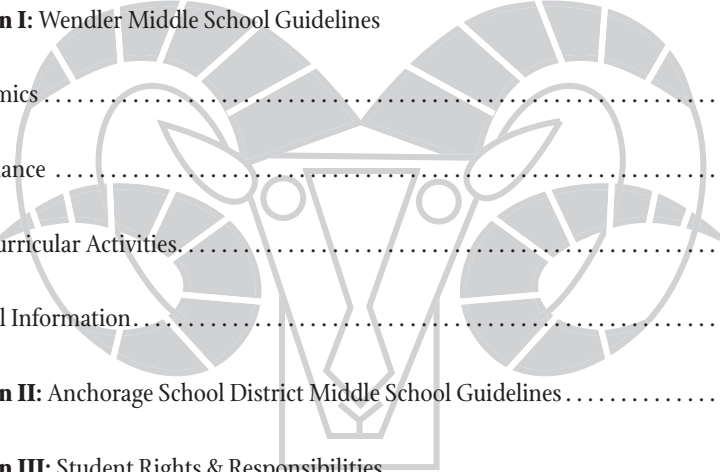


Section I

Wendler Middle School Guidelines

2905 Lake Otis Parkway
 Anchorage, Alaska 99508
 Telephone: 742-7300

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Dear Students:

Welcome to Wendler Middle School! At Wendler, we take pride in our diversity, your social and emotional growth, and our commitment to constantly improving your education. We have many activities for you to explore, so I hope you will take advantage of the exciting opportunities available to you.

Please take some time to review this handbook so you will be familiar with the rules and procedures of ASD middle schools. If you ever need assistance, in addition to your teachers, you may ask for help from your counselors, security, or office personnel.

This year we hope you make many new friends, achieve academic excellence, and have an excellent experience at Wendler.

Sincerely,
 Brendan Wilson, Principal

School Colors: Green and White **-Mascot:** Ram

The Ram is the official mascot of Wendler Middle School. This animal was selected because it is relentless in its efforts to succeed.

Wendler House Rules

At Wendler, we are:

Polite

- Respectful of diversity
- Respectful with volume and language
- Respectful of property
- Respectful of personal space and everyone's safety

Punctual

- Physically and mentally present
- On time for class
- Have a pass when not in class

Prepared

- Have necessary materials
- Participate with pride in your work by giving your best effort
- Dress appropriately; also, hats, electronics, coats, and backpacks are put away between 8 a.m. – 2:45 p.m.

Positive

- Ask for help when needed
- Help each other when needed
- Be flexible: understand each class may have its own rules

Academics

Honor Roll The Wendler Honor Roll includes all 7th and 8th grade students who obtain a 3.0 grade point average or above, with no grade below a C each quarter. There will be a posted and published listing of students who meet these requirements.

National Junior Honor Society Wendler has a chapter of the National Junior Honor Society. Members are inducted after first semester by meeting specific requirements from the National Office which include having a grade point average of 3.5 and above, and who have demonstrated qualities in citizenship, service, leadership, and character consistent with national guidelines.

Rambucks Wendler's unique program is designed to promote and recognize academic achievement. The goals of the program are to: encourage good grades; recognize and celebrate positive behavior; make recognition for grade improvement at all levels; and have students motivated and inspired to learn. The Rambucks store offers a variety of snacks and prizes in exchange for your rambucks, including movie passes and gift cards.

Textbooks and Supplies Textbooks are supplied to you free of charge. You are responsible for taking care of them and other issued items while you use them. You are responsible for returning them at the end of the course and if you should lose books, damage them or have them taken from you, they must be paid for before others will be issued and before you receive your report card. Students are expected to furnish all paper, notebooks, pens, pencils, and related supplies. Some of the elective courses will have a lab fee paid at registration time.

Attendance

Absences To get an absence excused have your parent or guardian call 742-7300 the day(s) you are absent. If they do not call, come to the office your first day back with a note explaining your absence and get an admit slip. You will be given one (1) day make up for every one (1) day of authorized absence, however, you may have no more than five days total to do make up work. You must be at school for at least four periods to be able to attend any special activities during the school day or any activities after school hours.

Prearranged Absences If you or your family have a trip/vacation planned during days school is in session, you need to come to the office to pick up a Pre-acknowledged Absence Form. Prearranged absences of two weeks or less will be approved after the form is completed by your parents and teachers and returned to the office.

Blue Passes Do not leave the school without making arrangements with the attendance office. Should you have to leave the building at some time during the day, please follow these guidelines:

1. Your parent/guardian may call the office or you may bring a written note from your parent/guardian. The note should contain a contact phone number for the day that you need to leave. Give the note to the secretary before school starts.
2. The secretary will give you a "blue pass" which is to be shown to your teacher at the time you leave class.

When you return to school, stop in the attendance office so that the secretary may make note of your return.

Unauthorized Absences Disciplinary sanctions may be applied for unauthorized absences.

Tardies A "tardy" is any time you are late to class without an excuse slip. You are tardy if you are not in your seat when the bell rings or

when the teacher designates you as tardy. Tardies accumulate by quarter. The tardy policy is as follows:

1st Tardy	Teacher will issue a warning
2nd Tardy	Notification to parent and assigned detention
3rd Tardy	Notification to parent and assigned In School Suspension
4th Tardy	Referral to office for disciplinary action.

Extracurricular Activities

Assemblies Any misbehavior/disrespect during an assembly will result in disciplinary action.

Dances School dances are held immediately after school from 3 to 4:30 p.m.. Only Wendler students may attend the dance and different teams and school organizations sponsor each dance as a fund raiser. An admissions fee will be charged. Once the students leave the dance they may not return. Transportation home should be prearranged with parents with a 4:30 p.m. pick up time.

Information

Betting or Gambling Many times a bet is something that could injure or harm yourself or another student. Students are not allowed to bet students for money or on a dare in any situation at school. Gambling of any type, cards, dice, quarters, etc. is not allowed on school grounds.

Breakfast/Lunch The Wendler cafeteria serves lunch and breakfast. Full fare, free and reduced service are available to all students and staff. You are not allowed to leave campus for lunch unless your parents/guardian picks you up on a blue pass. While at lunch you will wait to be released to eat and to your next class by tables or sections. Students are only released after the floor and table are entirely clean, regardless of who made the mess. Wendler has two lunch periods that are assigned by team. To leave the cafeteria to work with a teacher, a student must bring a signed pass and be excused by security or the adult supervisor. Students are not to leave the designated lunch areas.

Building Hours Students are not to be in the hallways or at their lockers until 8 a.m. Students may not be in the building after 3 p.m., unless they are in a supervised after-school activity. All students who arrive at school before 8 a.m. must report directly to the MPR unless they are serving detention or going to Open Gym on scheduled days. Students found in any area of the building, except the entry ways, without a pass before 8 a.m. or after 3 p.m., will be subject to disciplinary action.

Change of Address or Telephone Number Please inform the office personnel about any change in home or business addresses or telephone numbers for your family.

Closed Campus All middle schools are "closed campus," which means that students are not allowed to leave the building or the campus ground from the moment of arrival at school until the time school is dismissed without parent permission. If students leave the campus after school is out at the end of the day, they will not be allowed to return to attend activities.

Conflict Mediation 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.

Computer Use All computer use at Wendler is to be under the supervision of a staff member. Students are expected to act responsibly

and ethically. Students are required to have an Internet Use Agreement, with parent signature, on file at the school. Any intentional misuse, damage to, or theft of computers or computer parts may lose their computer use privilege.

Counselors Your counselor is here to help you. In order to see a counselor, fill out a “Request to See a Counselor” form, available in the counseling office or with your teachers, and drop in your counselor’s mail basket. Except for emergencies, you must have a pass to see a counselor.

Daily Announcements Every morning, and sometimes at the end of the day, announcements are read over the intercom. Students are responsible for knowing all items that are announced. The Pledge of Allegiance will be said each day over the intercom. Students are to be respectful, however, do not have to verbally follow along unless they choose to.

Displays of Affection The only display of affection that is appropriate at Wendler is holding hands. Kissing, arms around each other, or hugging is not appropriate at any time or place during the school day.

Dress We take pride in the appearance of our students. All students are expected to dress and groom themselves appropriately, safely, and in a manner not disruptive to the learning environment. Sunglasses, hats*, saggy/baggy clothing, hanging belts, chains, pajama pants, exposed undergarments, bandanas, slippers, exposed tattoos, excessive piercings, clothes that are too tight or revealing, shirts with straps less than one inch wide, logos or captions that display or promote prohibited materials are prohibited. Shoes must be laced appropriately. All heavy coats, jackets, outerwear, backpacks and book bags are to be placed in your locker during the school day. Students with health or other extenuating concerns which may require one of these items during the day must see an administrator.

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

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.

Hallways Students are not allowed to congregate in large groups and/or block the halls or doorways. If you want to visit with your friends in the morning you may meet them in the Multipurpose room or an open classroom. “Cruising”, walking with a large group of people, can be seen as aggressive and/or intimidating. Students should not walk shoulder to shoulder in a manner that blocks the passing of others. Walking with linked arms is not allowed.

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.

Library The library is usually open 8 a.m. – 3:30 p.m. for student use. Students may use the library during their lunch time if they have a pass from the librarian prior to coming to the cafeteria. You may check out as many as four (4) books at a time for a period of three (3) weeks. Reference books can be checked out overnight. You will be notified when you have overdue items. You will not receive your report cards until books are returned or fines are paid each semester.

Lockers are subject to search by administrators or their designee. Locker rules must be followed or you may lose your locker privilege or other disciplinary action.

1. Do not give your combination to anyone.
2. Only materials used directly in current school programs are to be

kept in your locker.

3. Locker change may not be made unless approved by the Assistant Principal.
4. Do not keep money or valuables in your locker.
5. No open beverage containers in lockers.
6. Lockers may be decorated appropriately. No stickers, lewd pictures, no references to drugs, alcohol, sex, or semi-nude pictures.

Lost and Found Contact Security or the BPO if you lose something. For small valuables like eye glasses, jewelry, etc., check at the office. If you still can’t find a valuable item, complete a Lost Item Report. Items often turn up later. If you find an item please return it to the office immediately. Using and/or distributing an item you find will be treated as theft of that item.

Memory Book A book is published yearly by the Wendler PTSA for students and staff. Cost will vary each year depending on publication costs.

Nurse The nurse is here to help you with first aid, minor illness, screening, and information. If you become ill, or require first aid, get a pass from your teacher to come to the office to see the nurse, or you will be considered truant from the class. The school nurse CANNOT give aspirin, cold tablets, or any other medication without a doctor’s prescription. All personal medications must be checked in and stored in the nurse’s office. If the nurse is not in, see a secretary and you will be directed to medical services.

Passes You need a pass whenever you are out of class for any reason. Being in the hall without a pass will subject you to disciplinary action. Ask your teacher for a pass before you leave class. Insist on having a pass to avoid disciplinary action.

Personal Electronics Wendler Middle School is a personal electronics-free zone. Between the hours of 8 a.m. and 3 p.m., there are to be no personal electronics visible in the building. If a personal electronic device is seen at school between these hours (in use or not), it will be confiscated by district personnel (including substitutes) and turned in to the main office.

1st offense — Documented, student may pick up the item at the office at the end of the day.

2nd offense — Documented, parent is notified and informed that they must pick up their student's electronic item because of repeat policy violation. Parent is informed about the consequences of the 3rd offense.

3rd offense — Documented, parent is notified that further disciplinary action will follow, including loss of privileges and/or suspension.

Planners At the beginning of the school year Wendler will provide a daily planner book to each student. The planners will be used by you and your teachers to help you keep track of daily work and homework. Your planner is yours to keep you organized and successful in all your classes. There will be a fee charged to replace lost planners.

Substitute Teachers Substitute teachers are an extension of the Wendler staff and as such are to be treated at all times with respect. Students who are disrespectful and/or disruptive with a substitute teacher may receive disciplinary sanctions.

Telephones Office phones are for emergency contact calls only. Classroom phones are for teacher use. You must obtain prior permission from a staff member to make emergency contact calls.

Trespassing All visitors, including students from other schools, must report to the office when visiting the school. Anyone not doing so will be subject to district trespass policies. Wendler students are not allowed on other district school campuses during school hours without administrative approval.

Vending Machines Drink and snack machines are available for student use during non-school times only. Students who are observed eating or drinking in the hallways will be asked to dispose of the food or drink and could be subject to disciplinary action.

Visitors Students are not allowed to visit other students or classrooms during the school day. Adult visitors must report to the office when visiting the school or they are considered to be trespassing. Parents who wish to attend their son/daughter's classroom must provide 24 hours notice.

