



PILOT BUTTE

MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK

2026 - 2027



STRENGTH



COMMUNITY



TOGETHER

Together, We Are
GIANT STRONG



At Pilot Butte Middle School, each individual is welcomed, supported, and belongs. Pilot Butte Middle School students pursue academic excellence, leadership and character guided by the philosophy of the International Baccalaureate Middle Years Programme. Our school encourages students to learn their content in a global context and from multiple perspectives. Additionally, our students strive to practice the ten learner profile traits of a well rounded individual: communicator, thinker, reflective, open minded, knowledgeable, balanced, risk taker, inquirer, principled, and caring.

We hope to spark student imagination and creativity, to engage in realistic and global contexts, and to understand that adults and students are both teachers and learners. We believe that a student's success is not determined by any particular demographic, rather all students have opportunity and a voice. Support for student voice exists in order to ensure a high quality educational experience for all. All students have a right to feel happy and proud at school.

In order for Giants to have the best student experience possible, we offer not only a high quality education, but also socials, assemblies, and extracurricular activities such as clubs and athletics. PBMS strives to provide ALL students the opportunity to grow.

Our school wide expectations are that students:

Be **SAFE**
Be **RESPECTFUL**
Be **RESPONSIBLE**

We believe it takes a community to teach and learn the school wide expectations aforementioned with commitment from our families, students, and staff. We strive to meet these expectations together, knowing that we impact one another with our words and actions. Our staff is exceptionally caring, dedicated, and diligent to provide students with engaging and challenging learning opportunities and we wish for all students to make the most of these opportunities. We look forward to supporting you in this GIANT school year.

Jessica Gambee, Principal
Dennis 'D' Foster, Assistant Principal
Colin Bado, Assistant Principal

Table of Contents

[Contact Information](#) 3

[Student Responsibilities](#) 4

[Bell Schedule, Delays, Early Releases](#)
[Closures](#) 5

Information/Delayed Schedule
Bell Schedules
Important Dates

[Academic Program](#) 10

Academic Excellence
Grading
IB–MYP Academic Integrity Policy
Advisory
Report Cards
Schedule Changes

[Student Life](#) 14

Dress for Success
Homework
Fines
Medication
Library Media Center
Counseling Services
Visitors & Volunteers
Lockers
Lost and Found
School Lunch Program
Physical Education
Attendance
Hall Passes

[Emergency Procedures](#) 19

Fire Drills
Earthquake
Lockdown

[Athletics & Activities](#) 20

Pilot Butte Sports Information
Sportsmanship Policy
Athletic Eligibility
Assemblies
Events Outside of Regular School Hours

[Student Expectations](#) 23

Bicycles & Skateboards
Tardy Policy
Horseplay
Bullying
Cell Phone/ Personal Electronics Policy
iPads
PBMS Expected Behavior

[Student Management](#) 28

Rules & Consequences
Disciplinary Actions
PBMS Behavior Forms

[Every Student Belongs](#) 31

SCAN THE QR



TO ACCESS THE
DIGITAL VERSION

Contact Information

Contact Attendance: 541-355-7415

- Please call if you need to report a student tardy or an absence due to illness or emergency.
- If you have a note from your parent because you are late or are leaving during the school day
- If you need to change emergency contact names and/or numbers, employment information, or medical information

Contact the Main Office: 541-355-7400

- If you wish to discuss an incident that occurred at school
- If you wish to leave a message for a teacher
- If you need to make an appointment with an administrator
- If you need to pay a fee or fine
- If you want to purchase school swag

Contact Counseling and Student Services: 541-355-7406

- If you need assistance with your student's class schedule
- If you need to make an appointment with a Counselor
- If you need help with academic, personal, or social concerns
- If you need data/transcripts
- If you need to find the form for area change requests

Contact Athletics: 541-355-7407

- If you need assistance paying a fee for athletics
- If you need to help with athletic clearance

Communication

In addition to ParentVue and Canvas, the Bend-La Pine School District has adopted the Parent Square platform to improve communication between the school and the household. Please visit the [district website](#) for information regarding the app download and user help.

- Transportation (Bus Barn): 541-355-5700 Spanish: 541-355-5706
- Family Access Network (FAN): 541- 355-5677
- Anonymous "Text ATipLine" to the School Resource Officer: 541-595-8475 (TIPS)
- Bend-La Pine Schools: www.bend.k12.or.us ----- Pilot Butte Middle School: www.bend.k12.or.us/pbms
- Pilot Butte Middle School Facebook: <https://www.facebook.com/PilotButteMiddleSchool/>
- Weather Delay and Closure Information: Call 541-323-7669

Need to Reach Your Student?

If you need to reach your student during school hours, please call the front office at 541-355-7400. We will send a pass for the student to come to the office and call from the school phone.

Each day the PBMS office staff devotes hours delivering messages, lunches, musical instruments, gym clothes, and other miscellaneous supplies to students. To minimize disruptions, please make these arrangements with your student prior to school hours.

Student Responsibilities

Pilot Butte Giants Are:

Safe...We know that words and actions impact others and we are reflective about our choices

Respectful...We approach others with care and open mindedness

Responsible...We are principled learners and our actions support our learning community

Student Responsibilities:

- Be on time to all classes
- Come prepared for all classes (GIANT STRONG Binder, charged iPad, pencil/pen, notebook)
- Keep personal electronics "off and away for the school day" in locker (phones, airpods, smart watches, etc...)
- Use school technology appropriately and stay on designated sites
- Follow instructions from all staff members
- Be respectful of the learning of others
- Walk on the right side of the stairs and hallways
- Dress for success. Ready to learn
- Wear appropriate clothing for physical education classes
- Passing periods are for using the restroom, getting water, and going to your next class
- Show kindness to others
- Dismissal is at 3:45 and students not participating in activities should immediately leave the school campus per district policy

Family Responsibilities:

S upport Communication	T echnology Management	R einforce Responsibility	O rganize for Success	N urture Passions & Interests	G et Involved
Talk about school everyday with your student. Stay in touch with teachers.	Apply and monitor boundaries on technology access.	Encourage student ownership of their actions.	Support skills around calendars, planners and ParentVue.	Encourage hobbies and extracurricular activities.	Stay informed and interact with the activities of your student.

PBMS Vision Statement:

PBMS prides itself on providing a supportive middle school community where everyone feels valued and encouraged to learn and grow. We invest in kindness and collaboration to promote individual success.

Morning Arrival

The front doors will open at 8:20 a.m., and all students have access to the cafeteria and "C-Hub" (outside commons) until hallways/buildings open @ 8:40 a.m. If you are arriving after 8:40 a.m., you may go to the cafe to eat a quick breakfast or go directly to your first class of the day.

****Students arriving after 8:50 a.m. must get an admit slip from the Attendance Office before going to class.**

After School

School ends at 3:45 p.m. and 2:15 p.m. on Wednesday's. Unless you have a supervised activity after school, you must leave the school grounds 10 minutes after the bell. At 4:00, the only students who can be on campus must be supervised in a school-sponsored activity. Students are permitted to wait for their rides in front of the school. The front office will assist students if they need to contact their parents/guardian.

- Students taking the bus: Buses depart 7 minutes following dismissal. Staff is present to support students, but students who miss the bus will report to the front office to contact their parent/guardian.

When staying after school, all school rules and expectations apply while on campus – whether waiting to be picked after school or activities.

If getting picked up by parent/guardian:

- Wait in front of the school.
- Be Respectful: horseplay anywhere on school property, including outside is prohibited.
- Be Aware: loud noises, playing instruments, and other disruptions are not allowed

Bell Schedule, School Delays, Closures & Bus Releases

****Standard Bell Schedules****

 PILOT BUTTE <i>Bell Schedules</i>		
MONDAY: ADVISORY		
Advisory	8:50	9:20
Per. 1	9:25	10:10
Per. 2	10:15	11:00
Per. 3	11:05	11:50
1st Lunch	11:55	12:25
Per. 4	12:30	1:15
Per. 4	11:55	12:40
2nd Lunch	12:45	1:15
Per. 5	1:20	2:05
Per. 6	2:10	2:55
Per. 7	3:00	3:45
TUESDAY, THURSDAY, FRIDAY		
Per. 1	8:50	9:40
Per. 2	9:45	10:35
Per. 3	10:40	11:30
Lunch	11:35	12:05
Per. 4	12:10	1:00
Per. 4	11:35	12:25
Lunch	12:30	1:00
Per. 5	1:05	1:55
Per. 6	2:00	2:50
Per. 7	2:55	3:45

WEDNESDAY		
Giant Time	8:50	9:43
Per. A	9:48	10:41
Per. B	10:46	11:39
Lunch	11:44	12:14
Per. C	12:19	1:12
Per. D	1:17	2:10
iPad Time	2:10	2:15

Weather and emergency conditions can affect school schedules. Changes may be made **district-wide** or specifically for **North Deschutes County** (Bend area)

School Closure

- School is closed for the day.
- Buildings will not be open for use.
- All evening meetings and activities are canceled unless otherwise noted

Delayed Start

- School will start later than normal (usually a **two-hour delay**).
- Buses will run **two hours later** than normal and may drive slower due to conditions.
- A delay can change to a closure if conditions worsen

Early Closure

- Schools close before the end of the day.
- Buildings will not be open for use.
- All evening meetings and activities, including **KidsInc**, are canceled unless otherwise noted.

No News = No Change

- If you don't hear from us, school is running on a normal schedule.

How to Find Out About Delays, Closures, or Early Release

Decision Timeline

- Morning delays/closures: Decision made and notifications begin by **5:30 a.m.** when possible. Early release/early closure: Decision made after the school day has started.

Ways to Get Updates

1. **Website:** www.bend.k12.or.us – An alert banner will appear on every page for delays, closures, or early releases. Additional communication methods (phone, email, text, social media, etc.) may also be used by the district.

Delayed Start Schedule

2 Hour Delayed Start- M, T, TH, F		
Per. 1	10:50	11:23
Per. 2	11:28	12:01
Per. 3	12:06	12:39
1st Lunch	12:44	1:14
Per. 4	1:19	1:52
Per. 4	12:44	1:17
2nd Lunch	1:22	1:52
Per. 5	1:57	2:30
Per. 6	2:35	3:08
Per.7	3:13	3:45

Important Dates:

Bend-La Pine Schools : 2026-2027

Date	Designation
September 7, 2026	Labor Day – No School
September 9, 2026	First day of school – Grades 6
September 10, 2026	First day of school – Grades 7–8
September 11, 2026	First day all grade levels
September 16, 2026	School Improvement Wednesday's begin (early release)
October 28th–30th, 2026	No School (Conferences)
November 11, 2026	No School (Veteran's Day)
November 23 – 27, 2026	No School (Fall Break/Thanksgiving)
December 21 – January 1, 2027	No School (Winter Break)
January 18, 2027	No School (Martin Luther King Jr Day)
February 5, 2027	No School (Grading Day. No Students)
February 15, 2027	No School (President's Day – possible make-up day)
March 17 – 18, 2027	No School (Conferences)
March 19, 2027	No School
March 22 – 26, 2027	Spring Break– No School
May 31, 2027	No School (Memorial Day)
June 17, 2027	Last Day of School
June 19, 2027	Juneteenth
June 22 – 25, 2027	Possible Inclement Weather Make-Up Days)

Academic Program

Our internationally recognized IB Middle Years Programme (MYP) encourages students to become critical and reflective thinkers, and to make connections with the real world through action and service. Pilot Butte students take a diverse mix of eight subjects during their three years at Pilot Butte, with each subject having its own rich set of vocabulary.

Subjects include:

- World Languages (French, Spanish, American Sign Language)
- Design: A methodology of creating a product, testing, and revision
- Arts (performing and visual arts)
- Mathematics
- Science
- Language and Literature (English and Language Arts)
- Individuals and Societies (Social Sciences)
- Physical Education/ Health

Academic Excellence is for all. Please read here about our [Inclusion Policy](#).

Grading

We use formative and summative assessments in checking for understanding in each class:

- Formative assessments are ongoing opportunities to practice the skills taught in class and to receive informal feedback. It is also an opportunity for teachers to gather feedback that can be used to guide instruction and monitor growth. Completion of these tasks are monitored in CANVAS. *Examples: classwork, homework, quiz, teacher observation, Kahoot!, Quizlet!*
- Summative assessments are typically given at the end of the unit to formally measure progress on the IB criteria in the rubrics for each class. Examples: essay, lab report, unit test, speech, projects, presentations. Summative assessments inform the overall score (grade) for the class.
- We use rubrics to score all our summative tasks. A rubric shows what is being graded and how a student is being graded!
- Link to [Assessment Policy](#)

IB-MYP Academic Integrity Policy

Definitions of Academic Disintegrity

- Cheating is defined as using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to be using your memory (e.g., on quizzes and tests), or copying someone else's homework because you did not complete yours.
- Collusion is working together to use each other's work or the work of someone else with their knowledge, and not citing them as the original source. Examples look like sharing information via Google Docs, turning the same or similar assignments with the intention of not doing their own work.
- Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear and explicit acknowledgement (i.e. works cited, in-text citations).

Some common examples of plagiarism are copying information from a book without using quotation marks and a citation, or not including a works cited page. All information in academic assignments that is not common knowledge must be cited and documented. This also includes using an artificial intelligence tool like ChatGPT, to create portions or all of an assignment without giving credit to the tool. Link to PBMS Student Academic Integrity

Artificial Intelligence engagement by students

Specific rules for the independent use of generative artificial intelligence for assigned student work shall be developed by the teacher and communicated to students.

Teachers should consider the following in establishing these rules:

1. Accessibility of programs and technology for all students outside of school.
2. Student awareness of bias and inaccuracies and student ability to responsibly address those concerns; and
3. The teacher's ability to accurately and consistently detect usage. Teachers shall require proactive disclosure of AI use rather than rely upon AI detection methods for determining authenticity of student work.

Failure to follow these rules may result in incomplete credit or disciplinary action in alignment with cheating/plagiarism policy.

****All teachers will provide additional information pertaining to acceptable AI use within the course syllabus. i.e*

- *All sources, including AI tools, must be properly cited. Any misuse of AI may result in disciplinary consequences as outlined in the BLS Code of Conduct. This misuse includes but is not limited to:*
 - *Bypass a learning opportunity*
 - *Submitting AI-generated work as your original work*
 - *Using AI to duplicate work*
 - *Using AI to generate violent, hate-driven, defamatory, offensive, or biased content, including: text, images, videos, deep fakes or memes*
 - *Creating illegal or unethical content with AI*

Giant Time

Giant Time is a class that all Pilot Butte students will attend one day per week. It is the first period on Wednesdays. Giant Time will provide students with a variety of opportunities. Students will have the opportunity to be part of clubs, receive academic support, or take part in extracurricular activities. We believe this program helps all students feel connected to school and provides a high quality student experience. Based on need, students may be assigned specific intervention classes.

Report Cards

At the end of each grading period (quarter, trimester, semester or year), report cards are posted in Synergy ParentVue/StudentVue) and show all final semester grades that actually go on the student's transcripts. Synergy has recorded the summative assessments. This year, the first semester ends on February 4, 2027, and June 17, 2027 marks the conclusion of semester two and the school year. The exception is that 6th grade students will have classes that will be graded on the quarter, trimester, semester, and year. (Grading Guidelines/Rubric can be found on the next page.)

Grading Rubric Example

Achievement level	Criterion A: Listening	Criterion B: Reading	Criterion C: Speaking	Criterion D: Writing
0	The student does not reach a standard indicated by any of the descriptors below.			
1–2	The student: i. identifies minimal stated information (facts, opinions, messages) in simple authentic texts ii. Identifies basic conventions in simple authentic text iii. Identifies basic connections in simple authentic texts	The student: i. identifies minimal stated information (facts, opinions, messages) in a variety of simple authentic texts ii. identifies basic conventions in simple authentic texts iii. identifies basic connections in simple authentic texts.	The student: i. uses a limited range of vocabulary ii. uses a limited range of grammatical structures with many errors which often hinder communication iii. uses pronunciation and intonation with many errors which often hinder comprehension iv. communicates limited relevant information	The student: i. uses a limited range of vocabulary ii. uses a limited range of grammatical structures with many errors which often hinder communication iii. presents some information in a partially-recognizable format using some basic cohesive devices iv. communicates limited relevant information with some sense of audience and purpose to suit the context.
3–4	The student: i. identifies some stated information (facts, opinions, messages) in simple authentic texts ii. Identifies basic conventions in simple authentic texts iii. Identifies basic connections in simple authentic texts	The student: i. identifies some stated information (facts, opinions, messages) in a variety of simple authentic texts ii. identifies basic conventions in simple authentic texts iii. identifies basic connections in simple authentic texts.	The student: i. uses a basic range of vocabulary ii. uses a basic range of grammatical structures with some errors which sometimes hinder communication iii. uses pronunciation and intonation with some errors which sometimes hinder comprehension iv. communicates some relevant information.	The student: i. uses a basic range of vocabulary ii. uses a basic range of grammatical structures with some errors which sometimes hinder communication iii. organizes information in a recognizable format using a range of basic cohesive devices iv. communicates some relevant information with some sense of audience and purpose to suit the context.
5–6	The student: i. identifies most stated information (facts, opinions, messages, and supporting details) in a variety of simple authentic texts ii. Interprets conventions in simple authentic texts iii. Interprets connections in simple authentic texts	The student: i. identifies most stated information (facts, opinions, messages and supporting details) in a variety of simple authentic texts ii. interprets conventions in simple authentic texts. iii. interprets connections in simple authentic texts.	The student: i. uses a range of vocabulary ii. uses a range of grammatical structures with a few errors which do not hinder communication iii. uses pronunciation and intonation with a few errors. However, these do not hinder comprehension iv. communicates most relevant information.	The student: i. uses a range of vocabulary ii. uses a range of grammatical structures with a few errors which do not hinder communication iii. organizes information in an appropriate format using simple and some complex cohesive devices iv. communicates most relevant information with a sense of audience and purpose to suit the context.
7–8	The student: i. Identifies explicit and implicit information (facts, opinions, messages and supporting details) in a wide variety of authentic texts ii. Analyses conventions in simple authentic texts iii. Analyses connections in simple authentic texts	The student: i. identifies explicit and implicit information (facts, opinions, messages and supporting details) in a wide variety of simple authentic texts ii. analyses conventions in simple authentic texts iii. analyses connections in simple authentic texts.	The student: i. uses a wide range of vocabulary ii. uses a wide range of grammatical structures generally accurately iii. uses clear pronunciation and intonation which makes the communication easy to comprehend iv. communicates almost all the required information clearly and effectively.	The student: i. uses a wide range of vocabulary ii. uses a wide range of grammatical structures generally accurately iii. organizes information effectively and coherently in an appropriate format using a wide range of simple and some complex cohesive devices iv. communicates almost all the required information with a clear sense of audience and purpose to suit the context.

Note that the achievement level in the table above is on the left side of the table and determines the grade. Every subject is graded on a 0–8 scale. Grades are not averaged for summative tasks, but a best fit grade at the conclusion of semester 1, and again at the end of the year, are determined. In the table below is a conversion table from the rubric to a letter grade which is recorded in Synergy.

Understanding MYP Grading: The Cupcake Guide

To simplify the 1-8 Middle Years Programme (MYP) assessment scale and set performance expectations for students and parents.

Levels 7–8: The Masterpiece

Achieving a high level of excellence with many great, specific details.

Levels 3–4: The Basic Cupcake

Progressing from a basic cupcake to one with several nice decorations.

Levels 1–2: The Raw Ingredients

You have the necessary components, but they haven't become a cupcake yet.



Criteria & Growth Expectations

The Four Pillars of Science (A-D)

**Knowledge****Lab Planning****Data Analysis****Science Research**

Students are graded on Knowledge, Lab Planning, Data Analysis, and Science Research.

Track Progress from 6th to 8th Grade

6th Grade

7th Grade

8th Grade

Students are assessed on these same four criteria for all three years.

The Seasonal Growth Target

**2–4**

Fall

**4–6**

Spring

Scores typically move from 2–4 in Fall to 4–6 by Spring.

NotebookLM

Grade Conversion

Score	Descriptor	Grade	What does it mean?
7,8	Advanced	A	An “A” letter grade would indicate that a student has mastered, at an advanced level, the academic targets for the course.
5,6	Proficient	B	A “B” letter grade indicates that a student has a strong understanding of the content and skills taught in the course. They have the tools necessary to be successful at the next level.
3,4	Developing	C	A “C” letter grade indicates that a student has a basic understanding of the content and skills taught in the course. They have what they need to move forward.
1,2	Beginning	D	A “D” letter grade depicts that a student has not yet mastered the knowledge and skills necessary to succeed at the next level. This grade communicates that more learning and intervention may be necessary.
0	Missing/Incomplete	F	An “F” letter grade depicts that a student has not yet mastered the knowledge and skills needed to move forward. The student would most likely need an intervention to be successful.

Schedule Changes

Schedule change request form does not need to be completed within the first two weeks of the school year. This will be completed by visiting the counseling office.

****Note: We do not switch classes to accommodate friends, or teacher preference. In addition, administration reserves the right to make schedule changes for individual students if deemed necessary.*

Steps:

- ☐ Complete Schedule Change Request Form:
 - ☐ Collect all appropriate signatures listed on the form.
 - ☐ Turn in the form to the counseling office.
 - ☐ For changes within a semester, the form needs to be completed and submitted to the counseling office.
 - ☐ For schedule changes affecting the next semester, the form needs to be completed and submitted at least 2 weeks before the end of the current semester.
- 1. Counselors and administration will review schedule changes.
- 2. The counseling office will communicate with students about their specific requests.

All changes are based on class availability and not guaranteed even with signatures.

Student Life

Dress For Success

In middle school, clothing is a way students show their personality. We love to see our students expressing themselves appropriately. Clothes for school should be comfortable and allow you to focus your attention on learning and other school activities. Complete dress and shoes are required.

Students may not wear clothing with offensive images or language; including profanity, hate speech, and pornography; or clothing with images or language depicting or advocating violence or the use of alcohol, drugs, violence, or weapons. Students are not permitted to cover their faces with paint or masks (beyond medical reasoning), which could impact the ability to identify a student and/or distract the learning environment. Costumes, costume accessories, pajamas/onesies, and similar attire are not permitted during the regular school day unless specifically approved for a school-sponsored activity or spirit day.

- **Clothing or accessories that interfere with student identification, create a safety concern, or cause a disruption to the learning environment are also not permitted.*
- **School-sponsored spirit days and special events may include exceptions communicated in advance by PBMS staff.*

At Pilot Butte Middle School, our dress code is in accordance with district regulation "JFCA-AR: Student Code of Dress" available. [English](#) / [Spanish](#)

Students should not bring flags to school unless they are being used as part of an approved classroom activity or school-sponsored event. Flags can become a distraction, obstruct walkways or classrooms, or interfere with the learning environment. To help maintain a safe and respectful school, flags brought to school for personal display may be asked to be put away, and repeated concerns may result in the item being held in the office until the end of the day. This expectation applies to all flags, regardless of their message or design. This wording is content-neutral, easier to enforce consistently, and focuses on the impact on the school environment rather than the viewpoint expressed by the flag.

Homework

Homework at Pilot Butte is an extension of the learning activities that occur during classes. If a student is not able to complete an assignment or project during the designated class time, they are expected to work towards its completion at home. Students can expect to spend time in the evenings completing assignments, researching, reading, studying for tests and quizzes, working on projects, and/or preparing presentations. The number and type of assignments will depend on the teacher.

Fines

A student will be put on the fine list if the fee is not paid. Students can also be fined for textbooks, uninsured iPads (& equipment), library books, sports equipment or musical instruments that are not returned, or for damage/restitution.

Medication

Medication can be administered to a student during the school day with the written permission of the student's parents. This form is available in the office. School personnel may dispense medications only if this form is completed prior to when the student needs to take it. All medication must be in the original prescription or over-the-counter container and be delivered to the office by the student's parent or guardian. Prescription bottles must have a current date (not expired) and be clearly labeled by the prescribing doctor. Medication may not be stored in student lockers or carried in backpacks; it must be stored in the Attendance/Health office. When a student is planning to be off campus on a school-related activity, arrangements must be made in advance for administering medication.



Library Media Center

The library is open most days of the week. No food or drink is allowed in the library. While there are no fines for overdue books, students are responsible for items checked out to them and must pay for lost or damaged items. Students with overdue books may not check out other materials until the overdue is cleared. During class periods, individual students coming to the library need a pass from a classroom teacher. Lunchtime library passes can be obtained from the library or from a teacher. When in the library, students are expected to work quietly and independently.

Counseling Services

Our counselors are available to help students with personal, academic, and social problems. They also assist students with schedule changes. Students must complete a request for an appointment during breaks or lunch to schedule a meeting. This request can be found on Canvas, or at the counseling office window. Students will be notified of their appointments at a later time. When emergencies arise, services are available immediately.

Visitors & Volunteers

Pilot Butte Middle School is a closed campus. Former students may not visit friends or teachers during the regular daytime schedule. Students are not allowed to bring student guests to the school during the school day or to school-sponsored socials. This is district policy.

Other adult visitors must check in and check out using the electronic visitor management system and wear the district issued badge during their visit.

To protect the safety and welfare of our students, volunteers are invited and provide a service to the school. If parents/guardians are interested in being a volunteer, they need to contact the school office for a volunteer application. Once the application is cleared (which may take up to 2–3 weeks), volunteers are welcome when needed.

Lockers

All students are assigned a school locker at the beginning of the school year and a PE locker. To prevent problems, do not share your locker with other students and never give anyone your locker combination. Turn the dial of the lock after closing the locker and be sure the door is completely closed. During PE, students should lock their belongings to mitigate theft.

Anyone involved in writing on lockers or vandalizing lockers will receive disciplinary action and will be expected to pay for damages. If a student is aware their locker does not lock securely, they must report the concern to the attendance office immediately. All students should keep their lockers clean and neat. School and government officials may search lockers at any time when a reasonable suspicion exists.

Students are permitted to bring their backpack to class. Pilot Butte Middle School is not responsible for lost or stolen items.

Lost and Found

These are several ways to avoid losing things:

- Label all personal belongings – coats, sweatshirts, PE clothes, school supplies, lunch bags, musical instruments and school projects.
- Do not bring unnecessary items to school
- Check the lost and found cart in the hallway that exits from the cafeteria for lost items and check with the attendance office for valuables such as earbuds/ jewelry.
- All unclaimed items are donated to a charitable organization monthly.

School Lunch Program

[BLS Nutrition Website](#)

School breakfasts & lunches at PBMS are free for all students. When open, the Snack Bar is an additional option for students. The Snack Bar is available for students who have funds in their account or cash. Students should not purchase Snack Bar items for peers.

Physical Education

All Pilot Butte students participate in physical education classes on a regular basis. Health is integrated into PE class. Our philosophy for P.E. revolves around the idea that each student will participate 100% of the time. If a student is unable to participate, a note from home is required for them to be excused for that day. If a student needs to be excused for a longer period of time than a week due to a medical reason, a note from their doctor is required.

Student Responsibilities in PE:

- Daily attendance, full participation, and appropriate dress

- Respect others' rights and responsibilities
- Demonstrate teamwork and sportsmanship
- Develop and use lifelong skills and attitudes

PE Dress Code:

Students are expected to wear athletic clothes to fully participate in their physical education class. Students may come dressed for PE or may dress down for PE. There is not a PE uniform. Please contact our FAN coordinator if you need assistance with PE clothes.

Appropriate clothing for PE:

- Athletic shorts/pants
- Yoga pants
- Athletic shoes
- Crew neck full length T-shirt

Inappropriate clothing for PE:

Sandals/Open-toed Shoes/Crocs/Boots

- Jeans/Cords and other clothing that restricts movement
- Dresses/Skirts
- Shirts/Shorts that impact ability to participate in activities
- Tank-Tops/Sports Bras/Crop-Tops
- Jewelry deemed unsafe by the instructor



PE Locks and Lockers:

Students will be offered a locker and lock for their belongings when they are in PE.

- Students are expected to use their lockers to protect their items.
- No gum, food, or drink is allowed in the gym.
- Water bottles are allowed.
- Bleachers are off limits.
- Enter the gym only through the locker room doors.
- Absolutely no rough housing and/or unsafe play in the gym, or any other school venue.

Attendance

Consistent and punctual school attendance is essential to providing the greatest opportunity for the student to maximize learning and to develop habits that result in responsible behavior. Positive and regular attendance is crucial if we are to help our students become lifelong learners. Regular attendance in each class by every student is expected, unless illness or an emergency exists. If you are going to be absent, your parents are asked to call the school's Attendance Office (541-355-7415) by 9:00 am.

Excused/Unexcused Absences

An absence may be excused by the principal if it is caused by the student's sickness, by the sickness of some member of the student's family, or by an emergency. An excused absence requires notification from the parent/guardian clarifying the reason for the absence within 48 hours of the absence. Excused absences under Oregon law (339.065 and District Policy JEA)

Excused Absences Include:

- Illness including mental and behavioral health of the student
- Illness of an immediate family member when the student's presence at home is necessary

- Emergency, such as death, accident, injury, or medical issue to student or family member
- Dentist, doctor, or court appointment
- School-approved activities will be excused absences in other classes
- Administrator approved arrangements made in advance
- A student who is a dependent of a member of the U.S. Armed Forces who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year. An unusual circumstance beyond a family's control

All other absences, including trancies, will be considered unexcused.

Parents can send a note or phone/email our attendance office to excuse the absence. ParentVue will also be available to contact the attendance office. Please Note: If you are absent from school, you are not allowed to attend school-sponsored after-school/evening events.

Prearranged Absences

If you know that you will be absent from school, we'd like notification from a parent/guardian to the attendance office 3 days prior to the absence in order for the absence to be excused appropriately. Students are responsible for getting assignments in advance and for making up all missed work and turning it in on the day they return. Grading and credit for assignments may be altered at the teachers' discretion for prearranged absences.

We encourage students and families to check Canvas pages for work during absences when possible.

Missed School Work

When out of school more than two days for an excused absence, make-up work can be obtained via class Canvas pages.

Students need to work with their teachers for the completion of any work, which is due as a result of an absence. Students will be given the number of days they are absent plus one day to complete make up work.

Hall Passes

Students will receive an allotted number of hall passes throughout the school year. Students are expected to manage and maintain their hall passes during the allotted time frame. Students are expected to use their hall passes responsibly. No more than one student is permitted to leave class at a time. Emergencies do occur, and staff will work with students experiencing an emergency.

**Students who abuse hall passes or continually leave classes for an extended period of time, may be placed on a behavior contract limiting their time out of class and destinations.*

Staying After School

School ends at 3:45pm. Unless you have a supervised activity after school, you must leave the school grounds by 3:55. At 4:00, the only students who can be on campus must be supervised in a school-sponsored activity.

When staying after school, all school rules and expectations apply while on campus. Whether waiting to be picked after school or activities, please... Wait in front of the school – Be Respectful: horseplay anywhere on school property, including outside is prohibited. – Be Aware: loud noises, playing instruments, and other disruptions are not allowed

Emergency Procedures

The purpose of emergency drills is to practice procedures in preparation for emergencies. Students are expected to follow all staff directions during any emergency drill to ensure everyone on our campus is prepared in the event an emergency occurs.

Fire Drills

- Students will follow the direction of school personnel and evacuate the building swiftly and silently in a single file line when the fire alarm rings.
- If students are in the hall or away from their assigned classroom when the fire alarm sounds, they should exit the school and find a staff member to check in with.

Earthquake Drills

- Teachers will direct students to duck and cover. Students will find a location in the classroom away from objects that might fall or windows that might shatter.
- Students will remain in the 'duck and cover' position until given the 'all-clear' signal or further instructions.

SRP Drills (Standard Response Protocols)

The Bend- LaPine School District utilizes the Standard Response Protocol (SRP) to ensure a safe, organized, and consistent response to emergencies. The SRP uses five simple actions that everyone understands:

HOLD:

- Students and staff should remain in their classrooms or areas, and hallways should be cleared. This action is used when there is an emergency medical situation, an altercation in the halls, or a spill in a hallway.

SECURE:

- Students and staff should get inside and outside doors should be locked. This action is used when there is a threat or hazard outside the school. (example: a law enforcement event occurring within close proximity of the school).

LOCKDOWN:

Students and staff should remain in their rooms, lights should be turned off, and they should be out of sight. This action is used when there is a threat or hazard inside the school.

- Staff will initiate a lockdown via the loudspeakers or verbally.
- Teachers will lock doors and cover interior windows (limiting visibility into the classroom).
- Blinds will be drawn for exterior windows. Students must move away from the view of windows.
- Under no circumstance may anyone leave the room or open doors until an 'all-clear' signal is given.
- If a student is in the hallway or a bathroom during a lockdown, they should immediately proceed to the nearest classroom or office.

EVACUATE:

- Leave the building or move to a designated location as directed by staff. (Fire, Earthquake, Critical Incident)

SHELTER:

Take specific safety actions based on the hazard (such as severe weather, earthquake, or hazardous materials).

Athletics & Activities

Pilot Butte Sports Information:

Athletics play an important role in the extracurricular program at Pilot Butte Middle School. The programs offered to our students provide far more than the opportunity to hone athletic skills. Competition in sports teaches Pilot Butte students.

It is the goal of the Pilot Butte athletic program for all of our students to succeed in their chosen athletic programs, keeping in mind that success means that winning is not as important as character development, teamwork, skill development, commitment, belonging, and doing your best.

Pilot Butte Middle School is committed to:

- Fostering strong relationships that build strong team members and teammates.
- Prioritizing foundational skill building.
- Facilitating fun activities in a safe space for student-athletes.
- Teaching student-athletes about the spirit of healthy competition.

There is a \$40 participation fee for each sport and each athlete must have a current physical on file in order to participate. 6th and 7th graders need to have a physical no earlier than May 1st of the previous school year. If an athlete gets a physical during their 7th grade year, they do not need one for their 8th grade year. Students who need financial assistance to pay for the participation fee should talk to Pilot Butte's Athletic Secretary, 541-355 7407 or reach out to the student's counselor.

The following sports are sponsored by Pilot Butte:

Grade	Fall	Winter	Spring
6	Cross Country	Wrestling	Track & Field
7	Cross Country, Football & Volleyball	Wrestling	Track & Field
8	Cross Country, Football & Volleyball	Wrestling	Track & Field

Many other sports and activities including Boys and Girls Basketball are provided by the Bend & Parks Recreation District in conjunction with Pilot Butte Middle School throughout the school year.

Pilot Butte Sportsmanship Policy:

Every student athlete is to conduct themselves with good sportsmanship. Good sportsmanship is defined as the creation of an atmosphere of courtesy and fair play toward officials, contestants, and spectators at all such activities. Student athletes are expected to abide by the [athletic code of conduct](#) in order to participate.

In the event an athlete is acting or has acted in an unsportsmanlike manner, the athlete may be declared ineligible to participate in any further athletic contests. Further participation will be determined by the principal and athletic director after the following steps have been completed:

1. A meeting with a parent, coach, or administrator.
2. An agreed upon plan to prevent this type of occurrence in the future. ***Failure to follow this plan may result in dismissal of a student from the team.

Athletic Eligibility

Extracurricular Activities:

Grade Check Policy

- One grade check will be conducted at the midpoint of each athletic season.
- The Athletic Director and/or coach will meet with any student-athlete who has one or more F's to discuss their academic progress and identify ways the school and athletic program can support the student in improving their grades.
- There will be no automatic athletic ineligibility based solely on the midpoint grade check. The focus will be on providing support, accountability, and an opportunity for the student to improve.
- If a student-athlete demonstrates a lack of effort or does not take appropriate steps to improve their academic performance, the administration team may determine that the student should be held out of games or competitions until sufficient academic progress is demonstrated.

Athletic Regulations:

- Appropriate school behavior for all athletes is mandatory at all times.
- Any student who is suspended from school, and or bus may not be able to participate in the next school sponsored event.
- Any student who is suspended from school will not be able to participate in practice held that same day.
- Athletes who have been dropped from the team for disciplinary reasons will not be allowed to become a member of any other sport during that season.
- All athletes need to make academics their top priority.
- Athletes are expected to be on time (not tardy) the day of competition.
- Athletes who are sick or too injured to participate in classes shall be considered unavailable for an athletic event that same day.
- Students who are absent during the school day may not practice or participate in games on the day of their absence.
- Students shall not be allowed to participate in athletics if they have outstanding fines or other charges due to any school in the district.
- For out of town athletic events, students may ride home with their parent/guardian only with a signed note

Academic Accountability

Pilot Butte has an academic accountability program designed to hold our students accountable in the classroom and in the athletic arena.

GOAL: To have every student athlete at PBMS perform in a positive manner in the classroom and in the athletic arena. This program is designed to be inclusive and prepare our students for the expectations they will face in high school.

PROCESS: The Athletic Director will initiate eligibility checks beginning the first week of competition. All students who are missing two or more assignments within the current unit, in a class will be notified that they have one week to get the missing assignments turned in. Students will be allowed to participate during that first week of competition.

From the 2nd week of the season on, all student athletes with two or more missing assignments per class will NOT be allowed to participate in competition.

Eligibility checks will be conducted every two weeks during the season. Eligibility will remain in effect for that following week. If students have additional missing assignments during the week, that will NOT impact their eligibility during that particular week.

Athletic eligibility is the responsibility of the student athlete, NOT Pilot Butte teachers. Late work will be processed in the same manner as any other student, and teachers are NOT responsible for grading late work quickly in order to allow a student athlete to gain eligibility.

During weeks of ineligibility, student athletes are still expected to practice and to attend competitions in support of their teammates.

Students must be in attendance all day to participate in any school-sponsored activity/athletics, musical performances, school socials, etc.

Assemblies

Assemblies are for the students and staff at Pilot Butte Middle School. To show consideration for others at assemblies, please observe the following guidelines:

- All students/staff will attend assemblies and sit together.
- When dismissed from class, students stay with their teacher and class and walk quickly and quietly into the designated assembly area. (All materials should be left in classrooms)
- Sit with your class unless instructed otherwise.
- Go up to the bleachers one step at a time to prevent accidents.
- Once the assembly director asks for quiet, please stop all conversation.
- During the assembly, clapping is the only acceptable response from the assembly audience. Whistling, throwing of objects, yelling, stomping of feet, etc. are behaviors that do not show consideration of others.
- Remain seated until your class or row is excused.
- The opportunity to attend assemblies is a privilege contingent upon appropriate student conduct. If you misbehave you will be subject to the loss of privilege of attending assemblies.

Events Outside of Regular School Hours

The following expectations apply to all events after school hours:

- All school rules and expectations apply during school events.
- Students attending must stay for the entire event.
- Your ride must pick you up within 15 minutes after the event. Those not honoring this expectation may lose the privilege of attending the next event.
- Students who receive an in-school or out-of-school suspension in the window of time between events may not be allowed to attend. (Students may have their privileges to attend after school events removed for behavior infractions.)
- School policy also prevents students who are absent the day of the event from attending

Student Expectations

Bicycles, Skateboards, & Non-Licensed Motorized Vehicles:

Bicycle riders, scooters, and skateboarders are expected to WALK their vehicles anywhere on the Pilot Butte campus. Bikes must be locked in the bike racks in front or back of the school and skateboards must be stored in lockers. You are responsible for your bike or skateboard at all times, including when it is in the possession of

another student. Non-licensed motorized vehicles, such as go-carts, and scooters, may not be ridden on campus. In addition, Bend LaPine school district prohibits e-bikes and e-scooters on school property. Failure to follow state laws may result in a police citation.

Tardy Policy:

Students are expected to be in their classroom by the time the bell rings. Within each classroom environment, a teacher may have more specific requirements for their space.

Unexcused tardies are reviewed every day, and if a student is consistently late to classes the PBMS Response Protocol is initiated:

- Verbal Warning. Private Discussion/Reteach Expectations
- If tardies continue
 - Notify parent/guardian via email/phone call. Identify the root cause. (Minor/staff managed referral & Lunch Reflection)
- If tardies continue
 - Multiple lunch reflections. Meet with the administrator.
- If tardies continue
 - Admin and Student Develop Tardy Plan. Major Referral (additional consequences i.e. Tardy Contract, In School Suspension, Loss of Privileges, etc...)

Skipping/Truancy

Students are expected to attend scheduled classes. Students who intentionally skip class are subjected to:

- 1st Offense – Staff managed (minor) referral. Consequence: 3 Lunch Reflections. Parent Contact
- 2nd Offense – Admin managed (major) referral. Consequence: In School Suspension. Parent Contact.
- 3rd and on – Admin managed (major) referral. Consequences: In School Suspension, Loss of Privileges, and potential parent meeting.

Horseplay:

Horseplay means pushing, poking, tripping, elbowing, wrestling, and other physical contact including play fighting. Our halls and common spaces are crowded; horseplay often leads to accidental injuries or fights. Horseplay is absolutely forbidden at Pilot Butte, on the bus, and during school sponsored events. The excuse “but we are friends!” or “we’re just messing around” does not work. Hands off!

Personal Items at School:

To help everyone stay focused on learning, students should leave toys and other distracting items at home.

Please do not bring:

- Toys
- Tech Decks or fingerboards
- Stuffed animals
- Blankets
- NeeDoh® toys or other squishy toys
- Other items that may distract from learning

Fidgets

Students may use approved fidgets if they help with focus and are not distracting to others. If a fidget becomes a toy or disrupts learning, staff will ask the student to put it away. If fidgets continue to be a disruption, the item may be confiscated and returned at the end of the day.

****Students bring personal items to school at their own risk. The school is not responsible for lost, damaged, or stolen items. Items that disrupt learning may be held by staff and returned at the end of the day or according to school procedures.*

Bullying:

At Pilot Butte Middle School, our bullying code is in accordance with district regulation JFCF-BP. It states that hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participating in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. [English](#) / [Spanish](#)

PERSONAL ELECTRONIC DEVICES POLICY:

In Bend-La Pine Schools, we believe the best way for students to engage in their learning is to limit distractions in the classroom. Restricting access to phones and personal electronics during the school day helps students focus on learning, engage with teachers and peers, and develop skills and habits for life beyond school.

Please be sure your student is aware of the following expectations for phones and other personal electronic devices:

Middle School Students are not permitted to have phones, smart watches, or wireless earbuds during the school day (two way communication devices/access to the internet beyond their assigned iPad). Phones and other personal devices are to be turned off and stored in students’ lockers for the entire school day, from the morning bell to end-of-day dismissal.

What If a Student Breaks the OFF and AWAY Rule?

Violations of cell phone rules are handled in the following manner:

1st Offense: Students may pick up their device after school. The office will notify home for the incident.	2nd Offense: Lunch retention & student may pick up their device after school. The office will notify home for the incident.	3rd Offense: Lunch Detention and Parents/Guardians are notified of the violation by the administration. Parent/Guardian pick up phone/electronics after school.
4th Offense: Major Referral. Disciplinary action taken. Parents/guardians are notified of the violation and are able to choose from two possible outcomes: ○ Choice A: Parent/guardian picks up their cell phone at PBMS and keeps the phone at home for 10 consecutive school days. ○ Choice B: Students are required to turn in their cell phone to the office each morning prior to first period for 10 consecutive days.		5th Offense: Major Referral. Disciplinary action taken. Admin and parents/guardians meeting in order to develop a plan moving forward.

***Governor Kotek’s Executive Order 25–09 directs all K–12 public schools in Oregon to prohibit the use of personal electronic devices during the instructional day. School districts must adopt policies aligned with this order by October 31, 2025, with full implementation by January 1, 2026 at the latest. Below are frequently asked questions to support districts and education partners in developing and implementing their policies.*

– For additional guidance, please refer to [ODE’s Frequently Asked Questions Guiding Document](#)

****We understand that smart phone apps are utilized to monitor personal health aspects (blood sugar alerts). The school will manage those circumstances individually.*

iPads:

Pilot Bute Students receive an iPad to be used for instructional purposes. The district has provided digital content and resources for student use that must remain installed on the iPad and be easily accessible at all times.

*****The Bend – La Pine School District has adopted a new policy for the 2026/2027 school year, which does not permit middle school students to take their iPad home following the school day.**

Students will be expected to check-out and check- in their iPads on a daily basis. Students who intentionally take their device home may face consequences and/or an additional iPad intervention plan.

No unauthorized apps may be added to the iPad, whether for purchase or free. The student and parent/guardian agree to be responsible for the maintenance and care of the iPad and to return it when requested in the same condition in which it was received, except for normal and reasonable wear and tear. ***iPads may be inspected periodically to check for appropriate use.*** In addition, if students are unable to comply with the acceptable use policy, disciplinary action may be taken – which may include an iPad Contract, which will limit student access to their assigned device. For more information, please refer to the links below.

- * [District Information/ Acceptable Use](#)
- * [iPad Insurance Information](#)

PBMS Expected Behavior

Area	Be Safe	Be Respectful	Be Responsible
ALL Areas	Keep Hands, Feet, & Objects to Self No Horseplay Move Safely Stay in Supervised Areas	Use Appropriate Language & Volume Respect Personal Space, Property of Others	Follow Staff Instructions Food & Drinks stay in Cafeteria Clean up After Yourself

Hallways & Outside Areas	Walk at all Times Stay to the Right in the Hallways and on the Sidewalks Keep hands/feet/etc. to yourself	Close Lockers Respect Personal Boundaries & Property Use a Quiet Voice	Obtain Hall Pass Close your Locker Quietly
Restrooms	Wash Hands Clean up Space	Give People Privacy Respect Property Use a respectful tone	Obtain Hall Pass Inform Staff of Vandalism, or Other Problems Flush Toilet
School Offices	Check in at Main Desk	Begin Your Request with, "May I Please..." Use a Quiet Voice	Phone for Emergency Only
Media Center	Must be Supervised by a Staff Member	Sit at Tables Work Quietly Return Materials to Proper Space	Be Prepared to Work Leave Chairs at Tables Use Internet Appropriate
Assemblies & Special Events	Wait for Dismissal Instructions Leave in Orderly Fashion Backpacks in Lockers	Proper Audience Etiquette Keep Hands, Feet, & Objects to Self	Sit Quietly Focus on the Presentation
Learning Areas	Keep Hands, Feet, & Objects to Self Follow Staff Expectations	Use all Equipment & Materials Appropriately Bring appropriate materials Be on Time	Be Prepared Be on Task
Morning Arrival	Walk at all Times Earphones and Cell Phones Put Away at 8:45 Keep Hands, Feet, & Objects to Self	Enter Quietly Use Inside Voice	Go Directly to the Cafeteria or C Hub before 8:40.
Upper Field (Lunch Break)	No horseplay or physical contact (for example, no piggyback rides, tackle football, wrestling, and etc.) Stay off the bus lane, walls, and dirt hills	Use school appropriate language	You may not bring your own personal equipment to school – including footballs, basketballs, etc. Return the school equipment you borrow to staff on duty
Outside Field	Play Safely Keep Hands, Feet, & Objects to Self	Use Good Sportsmanship Use Polite Language	Remain in Designated Areas Use Trash Bins
Gym	Play Safely Keep Hands, Feet, & Objects to Self	Use Good Sportsmanship Use Polite Language	Remain in Designated Areas
Emergency Drills	Listen & Respond to Directions Remain Silent at all Times	Play Safely Keep Hands, Feet, & No Objects to Self Take Drills Seriously	Leave Materials Behind Stay with Designated Staff
Afternoon Dismissal	Walk at all Times Keep Hands, Feet, & Objects to Self	Wait to be Dismissed by Staff	Leave Campus by 3:50 Stay in Supervised Area
Skateboarders, cyclists, etc	Walk Scooter, Bicycle, or Skateboard on campus Walk and Ride Bikes Safely	Respect Others Property Pick up Litter	Use Kind Words and Actions Respect Property Follow Posted Signs

Student Management

Rules and Consequences

Students are responsible for their conduct at school, while traveling to and from school, and during

school-sponsored events. Consequences for misbehavior depend upon the severity of the misbehavior and the student's history of conduct. If a student demonstrates excellent behavior and then becomes involved in an infraction, school officials will consider the student's positive behavior record prior to taking action. If a student has continually repeated or been involved in inappropriate conduct, then consequential action will be more severe.

Disciplinary Actions ([*Bend-La Pine Student Code of Conduct*](#))

Disciplinary actions are taken with the aim of correcting behavior patterns. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction, and understanding guidance. Various counseling and disciplinary measures are used by school personnel to correct behavioral problems. However, when attempts at remediation fail, or in cases of serious rule infractions, suspension and expulsion may be enforced.

PBMS Documentation

Staff Managed (minor referral) & Admin Managed (major referral)

Students who do not follow school rules may receive a staff managed or admin managed referral, which is documented in ParentVue/StudentVue and may result in consequences. The behaviors listed on the next two pages are deemed inappropriate for students attending Pilot Butte Middle School. The lists are not exhaustive and situations not listed will be handled at the discretion of the school administrators in accordance with school policy and established procedures. The administration reserves the right to treat each case on an individual basis and administer consequences accordingly.

Lunch Reflection/After School Wednesday Reflection (2:25–3:20)

- Students will work with a staff member to complete a lunch reflection sheet. I.e. reflecting on the behavior which resulted in a lunch reflection.
- Work independently: no talking. If needed, bring schoolwork or a book to read.
- Detention will be doubled or increased for students who do not show up, arrive late, talk, or do not use their time wisely.

Suspension (in or out of school):

A suspension is determined by the school administration after reviewing available information and temporarily removes a student from attending classes for up to 10 days.

- Parents and students will be notified of the suspension – including charges of rule violation(s) and the date(s) and length of the suspension.
- The length of the suspension will be determined by the severity of the act and the student's history of conduct.
- Suspended students **may not participate in extracurricular activities or come on campus** (out of school) during the term of suspension without written approval by the school administration.
- Students are responsible for completing all academic work missed due to suspension.

Searches & Confiscation:

General search of school properties assigned to students for their use may occur at any time. In cooperation with local law enforcement agencies, drug dogs (CODE) may be used during the school day or at school activities. Items belonging to the school as well as illegal items (weapons, drugs, alcohol, firearms, etc.), may be seized. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal. (Please refer to board policy [JFG-AR: Student Searches and Questioning](#) for additional

information.)

Expulsion:

Expulsion is the termination of a student's right to attend classes, school activities, or be on Pilot Butte property. After review of pertinent information, and a meeting with the student and parents, expulsion will be recommended by the school administration to the superintendent. Parents and the student will be notified of the expulsion in writing including charges of rule violation(s) and an expulsion hearing will be scheduled.

Citations:

Students are subject to national, state and local laws. When it appears a student commits a crime at school, the administration will inform the Bend Police (School Resource Officer) and an investigation will be conducted. Based upon the results of the investigation, the student may be cited by the police and recommended to juvenile court authorities.

Restitution:

The student may be required to assume responsibility for restitution of lost or damaged materials, equipment or other school or personal property. Restitution may be monetary or through work/community service as determined by the school administration. Restitution may occur in conjunction with any of the above disciplinary actions.

The following behaviors may result in detention, loss of privileges, and/or suspension on the first offense. Serious or repeated offenses may result in recommendation for expulsion.

- Cheating/Plagiarism: Using unauthorized material for a test, quiz, or assignment; presenting material that is not your own work; talking for any reason during an examination; looking in the direction of another student's paper during an exam; or providing answers to someone is strictly prohibited. No credit will be given for any exam, assignment, or project on which a student cheated.
- Dress Code Violations: Appropriate attire must be worn at all times. Refer to dress code guidelines.
- Forgery: Willful use of a forged document, including signing a parent's or staff member's name to a note, pass, or referral.
- Gambling: To wager money or anything of value on the outcome of a game, contest, or other event.
- Inappropriate Displays of Affection: Physical contact of a romantic nature such as sitting on someone's lap, intimate hugging, holding hands, or kissing.
- Inappropriate Behavior in the Classroom: Any behavior that interferes with the learning process or interrupts the right of another student to learn or a teacher to teach.
- Unauthorized sale of goods for profit. Students are not permitted to sell goods of any kind to earn a profit. I.e. tech decks, squishees, snacks, drinks, etc..
- Littering: Failing to dispose of trash in the proper manner.
- Lying: Making any false or misleading statement or leaving out critical information. Before answering a question for a Pilot Butte staff member, carefully consider the answer. Lying will compound the consequence.
- Misbehavior on the School Bus: Not following the bus driver's instructions governing riding the school bus may forfeit the student's right to ride the bus.
- Tobacco, e-cigarettes, Vape pens: Pilot Butte is a tobacco-free and nicotine-free campus. The use and/or possession of tobacco in any form (including chew) is strictly prohibited, as is the possession, distribution and use of e- cigarettes, vape pens, or any device that can be used for the delivery of nicotine products.

Expulsion, police citation, safe school assessment, and/or extended out of school suspension may be recommended on the first offense for the following crimes:

- Alcohol, Marijuana, Dangerous and/or Imitation Drugs: Using, possessing, selling, distributing, or being under the influence of alcohol, drugs, other intoxicants, imitation drugs, or possessing any drug paraphernalia. A dangerous drug is defined as any drug obtainable, with or without a prescription, that has been used in a manner dangerous to the health of the user.
- Arson: Starting a fire at school or using fire to destroy or attempt to destroy property.
- Assault: Intentionally or recklessly causing physical injury to another.
- Defiance of Authority: Refusal to follow the reasonable requests of Pilot Butte staff. This includes inappropriate or rude behavior.
- Disorderly Conduct: Purposeful disruption or obstruction of the normal functioning of school through violence, defiance, force, noise, coercion, threats, intimidation, or other aggressive behaviors.
- Extortion: Obtaining money, goods, or favors from another person by threats or intimidation.
- Fighting: Fighting is strictly prohibited. Fighting is defined as any physical contact that might result in injury to another person. This also includes any provocative action or speech by participants or spectators, which has the result of escalating or prolonging the conflict. Examples include, but are not limited to: yelling, taunting, shoving, spreading negative rumors, promoting conflict, or recording the incident. Students must walk away from conflicts that could lead to fighting.
- Harassment/Intimidation: Includes verbal, physical, electronic, or written abuse which insults, ridicules, threatens, bullies, or otherwise torments another person. District Policy (Code JFCFA/GBNAA-AR) states that "Any form of harassment using electronic devices, commonly known as 'cyber bullying' by students, staff, or third parties is prohibited, and will not be tolerated by the district."
- Lewd Conduct/Obscenities: Indecent exposure and/or use of obscene or profane language, whether spoken, written, or gestured. This includes use of sexual innuendo.
- Sexual Harassment: This may be verbal, visual, written, electronic, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited.
- Theft: Taking, giving, or receiving property that does not belong to you or being in the possession of a stolen item or property reported lost or missing.
- Unlawful Entry: Forceful, unauthorized or illegal entrance onto school grounds or into school buildings or classrooms (including searching or looking into faculty desks, closets, or files).
- Vandalism: Damaging or defacing (including graffiti) school or private property, lockers, walls, bathrooms, etc., or altering material that does not belong to you, including computers, computer programs, and disks. The student and the parents of the student may be liable for the amount of the assessed damages.
- Weapons: Possession, handling, use, or transmission of any object that is considered a weapon or a look-alike weapon. Weapons include, but are not limited to, firearms, knives, metal knuckles, clubs, poisons, or explosives of any kind. Potentially dangerous objects such as bats, slingshots, chemicals of any kind, and fireworks will also be considered weapons

Every Student Belongs

581-022-2312

Every Student Belongs

(1) It is the policy of the State Board of Education that all students, employees, and visitors in public schools are entitled to learn, work, and participate in an environment that is safe and free from discrimination, harassment, and intimidation.

(2) The Oregon Legislature has determined that a person may not be subjected to discrimination in any public elementary or secondary education program or service, school, or interschool activity where the program, service, school, or activity is financed in whole or in part by moneys appropriated by the Legislative Assembly.

(3) The presence of symbols of hate on the basis of race, color, religion, gender identity, sexual orientation, disability, or national origin including the noose, symbols of neo-Nazi ideology, and the battle flag of the Confederacy create a material and substantial disruption in school activities and the learning environment by creating an atmosphere of fear and intimidation and interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

(4) Definitions. For purposes of these rules:

(a) "Bias Incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability, or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias Incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

(b) "Symbol of Hate" means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability, or national origin including the noose, symbols of neo-Nazi ideology, and the battle flag of the Confederacy, and whose display:

(A) is reasonably likely to cause a substantial disruption of or material interference with school activities, or

(B) is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school. [Link to IB MYP Inclusion Policy](#)



PILOT BUTTE MIDDLE SCHOOL

STUDENT HANDBOOK SIGNATURE PAGE

⇒ **FOCUS. RESPECT. LEARN. BE GIANT STRONG.** ⇒

I have read and understand the Pilot Butte Middle School Student Handbook.
I understand the expectations and policies outlined in the handbook
and agree to follow them.

STUDENT _____ 

Student Name (Print): _____

Student Signature: _____ Date: _____

Grade: _____ Advisory Teacher: _____

PARENT / GUARDIAN _____ 

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

ADDITIONAL PARENT / GUARDIAN (OPTIONAL) _____ 

Additional Parent/Guardian Name (Print): _____

Additional Parent/Guardian Signature: _____ Date: _____



**TOGETHER,
WE ARE
GIANT STRONG.**