POLICIES AND STUDENT EXPECTATIONS

Please read through this handbook with your parent and sign that you understand the school policies and expectations.

Student Signature  ______________________  Date  __________

Parent Signature  ______________________  Date  __________
MIDDLE SCHOOL POLICIES AND STUDENT EXPECTATIONS

CAMPUS EXPECTATIONS

A school campus is a professional environment. That should be reflected in the clothes we wear, the language we use, how we take care of the campus, how we respect school and personal property, and how we treat and speak to one another. Below are listed expectations the Siskiyou School has of its students while they are on campus or at any school event, both off-site or on-site.

Dress Code
Clothing must be appropriate at school. Students are expected to abide by the dress code guidelines listed below. If a staff member notices a violation of these guidelines, you will be given alternative clothes to wear and/or your parent will be called to bring you proper attire.

No underwear showing, sagging pants below hips, very short shorts or skirts (must be past your knuckles), shirts or blouses draping off shoulders, inappropriate large logos/graphics/writing on shirts or pants, slippers, bare midriffs, bare feet or flip-flops.

Language
Students are expected to use appropriate language on campus at all times, as well as on any off-site trip or Siskiyou School event. This includes not cursing or using any words that have a play on curse words (i.e. fricking, frigging). A violation of this can lead to community service or detention.

Cell Phones / Electronics
No cell phones, iPods or electronics are to be used on campus by students at any time unless given permission by a staff member.

Ear buds are to be put in your backpack when you enter school and remain there until you leave school.

Cell phones are to be kept in your backpacks and turned OFF when entering school (not in airplane mode). Do not use them at the dismissal area or at Middle School Friday or at any school event unless given permission by a staff member. If you need to call your parent, you may ask for permission to use the school phone in the office.

- First Violation—phone taken for the day
- Second Violation—phone taken, parent called
- Third Violation—phone taken overnight, parent called
- Fourth Violation—students are no longer allowed to bring a cell phone to school

Gum Policy
Please do not bring gum to school. Gum chewing is not allowed at school. Any violation of this can lead to community service and a $5.00 fine.
Vandalism / Graffiti Policy
All school property is to be treated with respect and care. Any defacing or degrading of school property will be met with consequences. Defacing includes writing on or carving into desks, chairs, walls, tables, fences, doors, etc. Any violation will lead to community service and/or suspension.

Hair Dyeing Protocol: Yes, But By Signed Permission Only!
Middle school students, grades 6-8, are allowed to dye their hair if they get permission from both their parent(s) and class teacher.

First, students need to get their parent(s) to agree to their hair dyeing idea and to have their parent(s) sign a permission form that includes a description of their plan. (See form attached)

Second, students need to get their class teacher to agree to the plan they discussed with their parent(s). They are to bring their signed parent permission form to the class teacher, explain their idea, and solicit his/her permission as well.

The class teacher may or may not approve the original plan and may offer other suggestions during this conversation. As needed, the teacher will be in communication with the parent(s) until parent(s), teacher, and student are on the same page.

When agreement about the plan is reached between teacher and student and/or teacher and parent(s) as needed, the teacher will sign the approval form.

Once a student has approval from parent and teacher and both have signed, he or she may move ahead with the hair dyeing plan.

Siskiyou School students understand that if they arrive at school with their hair dyed, without having gotten prior signed approval from both parent(s) AND class teacher (no matter how low-key the dyeing is), the following consequences will be immediately activated:

1. Students will be sent home before the start of classes.
2. Students will not be allowed to return to school until they dye their hair back to their normal color.
3. Students will lose the privilege of dyeing their hair again for the remainder of the year.

Each start of school year is a fresh start. All Siskiyou School students are to arrive the first day with their natural color hair. If they want to dye their hair soon after the start of school, they must go through the approval process described above.

Please refer to the “Hair Dyeing – Permission & Approval Form” in the appendix.

Body Contact / PDA
Campus is a professional environment and that should be reflected by how we interact with one another. There is a difference between playful and affectionate physical touch and physical touch that is inappropriate or intimate and makes someone uncomfortable in this environment. Please respectfully listen to any staff member who points out inappropriate physical touch on campus or on any school trip or event and abide by their instructions.
**Yearbook Policy**
While signing yearbooks at school, all school policies are effective. Yearbooks can be viewed by any staff member if anything inappropriate is suspected. If anyone writes or draws inappropriate content, parents will be called and the student will be assigned community service work before going into summer break.

**Alcohol, Drugs, Tobacco Products, and Other Substances**
It is important to note while reading this section that students are representatives of the Siskiyou School’s community. As such, any off-campus behaviors that bring adverse public attention to the school may be considered disciplinary matters and treated accordingly.

Possession or use of intoxicants at any time may lead to suspension or expulsion. The same rule applies to the pretended or real use or possession of drugs, alcohol, or related paraphernalia. The school administration has the right to request that families get professional evaluation for students who, in our best judgement, may have substance-abuse problems.

The Siskiyou School is a tobacco-free campus. Student possession or use of tobacco, matches, and/or lighters is prohibited on school premises and at school-sponsored functions, regardless of location. This also applies to all electronic smoking devices. Infractions will lead to disciplinary action.

Any student found using, distributing, or possessing drugs, alcohol, drug paraphernalia, tobacco and tobacco products on campus, or at a school-sponsored activity, will face immediate disciplinary action including suspension or expulsion. In such cases, the Ashland Police Department may be called.

**Dangerous Items at School**
The safety and well-being of every individual in the Siskiyou School community is paramount. As such, The Siskiyou School has the legal right and moral obligation to conduct reasonable searches when the situation warrants. These searches may include, but are not limited to, student purses, bags, and clothing. Any illegal or dangerous items such as, but not limited to, weapons and flammables, may be confiscated, as will any items that may disrupt the learning environment or violate school policies. Depending on the gravity of the situation, parents and/or the police will be contacted and disciplinary action administered.

**ATTENDANCE & TARDY PROCEDURES**

**Absences**
If a student has five unexcused absences within a semester, a conference will be scheduled between the Administrator, class teacher, student and parents to come up with a plan that supports consistent attendance. An unexcused absence is one where parents have not notified the school beforehand. No meeting will be called if parents have communicated with the teacher and arranged for extended absences.
**Tardies**
The morning bell rings at 8:25, and class teachers begin their morning activities with their students promptly at that time. We place great importance on timeliness and very much appreciate parents doing everything they can to get their children to school 5-10 minutes before the bell rings so the children have time to land. Late arrivals are a distraction and affect the rhythm of the morning for the teacher and class. It is also not a good feeling for the child who is late.

Any child arriving after 8:25 must stop in the office to get a late slip. The office designates a late arrival as either an *excused tardy* or an *unexcused tardy*. The tardy slip the child receives is marked either excused or unexcused. *Excused tardies* include dentist or doctor appointments, family emergencies, or a car breakdown on the way to school. *Unexcused tardies* cover a range of possibilities from “I overslept” to “I couldn’t find my homework,” etc. The child hands the tardy slip to the class teacher when he/she enters the classroom.

**Protocol for children in Grades 6-8:**
- If a child has five tardy slips within one semester, the office notifies parents by email to remind them of our school tardy policy.
- At the 6th tardy, the office notifies parents with a second email that lets them know that the next tardy will result in detention.
- With the 7th tardy within one semester, the office emails parents and asks them to sign the detention form their child is sent home with that day. The form requiring a parent signature acknowledges the student will stay after school to perform 45 minutes of community service, administered by the office.
MIDDLE SCHOOL POLICIES AND STUDENT EXPECTATIONS

APPENDIX

Hair Dyeing – Permission & Approval Form
Computer/Internet Appropriate Use Contract
Middle School Dance – Consent and Agreement Contract
Hair Dyeing – Permission & Approval Form

Student Name ___________________________ Grade _____ Teacher ________________

Middle school students, grades 6-8, are allowed to dye their hair with permission from both their parent and class teacher.

Written description of hair dyeing proposal:

EXAMPLE ONLY:

Please get a copy from the office

Required Approval

I, the parent of the student proposing the above hair style, approve of the proposed plan as described above.

Parent Name (Printed) ___________________________ Parent Signature ___________________________ Date ___________

I, the class teacher of the student proposing the above hair style, approve of the proposed plan as described above.

Class Teacher (Printed) ___________________________ Class Teacher Signature ___________________________ Date ___________
Siskiyou School

Computer/Internet Appropriate Use Contract

Print Student Name: ________________________________

Please read this contract carefully and sign below in acknowledgment of its provisions. If any user violates these provisions, access to the computers and information service will be denied, and the user will be subject to disciplinary action.

Personal Responsibility:

- All computers are to be treated and handled with respect. I will accept personal responsibility for any reported misuse of the network to the office.

- I agree to sign in and sign out the numbered computer at the beginning and end of each use.

- I agree to always leave the computer as it was found.

- The use of our computers is to support the learning environment of the Siskiyou School. I agree to only use the computers for computer instruction, school research and writing.

- I will always return the computer to its designated place (number) in the computer cart and will always make sure to plug it back in when I am done using it.

- I will report any malfunctions or errors on a computer to the office.

- I will not download anything onto the computer unless asked to do so by the computer teacher and/or class teacher.

- I understand that these computers are shared with all of the middle school classes and will take responsibility to follow all of the provisions listed above.

- I understand that failure to do so will lead to restricted use of computers at school and disciplinary action.

Student Signature ________________________________ Date________________

Parent Signature ________________________________ Date________________