Safety Specialist
	Repeated Offenses			X	X	REFERRAL - Escalating consequences - Up to 3 days OSS
Insubordination	1st Offense	X	X	X		REFERRAL - Lunch Detention /ISD - ISS/OSS Up to 3 days - OSS up to 10 days
	Repeated offenses		X	X		
	Search Refusal			X		

Misuse of Facilities (Including Restrooms)	1st Offense	X	X			REFERRAL Community service, restitution as needed.
	Repeated Offenses		X	X		REFERRAL Previous consequences, possible ISS.
Physical Aggression	1st Offense		X	X		REFERRAL Consider Detention, ISS, OSS, Safety Plan as appropriate
	Repeated Offenses			X		REFERRAL Consider Detention, ISS, OSS, Safety Plan as appropriate
Skipping Class NOTE: Out of School Suspension is NOT appropriate for this incident	1st Intervention Cycle		X			REFERRAL Assign 1-2 detentions, loss of extra curricular activity (see <i>extra curricular/athletic policy</i>)
	Repeated Offenses		X	X		REFERRAL - Assign 1-2 lunch detentions. - Consider Community Service, Hallway Escort Plan, Parent/Student/Dean Meeting, as appropriate. loss of extra curricular activity (see <i>extra curricular/athletic policy</i>)
Tardiness (unexcused)	1st Intervention Cycle		X			REFERRAL Five or more tardies across all classes in a week initiates lunch detention.
	Repeated Offenses		X			REFERRAL - Five tardies across all classes in a week, with consecutive weeks, generates additional lunch detentions. - Consider a family meeting, community service, Hallway Escort Plan, etc.
Technology Misuse	Unauthorized Recording: 1st Offense		X	X		REFERRAL Conversation with Administration, other action as appropriate. Work with students/family to delete recordings.
	Unauthorized Recording: Repeated Offenses			X	X	REFERRAL - Likely ISS/OSS depending on the nature of the event. Work with student/family to delete recording/social posting - Technology Contract - Possible Law Enforcement Contact depending on situation
	Misuse of School Tech: 1st Offense		X	X	X	REFERRAL - Conversation with Administration, other action as appropriate. - Consider a Technology Contract - Consider Loss of Technology Access
	Misuse of School Tech: Repeated Offenses			X	X	REFERRAL - Likely ISS/OSS depending on the nature of the event. - Technology Contract - Loss of Technology as appropriate
Threat of Violence	Site Level Assessment		X			REFERRAL - Administrator to complete the the Site Level Assessment Process - Student in office pending investigation
	Level 1			X		REFERRAL - Administrator to conduct a Level 1 Threat Assessment process - Student in ISS/OSS pending investigation. - Contact SRO - Develop a Safety/Management Plan, as needed - Include Case Manager if student has 504/IEP
	Level 2			X	X	REFERRAL - Administrator or IMESD to conduct Threat Assessment process - Develop a Safety/Management Plan. - Student in ISS/OSS pending investigation. - Suspension-expulsion considered

						• Contact SRO • Include Case Manager if student has 504/IEP • IMESD to develop community based team
Theft & Burglary (including possession)	1st or Minor Offense		X	X		REFERRAL • Restorative conversation, community service, and restitution. Consider detention vs. ISS relative to incident.
	Repeated or Major Offenses			X	X	REFERRAL • Restitution, community service. ISS/OSS. Length determined by incident severity.
Tobacco & Vaping (SRO may be contacted)	Possession		X	X	X	REFERRAL Possession/Consumption • 1st incident: 1 day ISS. • Conference with Administrator and/or Dean, Parent/Caregiver and student. • Educational lesson to be provided. Passing/Sharing • 1st Incident: 2 day ISS • Conference with Administrator and/or Dean, School Resource Officer, Parent/Caregiver and student. • Educational lesson to be provided.
	Consumption		X	X	X	
	Passing/Sharing		X	X	X	
	Selling/Distribution				X	REFERRAL • 2-3 days ISS/OSS • Conference with Administrator and/or Dean, School Resource Officer, Parent/Caregiver and student. • CCS Referral REPEATED Offenses • Escalating consequences with potential recommendation for expulsion.
	Repeated Offenses				X	REFERRAL • Conference with Dean, SRO, Parent/Caregiver and student. • Additional actions to follow, including escalation of previous consequences which may include suspension up to 5 days.
Trespassing or Entering Off Limits Area (SRO may be contacted)	1st Offense	X	X			REFERRAL • ISS
	Repeated Offenses		X	X	X	REFERRAL • Conference with staff, family, and Dean/Administrator. • Loss of privileges to access area during non-restricted hours. • Consider community service relative to ISS. • Consider trespass violation with Pendleton PD.
Unsafe Action (to include physical play)	1st Offense	X	X	X		MINOR Referral • Dean/AP to review the incident. Consider community service, restitution, detention, restorative conversation, ISS/OSS as appropriate.
	Repeated Offenses		X	X	X	MAJOR Referral • Admin to review the incident. Consider community service, restitution, detention, restorative conversation, ISS/OSS as appropriate.
Vandalism	No Destruction of Property: 1st Offense	X	X			MINOR Referral • Community Service Assigned • Possible ISD
	No Destruction of Property: Repeated Offenses		X	X		MINOR Referral • Community Service Assigned • Parent/Student/Dean Conference • Detention and possible ISD.
	Destruction of Property: 1st Offense		X	X	X	MAJOR Referral • Community Service Assigned • Parent/Student/Dean Conference

						- ISS/OSS considered - Financial repayment or work in lieu of payment.
	Destruction of Property: Repeated Offenses			X	X	MAJOR Referral See above and refer to SRO
Weapons (SRO may be contacted)	Firearms, Explosives, Deadly Objects				X	MAJOR Referral - Suspended (OSS) pending investigation - Expulsion hearing.
	Knife			X	X	MAJOR Referral - Less Than 2.5 inch - See Dangerous Object - Greater Than 2.5 inch - 1-3 Days ISS/OSS
	Lookalike Weapons			X	X	MAJOR Referral ISS/OSS pending investigation

*Administrative interventions are guidance and may be adjusted in rare situations with District Office consultation.

Glossary

Academic Dishonesty/Cheating/Plagiarism: Cheating, plagiarizing, presenting another person's work as your own or any misrepresentation of the truth about your work.

Alcohol & Drugs: Including but not limited to alcoholic substances; inhalants or other intoxicants; and controlled dangerous substances, including prescription drugs, narcotics, over-the-counter medications, look-alikes, and substances represented as controlled substances, and drug paraphernalia.

- Possession:** The student has on their person, or within the student's personal property, or has under the student's control, any of the substances listed in this offense.
- Consumption/Use:** The student has intentionally consumed, ingested, assimilated, inhaled, or injected any of the substances listed in this offense and/or is under the influence of these substances on school grounds and/or at a district-sponsored activity.
- Passing/Sharing:** The student has in their possession, as previously defined, any of the substances listed in this offense in a quantity or packaging to indicate intent to distribute or transfer to another person/people without compensation.
- Selling/Distribution:** A student has disseminated or transferred any of the substances listed in this offense with compensation of some kind.

Arson/Fire: Attempting to, aiding in, or setting any fire on district property. This includes unauthorized possession of flammable liquid or materials with the intent to set fire.

Assault: A one-sided physical or verbal violent attack on a student, school employee, or volunteer, either on or off campus, or on school-sponsored events or trips in which a student intentionally, knowingly, or recklessly causes physical and/or psychological injury to another.

Bullying: [See ORS 339.351](#)

Bus Misconduct: Not following the posted instructions governing riding school buses may forfeit the student's privilege to District provided bus transportation and may result in the stated consequential actions.

Cell Phone Misuse: Students using cell phones and/or personal electronics of any kind at school, on the bus or at any district sponsored event that violate any behavior expectations may result in school taking the device away from the student. Students must comply with staff directives regarding use of personal electronics and have no expectation of privacy in regard to personal electronics that are brought onto school grounds. The school and the District are not responsible for the loss, theft or damage to any electronic device brought to school.

Electronic Device Misuse: Students using cell phones and/or personal electronics of any kind at school, on the bus or at any district sponsored event that violate any behavior expectations may result in school taking the device away from the student. Students must comply with staff directives regarding use of personal electronics and have no expectation of privacy in regard to personal electronics that are brought onto school grounds. Visit the specific policy [here](#). The school and the District are not responsible for the loss, theft or damage to any electronic device brought to school.

Dangerous Object/Item: An object or item used by a student as a potential weapon that alone would not be prohibited from school (for example: scissors, school tools or equipment, etc.)

Disorderly Conduct: Repeated, escalated, or significant language, actions, or behavior that substantially interfere with instruction, learning, the orderly operation of the school, or another student's ability to safely and successfully participate in the school day. Disorderly conduct generally continues after reasonable adult intervention or is of such a nature that immediate intervention is necessary to restore order or protect the learning environment.

Disruption to School Community: Any intentional, knowing, or reckless behavior that interferes with the educational process of the students or staff and/or normal daily functions of the school building. This can include verbal, physical, digital, or other behaviors. Events that occur off of school grounds and/or outside of school hours that enter the school building and provide disruption will also be considered.

Fight Promotion: Any act that encourages or promotes fighting, both online and in person; to include filming and/or posting any pictures or videos of the fight.

Fighting: A hostile physical encounter between two or more individuals. This includes participating in, remaining in the location of, filming or contributing to the sharing/publicity of the fight.

- **Fighting 1:** Physical confrontation between two or more students with mutual aggression that does not result in significant bodily injury.
- **Fighting 2:** Physical confrontation between two or more students with mutual aggression that DOES result in significant bodily injury.

Fire Tools & Ignition Sources: Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited.

- **Fire Tools:** Any tool that creates a form of heat by creating a flame or spark, including, but not limited to, matches, cigarette lighters, and multipurpose lighters (BBQ).
- **Ignition Sources:** Any form of heat, which instigate or may be used to propagate fire and includes, but is not limited to, candles, road flares, fuses and fireworks.

Forgery/Lying: Writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter, electronic communication, or other school document; and/or any other misrepresentation of the truth.

Harassment: Unwanted behavior that makes a person feel threatened, unsafe or demeaned, and/or behavior that creates a hostile educational environment including interfering with the psychological well-being of another student, such as causing significant psychological harm (ORS 166.065).

Hazing: An act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.

Inappropriate Behavior: Language, actions, or behavior that do not meet school expectations or community standards and require adult intervention, correction, reteaching, or consequences, but do not substantially disrupt instruction, learning, safety, or the orderly operation of the school.

Insubordination: The intentional refusal to comply with a reasonable and lawful request or directive from a school employee, or conduct that openly defies the authority of school staff and disrupts the safe and orderly operation of the school.

Misuse of Facilities: Improper use of school facilities including extended time in unauthorized areas and/or improper use of school equipment (that does not constitute vandalism).

Physical Aggression: Any aggressive actions toward another person that is not reciprocated by the other person deemed to be inappropriate, unsafe, or outside of general school expectations.

Skiping Class: Not attending an assigned class for 15 minutes or more, without permission.

Tardiness: Arriving late to school and/or class without prior permission. Over 15 minutes late will be counted as skipping.

Technology Misuse: Computer, electronics and Internet use is a privilege, not a right. Students have no expectation of privacy in regard to personal electronic equipment, mobile devices, and cellular phones that are brought onto school grounds. Any unauthorized or inappropriate use of technology-related resources may result in disciplinary action. Devices may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or video in locker rooms, hallways, classrooms or bathrooms, academically cheat, or otherwise violate student conduct expectations.

Threat of Violence: An intentional, serious threat by word (electronic, telephone, written or spoken) or act (including physical, verbal and/or bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250[3]). This includes, but is not limited to, words, target lists, surveys or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, gender, color, religion, national origin, sexual orientation or disability. Violation could result in a referral to an appropriate law enforcement agency.

Theft & Burglary: Taking or attempting to take property of another person or institution without permission or knowledge of the owner.

Tobacco & Menthol (Including Vaping): The use, possession, sharing, and/or distribution of:

1. Tobacco, including any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, chewing tobacco, and any other smoking product or other items containing or reasonably resembling tobacco or tobacco products
 2. Spit or smokeless tobacco, dip, chew, snuff in any form
 3. Nicotine or nicotine delivering devices
 4. Electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content.
- **Possession:** The student has on their person, or within the student's personal property, or has under the student's control, any of the substances listed in this offense.
 - **Consumption/Use:** The student has intentionally consumed, ingested, assimilated, inhaled, or injected any of the substances listed in this offense and/or is under the influence of these substances on school grounds and/or at a district-sponsored activity.
 - **Passing/Sharing:** The student has in their possession, as previously defined, any of the substances listed in this offense in a quantity or packaging to indicate intent to distribute or transfer to another person/people without compensation.
 - **Selling/Distribution:** A student has disseminated or transferred any of the substances listed in this offense with compensation of some kind.

Trespassing or Entering Off Limits Area: Being present in unauthorized places or refusing to leave when asked to do so by District personnel and/or designated authority. Entering or remaining unlawfully in School District buildings or on any part of District property or adjacent areas.

Unsafe Action: Any action that has the potential to cause danger or physical harm (with or without intent) to self or others including forceful actions, physical play, putting substances in/on another person's food/drink/body, etc.

Vandalism: Intentionally damaging, defacing (including tagging/graffiti), or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required (ORS 339.270). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child.

Weapons: The use, possession or sale of a dangerous or deadly weapon. Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, threatened to be used, possessed or sold, is readily capable of causing death or serious physical injury. A deadly weapon is defined by Oregon law as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. This includes look-a-like weapons.

Students bringing weapons to school may be expelled for a period of not less than one year. If a resident student or a student transferring into the District is expelled for a weapons violation, pursuant to Section (6) of ORS 339.250, the District will deny that student admission to the school's regular program for the duration of the expulsion.

**Updated 8/20/26

Cell Phone / Personal Electronic Device Policy

As per Executive Order 25-09, personal cell phones, tablets, e-readers, smartwatches, smart glasses, ear buds, headphones, and any other web-capable devices are not allowed from start of the school day to the end.

Offense	Intervention
1st Offense	The device will be confiscated by a staff member and sent to the office. The student may retrieve their device from the office at the end of the school day.
2nd Offense	The device will be confiscated by a staff member, sent to the office, and a parent/guardian must come to the office to retrieve the device.
3rd Offense	The device will be confiscated by a staff member, sent to the office, and a parent/guardian must come to the office to retrieve the device. In addition, it will be checked in to the office each day and retrieved at the end of the day by the student for the remainder of the semester.

*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 disciplinary action.

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, pajama pants, slippers, sleeping attire, robes, blankets, stuffed animals, and toys 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

All schools in the Pendleton School District are to be free from personal electronic devices from the start of the school day through the end of the school day. This includes, but is not limited to smartphones, flip phones, tablets, e-readers, smartwatches, smart glasses and any other personal web-capable device and the headphones and/or earbuds connected to those devices. Personal electronic devices that are brought onto school

grounds are to be stored in accordance with the Pendleton School District “Turned Off and Away” storage policy. Personal electronic devices are to be turned off and stored in the student’s backpack.

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 and personal electronic devices are to 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.

Sunridge administration reserves the right to confiscate and hold a cell phone or personal electronic device. Please refer to Sunridge Middle School Cell Phone / Personal Electronic Device Policy.

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

Breakfast/Lunch 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) 966-3257 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.

Food and Beverages: No food or drink in the hallways. Breakfast and lunch is to be consumed in the Commons or outside, if given permission. Students are expected to clean up after themselves.

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.

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, audiotope, 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. Students are not allowed to leave 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

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.

E-Bikes & E-Scooters

E-Bikes and E-Scooters are not allowed on Sunridge Middle School's campus.



E-BIKES & E-SCOOTERS IN OREGON

KNOW THE CLASSES. KNOW THE LAW.



OREGON REVISED STATUTES (ORS 814.258) DEFINES THREE CLASSES OF ELECTRIC BICYCLES.
E-bikes are bicycles with fully operable pedals and an electric motor.

CLASS 1 PEDAL-ASSIST ONLY	CLASS 2 THROTTLE-ASSISTED	CLASS 3 PEDAL-ASSIST ONLY
 20 MPH MAX ASSISTED SPEED	 20 MPH MAX ASSISTED SPEED	 28 MPH MAX ASSISTED SPEED
✓ Motor provides assistance only when the rider is pedaling. ✓ Assistance stops when the bike reaches 20 mph. ✓ No throttle.	✓ Motor may be used to propel the bike without pedaling. ✓ Has a throttle. ✓ Assistance stops when the bike reaches 20 mph.	✓ Motor provides assistance only when the rider is pedaling. ✓ Assistance stops when the bike reaches 28 mph. ✓ No throttle.
WHO CAN RIDE? Ages 16 and older (Under 16 permitted ONLY on private property with permission.)* Age change effective January 1, 2027 (see below)	WHO CAN RIDE? Ages 16 and older (Under 16 permitted ONLY on private property with permission.)*	WHO CAN RIDE? Ages 16 and older (Under 16 permitted ONLY on private property with permission.)*



E-SCOOTERS are treated the same as Class 1 e-bikes under Oregon law.
The same age rules apply.



OREGON HB 4007: WHAT CHANGED?

HB 4007 lowers the minimum age to operate a Class 1 electric bicycle or an e-scooter from 16 years old to 14 years old.

EFFECTIVE DATE (WHEN THE LAW IS ON THE BOOKS) June 5, 2026 This is the date the law exists on the books, but it is <u>NOT</u> yet enforceable. Law is on the books.	VS.	OPERATIVE DATE (WHEN THE LAW BECOMES ENFORCEABLE) January 1, 2027 This is the date the new age limit of 14 for Class 1 e-bikes and e-scooters <u>BECOMES ENFORCEABLE</u> by law. Law is in effect and enforceable.
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THE BOTTOM LINE

The new age of 14 for operating a Class 1 e-bike or e-scooter **DOES NOT BECOME ENFORCEABLE LAW UNTIL JANUARY 1, 2027.**

Until that date, the minimum age to operate a Class 1 e-bike or e-scooter remains 16 years old, except on private property with permission.

 **RIDE SAFE. RIDE SMART. FOLLOW THE LAW.**

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 for 6th Grade, 40% of overall grade for 7th & 8th 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 for 6th Grade, 60% for 7th & 8th 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%) for 6th Grade. For 7th & 8th grade, (40%) Formative grade and (60%) Summative grade.

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)

Late Work & Retake Policy

1. Students have up to two weeks after the original due date or until the summative assessment for the unit (whichever comes first) to submit late work.
2. Work submitted up to one week after the grace period will receive a 25% grade reduction. Unless a special circumstance has been determined by the teacher, work submitted after the one week grace period will become a zero in the gradebook.

3. Assessment Retakes must be completed within two weeks of the original due date to maintain academic integrity.
 - Retakes must fall within the unit window and cannot be extended indefinitely.
 - All relevant work must be submitted before a retake is allowed.
4. Teachers have discretion to make exceptions for situations like illness or emergencies.
 - Clear communication among students, parents, and teachers is expected when exceptions are needed.

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.

ParentGuardian 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.