

Section I

Mirror Lake Middle School Guidelines

22901 Lake Hill Dr.
Chugiak, Alaska 99567-2069
Telephone: 742-3500 Fax: 742-3545
www.asdk12.org

TABLE OF CONTENTS

Section I: Mirror Lake Middle School Guidelines

Welcome	I-2
Code of Conduct	I-3
Activities	I-3
Attendance Procedures	I-3
Student Expectations	I-4
Student Services & Programs	III-17
School Safety	III-18
Section II: Anchorage School District Middle School Guidelines	II-1
Section III: Student Rights & Responsibilities	III-1

Dear Students:

This handbook was written for you. It contains most of what you need to know to have a successful year at Mirror Lake Middle School. It will be your responsibility to read this book and know its contents. It is especially important to read the section on Mirror Lake and the section on Student Behavior.

We want you to become involved in school activities. We offer a full range of activities including sports, music, academics clubs, and special interest clubs. There is something for everybody.

We try to keep the rules at Mirror Lake to a minimum. If you do only those things you know are right and treat others as you would like to be treated, you will have a pleasant year at school.

Challenge yourself. Strive to do the best you can. The teachers and staff members at Mirror Lake are here to help you meet your goals. Work hard, obey the rules, trust others when you need help, and success is all but guaranteed during your stay at Mirror Lake.

Sincerely,

Sherry Ellers, Principal

School Colors: Green and Blue Mascot: Coyote

Estimados Estudiantes:

Este folleto fue escrito para ti. Incluye casi todo lo que tú necesitas saber para tener un buen año escolar en la escuela Mirror Lake. Será tu responsabilidad de leer este folleto y saber su contenido. Es muy importante que tú leas la sección de Mirror Lake y la sección con referencia a tu vestuario.

Nosotros esperamos que tú seas partícipe de las actividades en la escuela. Mirror Lake ofrece una gran variedad de actividades como: deportes, música, clubs académicos y clubs de otros intereses especiales. Mirror Lake ofrece algo para todos los estudiantes de esta escuela.

En Mirror Lake, tratamos de mantener reglas a lo mínimo. Sí tú haces las cosas que sabes que son correctas y tratas a otros de la forma en que quieres que te traten, tú vas a tener un año escolar muy agradable.

Trata de ser lo mejor que puedes. Los maestros de Mirror Lake y los trabajadores de esta escuela están aquí para ayudarte a obtener tu ideal. Tú debes de dedicarte a tus estudios, obedece las reglas, confía en otros cuando necesitas ayuda y obtendrás éxito durante tu estancia en Mirror Lake.

Sinceramente,

Sherry Ellers, Directora

Los colores de la escuela son Verde y Azul. La mascota de la escuela es El Coyote.

Code of Conduct

This Code of Conduct shows the commitment of the Anchorage School District and staff of Mirror Lake Middle School to provide a safe and stable environment for learning to take place. This Code is designed to ensure that each classroom will have a climate of order, discipline, control, and positive learning as well as a climate that brings out the best qualities in both the teacher and student. Foremost, this Code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right.

1. I will know school rules and procedures.
2. I will strive for excellence in academics and decision making.
3. I will assist in helping to maintain a good learning climate.
4. I will respect the rights of fellow students and school personnel.
5. I will use appropriate and polite language (verbal and written).
6. I will dress appropriately and maintain good personal cleanliness.
7. I will be punctual and attend school regularly.
8. I will respect authority in school and related activities.
9. I will respect the property of others.
10. I will be responsible for my actions.
11. I will keep informed of school activities.
12. I will not bring weapons or any dangerous objects to school.

This Code will be enforced throughout the school building, on any school property, on school buses, during any school activity, either at Mirror Lake or at any other location, and when students are en route to and from school. Each student will be given a copy of this Code of Conduct at the beginning of the school year.

Activities

Assemblies are planned throughout the year. Student behavior during these assemblies is extremely important and will determine the frequency of such enrichment opportunities. Assemblies are for the entire school unless otherwise indicated. Any misbehavior/disrespect during an assembly may result in disciplinary action. These assemblies may be all school, grade level only, sign-up only, or team only.

Athletic Equipment or Clothing Most athletic equipment is loaned to students for the season free of charge. Should a student lose, damage, or fail to return athletic equipment, a replacement cost will be charged. Replacement cost is the cost to replace the item at today's price. Failure to return or replace any athletic equipment may result in the student being unable to register for classes the following school year.

Dances School dances are held immediately after school from 3 to 4:30 p.m. Only MLMS students are allowed to attend. Once students leave the dance, they may not return. Transportation home should be pre-arranged and is the responsibility of the parent. Students must be picked up promptly.

Honor Roll The Honor Roll includes all 6th, 7th, and 8th grade students who obtain a 3.0 grade point average or above, with no grade below a C. There will be a list posted and also published in the newsletter of students who meet these requirements.

Interscholastic Activities Anchorage School District offers five interscholastic sports: cross-country running, wrestling, girls' volleyball, cross-country skiing and track & field. A sports physical, participation form, and activity fee are required for participation.

Intramural Activities Academic and athletic activities are available for student participation. All activities require a permission slip for participation. A sports physical is required for athletic activities.

Junior Honor Society MLMS has a chapter of the National Junior Honor Society. The chapter is open for membership to students in grades 7 and 8 who have spent one semester at MLMS, have a grade point average of 3.5 and above, and who have demonstrated qualities in (1) citizenship, (2) service, (3) leadership, and (4) character, consistent with national guidelines. Students are reminded that discipline problems reflect personal qualities that are inconsistent with the membership requirements of the National Junior Honor Society.

Attendance Procedures

Students who attend school every day perform better than those students who do not. It is difficult to learn when absent from class or a full day of school. It is the student's responsibility and the responsibility of parents to make sure students attend school and class.

Absences If a student is absent from school, the parent or guardian must telephone the school at 742-3500 to let us know why they are out. We request that attendance calls be made before 10 a.m. on the day the student is absent. If the student is absent from school and the parent telephones the school to report the absence, the student may go directly to class when they return to school. However, when returning from an absence, if the parent did not call, the student should bring a written note to the office from the parent or guardian. It should list the day(s) and reason for the absence.

What kind of absences are there?

1. **Excused:** Those approved by a parent. If a student is absent from school, the parent or guardian must telephone the school before 10 a.m. at 742-3500.
2. **Unexcused:** Those absences from school or class that the parent did not approve. For further information see the District section of this handbook.
3. **Pre-arranged:** Those absences the student knows about in advance. Pre-arranged Absence Forms are available in the office and should be filled out and turned in prior to the absence.

Tardy to School If a student is tardy to school, he/she is to report to the attendance office immediately. Frequent tardies can result in disciplinary action.

Blue Passes If a student is to leave the building during the school day, they must bring a note to the office that morning. The student will be issued a blue pass for the time they need to leave. When the student returns to school, they should stop in the front office so the secretary may note the return time.

Authorization for Picking Up a Student Please note that if a friend or relative is to pick a student up from school, they must be listed on the student's records or they will not be allowed to leave with that person, unless they has a note from the student's parent/guardian.

Change of Guardian, Address, Telephone Number Let the office know of any changes as soon as possible. Working telephone numbers and current address are required, and will be used by school personnel only.

Homework Any time a student is absent from school, it is his/her responsibility to get assignments. Students will be given one (1) day to make up work for each one (1) day of excused absence up to a maximum of five (5) school days. If a student is absent for one or two days, they should get assignments from classmates, check the Homework Hotline and check with teachers upon return.

Closed Campus MLMS has a "closed campus" which means that students are not allowed to leave the building or the CAMPUS GROUNDS from the moment of arrival to the time of school dismissal at 2:45 p.m. To leave campus during the day, please refer to the "blue pass" section of the handbook.

Visitors Parents are welcome and encouraged to visit the school at any time. Parents who wish to visit their student’s classroom are asked to notify the teacher 24 hours in advance. Parents may visit with a teacher during teacher conference time. We do ask all visitors to stop in the front office and obtain a visitor/volunteer badge. If parents want to talk to one or more teachers, they should call the school and make an appointment with the teacher or counselor. The counselor will facilitate meetings between parents and teachers.

Student visitor passes are not allowed.

Student Expectations

Students are responsible for knowing and following all the rules in the “Student Guidelines” part of this handbook. Not knowing the rules cannot be used as an excuse.

Mirror Lake Middle School will provide a safe and secure environment that fosters academic success, citizenship, and social responsibility.

Building Rules

- Respect others
- Be courteous
- Display appropriate behavior at all times
- Be on time for class
- Bring required materials to class every day
- If a student arrives at school early, they are to remain in the area designated by the administration until 8 a.m.
- Once the school day has started, always have a pass to come to the office unless there is an emergency
- Exit the building by 3 p.m. unless involved in a supervised activity
- Do not play on or misuse the metal railings in the team pods
- Do not climb on or abuse the unique light posts or artwork outside the building
- No running in the building (except under direction of P.E. teachers or coaches)
- Play fighting and other forms of horseplay are prohibited at MLMS
- Hats* are not to be worn in the building
- Gum is not allowed at Mirror Lake Middle School

* Individuals may request exceptions to policies related to the wearing of hats for religious reasons.

Dress School is preparation for whatever job a student eventually will have. School is where every MLMS student goes to “work” each school day. Every workplace has specific dress requirements. Students will be expected to dress in appropriate school attire. Clothes that have been deemed inappropriate are spandex and other form-fitting garments, mini-skirts, shorts more than two inches above the top of the knee-cap, pajamas, low-cut blouses, spaghetti straps, half-shirts, cut-off (frayed) jeans or sweats, all tank tops (muscle shirts), beach/shower flip flops, house slippers, clothes with suggestive messages and/or advertisement for alcohol, illegal and controlled substances, symbols associated with gangs, T-shirts with armholes cut out, or sheer mesh see-through shirts. Clothing that is too revealing is inappropriate for school or work. Examples of such clothing include those items which allow undergarments to be seen (too small, see-through or sagging), expose midriffs, or skirts or shorts that are too short (more than two inches above the top of the knee-cap). In addition, pants should not be worn in a “sagging” manner and belts must not hang excessively below the waist. Chokers that could cause bodily harm are not allowed. Chains are also not allowed at MLMS.

Face paint of any kind, or writing on oneself or others is not permitted. Also, “signing” or writing on personal clothing or clothing belonging to others (whether worn or carried) is not permitted under any circumstances.

Outside coats are not to be worn in the building and must be secured in lockers during the school day. Acceptable wear for inside

wear on cold days includes fleece, hoodies, sweaters, sweatshirts, and similar clothing.

If a staff member feels a student is dressed inappropriately, the student will need to change. This will be accomplished by having parents bring appropriate clothes to school, or exchanging for clothes provided by the school. Continued offenses will be considered willful disobedience.

Students are expected to dress out for P.E. every day. If a student does not dress out they will not participate in PE class for the 1st non-dress. The student will call home and not participate in PE for the 2nd non-dress, the PE teacher will call home and the student will serve lunch detention and not participate in PE for the 3rd non-dress, and discipline referrals for willful disobedience will be written for 4th and 5th non-dresses.

The district section of this handbook has additional information on student attire.

Hall Passes Students must have a pass assigned by a teacher to be in the halls during class time. Student must remain in the multi-purpose room (MPR) during lunch and may not leave without a pass from the teacher and/or signing out with security. Once out of the lunch room on a pass, students must remain at their destination for the rest of the lunch period. Being in the hall without a pass may subject you to disciplinary action.

Hallways Students should have a pass if they are in the hallways at any time other than a team or school designated passing time. Students should not congregate in large groups in the halls. They should be courteous as they interact with each other and should respond immediately to staff directives and requests regarding hallway behavior. In addition, students are not to eat in the halls. If students are observed eating in the halls, they will be asked to dispose of their food or drink and may be subject to disciplinary action.

Helmets Students riding bicycles to school must wear safety helmets.

Horseplay Most accidents and fights at middle schools are a result of students who were “just playing.” Pushing, shoving, hitting, chasing, bumping, or any other type of potentially dangerous activity is not allowed at any time. Students who encourage or participate in rough or dangerous play are subject to the consequences and sanctions of Dangerous Actions or Disruptive Behavior.

Internet Students must have permission slips signed by parents/guardians to use the Internet. Parents should closely monitor student activity on home computers. It is suggested that the computer be out in the open and clearly visible to parents and other people in the room. Instant messaging or e-mail makes for easy contact with peers and has proven to be the source of internet abuse, harassment, and even illegal activity. Any student who engages in improper use of the Internet may lose this privilege. Each Mirror Lake Middle School student will receive a password allowing the student access to our school computer network. Students will be responsible for the confidentiality of their password. A student’s breach of this security procedure will result in his or her culpability for the consequences.

Library The library will be available for student use at certain times each school day. The school librarian will inform students of those times as well as discuss book check-out procedures and services available in the library during library orientation.

Continued on page III-17

Lockers All students will have an opportunity to obtain the use of an individual locker during August registration. Students found entering any locker other than the locker assigned to them will be suspended.

1. The locker will have a confidential lock combination. Do not share it with anyone. Student property is only secure if the combination is also. If you give your combination to anyone, expect the destruction and/or theft of your belongings.
2. Only materials used directly in current school programs are to be kept in student lockers.
3. LOCKER CHANGES CANNOT BE MADE without authorization from the Assistant Principal's office.
4. Valuables must not be kept in student lockers. If you need to secure computers or other valuable items contact the office.
5. THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ANY ITEMS TAKEN FROM LOCKERS.
6. Students should keep their locker closed and locked.
7. If a locker jams, rather than be tardy, the student should go to class and get a pass from a teacher to seek assistance in remedying the situation.
8. Do not put another lock on a hall locker. It will be removed.
9. All lockers are subject to search by building administrators at any time.

Lunch MLMS will have three lunches during the school year. Each grade level will have its own lunch. Specific lunch times will be determined immediately prior to the beginning of the school year. **All students must report to the lunch room/cafeteria during their assigned lunchtime.** If a student will be having lunch at any location other than the lunch room/cafeteria, they must first sign out from the lunch room/cafeteria stating the time and exact location where they will be.

Office Telephones Office phones are for emergency contact calls. Students must obtain prior permission from a staff member to make emergency contact calls.

Passes Students need a pass whenever they are out of class for any reason. Being in the hall without a pass will subject a student to disciplinary action. Ask a teacher for a pass before leaving class.

Selling or exchanging goods or services for money by students is not allowed on campus without administrative approval.

Snowballs/Rocks Throwing snow, rocks, ice or any other object is an unsafe act and is strictly prohibited while students are under the jurisdiction of the school. This means that a student cannot throw anything while at the bus stop, on the way to or from school, or while at school or any school function. Students who throw things are subject to disciplinary sanctions ranging from detention to long term suspension.

Substitute Teachers Substitute teachers are guests in our school. Students are expected to treat substitute teachers with respect and courtesy. Disruptive or disrespectful behavior when a substitute teacher is in class may result in disciplinary action up to and including suspension from school.

Sunglasses are not to be worn inside the building. Students with dark tinted prescription lenses must get special permission from the office.

Tardies Avoid tardies. Tardiness disrupts class, is inconsiderate to others, and interferes with learning. Students who violate tardy policy will be assigned detention and/or may be subject to suspension from school as per the following tardy procedure:

1. Students must be seated in their assigned seats at the start of class.
2. Tardies are recorded for each period by the classroom teacher. For purposes of discipline, tardies are compiled on a quarterly basis only and by class. Tardies are not carried over from quarter to quarter, nor are they combined from period to period.

3. Progressive disciplinary action for tardies is applied as follows:
 - a. 1st tardy – warning to student, no disciplinary action
 - b. 2nd tardy-if a student acquires two tardies in any one class per quarter, the teacher will assign one detention teacher/parent contact required).
 - c. 3rd tardy – Teacher will assign 2 detentions (parent notification required).
 - d. 4th and subsequent tardies – subject to in-school suspension.

Textbooks and Supplies Students are responsible for all texts issued to them. Most teachers will require covers on textbooks. A fine will be assessed if a student loses or damages a text. Report cards will not be issued until all fines are paid. Students are expected to furnish their own paper, notebooks, pens, pencils, and related supplies.

Trespassing All visitors, including students from other schools, must report to the office when visiting the school. Anyone not doing so may be subject to the District trespass policies.

Student Services & Programs

Please follow the guidelines noted below when seeking help:

1. Unless it's an emergency, get a pass from a teacher before coming to the office.
2. Always check in at the main desk before going to the counselor, security, or administrator's office.
3. Please enter from the front office door.

Conflict Mediations Students are encouraged to seek mediation during times of conflict while at school. Requests for mediation/conflict resolution may be initiated with any staff member or with the counseling office. In addition, parents may request a mediation for their student if they are having a conflict at school. MLMS uses the Resolving Conflict Creatively Program model for most mediations.

Counselors are here to help students. Use the "Request to See Counselor" forms available in the main office or ask a teacher for a pass. Do not wait for a counselor unless an appointment has been prearranged. With the exception of emergencies, students must have a pass to see a counselor.

Free/Reduced-price Meals may be furnished to a student whose parents/guardian qualify under Federal Family Income and Size Regulations. Applications may be made at anytime during the school year. Contact school office personnel and cafeteria managers for application forms. All information is confidential.

Lost and Found If students lose an item, check with Security or the main office. There will be a place designated for small items that are found throughout the school and a second location for larger items found at school or on buses. If you cannot find a valuable item, you should complete a Lost Item report. These reports will be addressed by Security. If an item is found, please return it to the office immediately. Using and/or distributing an item that you found will be treated as theft of that item.

Safety and Security Officers The safety and security officers are responsible for the safety and welfare of each and every student at MLMS. The safety/security person should be contacted if there is a problem with buses, a locker, tardies, theft, or vandalism. Let the safety/security staff know if a student is having a problem with another student, or something is known about a dangerous situation at school.

School Pictures School pictures are usually taken in the fall by an outside agency. Sports and spring pictures may also be offered. Students who wish to order picture packages may do so. All students will have their picture taken. Each student will receive a picture ID card.

School Safety

Emergency Response Students must respond to any emergency situation by doing the following:

- * Remain calm
- * Stay put
- * Wait for directions
- * Follow directions promptly and completely

Glass Containers Do not bring glass items or containers to school.

Work Detail or Community Service Students complete basic tasks around the school such as picking up trash, sweeping or shoveling dirt or snow, cleaning windows, desks, walls or lockers, or assisting a staff member. If students do not do as requested, they will be asked to leave and assigned another consequence. Work details are supervised by safety/security staff at MLMS two days a week, beginning at 3 p.m. and ending at 4 p.m.

Detentions Students are to come to MLMS by 7:30 a.m. and stay until 8 a.m. Students must arrive on time, have work to do or something to read, and work silently or they will be asked to leave. If asked to leave, they will not receive credit and will have to come back the next day. Detentions are supervised by safety/security at MLMS.

