

April 18, 2016

Dear Intermediate Families,

As we approach the end of the school year, we would like to review some of our expectations for Madrona middle school students. The excitement of spring, moving up a grade, and summer plans are often at the forefront of adolescent minds and we want to encourage students to finish strong academically. Homework and schoolwork completion are critical. School and classroom expectations are in place to support all students in achieving this goal. Please review these expectations with your students.

We have a closed campus at Madrona which means that students may not leave campus without parent permission until the dismissal bell at 3:50 daily. It is critical that students are where they are supposed to be at all times during the school day. If a student is not with their supervising teacher, they should have a pass and permission to be elsewhere.

The school dress code applies to **all school events**. Please support your students in keeping the dress code in mind when planning for 8th grade promotion and upcoming field trips. Here is a copy of the Madrona Behavior Expectations on dress code:

Dress

School is a professional work place for both students and adults. While Madrona encourages self-expression, clothing will be modest and free of offensive sayings and pictures. Appropriate dress is expected for reasons of respect, safety and reduction of distractions in the school setting. Including but not limited to:

- Skirts and shorts need to be no shorter than 3 inches above the knee.
- No spaghetti straps, halter tops or racer back tank tops. Tank top straps should be at least 1 inch wide.
- Strapless or see through tops are not allowed.
- Clothing that is too big, too tight or too revealing should not be worn to school.
- Undergarments should not be visible at any time; this includes undergarment straps. There should be no gaps between tops and pants/skirts/shorts. Midriffs should be covered at all times.
- Brimmed hats and hoods will be removed during class and assemblies.
- Shoes that are safe and appropriate for school activities.
- Pajamas and slippers are only to be worn on designated center/school spirit days.

A student will be advised to cover or change clothing if his or her dress is not in line with these guidelines and/or a distraction to teaching and learning. The student may call his or her parents to bring alternative clothing if a cover-up is not available. The student may face progressive disciplinary action if he or she chooses to dress outside of the expectations. Parents are asked to support maintaining an environment conducive to learning.

Students should turn off and put all electronics away before entering the school. There are phones in every classroom and at the office if a student and parent need to contact each other during the school day. Here is a copy of the Madrona Behavior Expectations on electronics:

Electronics

- Personal electronic devices will be left at home, unless through prior approval they are being used for classroom projects.
- Cell phones may only be used before (first bell 9:15 am) or after school (last bell 3:50 pm) and are to be kept in student bags or lockers (turned off or on airplane mode) during school hours. Cell phones should only be used outside of the school building. Students in need of a phone during school hours may request the use of a classroom or office phone. If a parent needs to reach a student, they should call the front office in case of an emergency or need to contact student. A message will be delivered promptly.
- Cell phones or other electronic devices being used by students during school without staff permission or supervision may be taken by staff and returned to the student's parent.
- Social media etiquette should be respectful towards others. Any web postings, pictures, or electronic communications should be respectful and appropriate.

Finally, gum should stay at home or be put in the garbage either before entering the building or when entering the classroom.

At this time, we would also like to address upcoming end of the year celebrations and field trips. Starting now, students with serious and/or repetitive discipline or academic concerns will not be allowed to attend these events. The success of these events depends on being able to trust students to behave appropriately and if that is not happening at school, we cannot trust students to do so when these events happen.

We want the spring activities to be enjoyable and educational for everyone. Thank you for your support in making this happen.

Sincerely,

The Intermediate School Team