

SECTION I

GOLDENVIEW MIDDLE SCHOOL GUIDELINES

15800 Golden View Drive
Anchorage, Alaska 99516-4924
348-8626 (24-hour voicemail)

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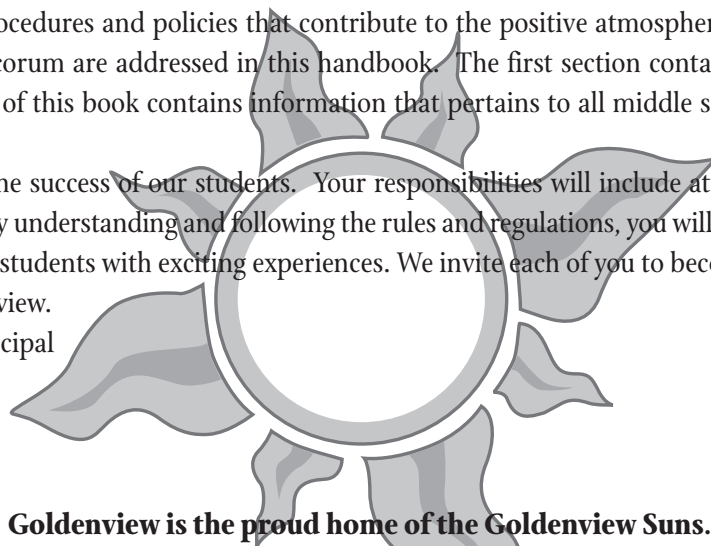
Dear Goldenview Students:

This booklet contains the procedures and policies that contribute to the positive atmosphere at Goldenview Middle School. Most questions focusing on decorum are addressed in this handbook. The first section contains rules and regulations unique to Goldenview. The remainder of this book contains information that pertains to all middle school students in the Anchorage School District.

Goldenview is dedicated to the success of our students. Your responsibilities will include attendance, academic achievement and participation. By thoroughly understanding and following the rules and regulations, you will avoid losing educational time.

Activities and sports provide students with exciting experiences. We invite each of you to become involved with these wonderful program offerings at Goldenview.

Sincerely, Julie S. Maker, Principal



**Goldenview is the proud home of the Goldenview Suns.
Our school colors are gold, purple and black.**

Strive for academic excellence
Unleash creative expression
Nurture personal character
Support a sense of community

Goldenview Middle School Bell Schedule

Warning Bell 8:10

Warning Bell 8:10

Period 1 8:15 - 9:05

Passing 9:05 - 9:10

Period 2 9:10 - 9:55

Passing 9:55 - 10:00

Period 3 10:00 - 10:50

Passing 10:50 - 10:55

First Lunch 10:55 - 11:25

Passing 11:25 - 11:30

Period 4 11:30 - 12:15

Passing 12:15 - 12:20

Period 4 10:55 - 11:40

Passing 11:40 - 11:45

Second Lunch 11:45 - 12:15

Passing 12:15 - 12:20

Period 5 12:20 - 1:05

Passing 1:05 - 1:10

Period 6 1:10 - 1:55

Passing 1:55 - 2:00

Period 7 2:00 - 2:45

Buses leave campus at 2:52 p.m.

Attendance

Absences (See also II) When a student is absent a parent or guardian must call the school at 348-8626 by 10 a.m. the day of your absence. This is a 24-hour number with voice mail. If calling is not possible, the student is to bring a note from the parent to the office when s/he returns to school. If absent more than 3 days, a doctor's note is required. To be excused from activities in P.E. bring in a parent note for less than 3 days and a doctor's note for 4 days or more.

Absence types:

- **Excused Absences** are approved by parents and the school. Baby sitting, or staying home for reasons other than being ill are not considered excused.
- **Unexcused Absences** are not approved by a parent and/or the school and are considered trancies. Truancy will result in parent notification, detentions, ISS, and parent conference. On the third truancy a parent conference is required and habitual truants are reported to the police as required by law.
- **Prearranged Absences** are known ahead of time such as a trip, vacation, or illness. Get a Pre-arranged Absence Form from the office and complete 2-3 days before to notify the office and your teachers. You will need to make arrangements with your teachers for make-up work and/or missed assignments during your absence.

Arriving Late to School is considered a Tardy or Truancy unless excused as above. Upon arrival have a parent call, come to the office or bring a note to check in.

Blue Passes/Closed Campus All middle schools are closed campus which means that students are not to be allowed to leave the building or the campus grounds from the moment of arrival at school until dismissal at 2:45 p.m. If students have to leave the building during the school day they must bring a note to the office that morning. A blue pass will be issued for the departure time. A parent must sign their student out with the office when leaving and the student must check back in when returning to school.

Late Bus If your bus arrives after 8:12, go directly to the office and obtain a Late Bus Pass which you must give to your first period teacher.

Parent Absences also require a note! The school and emergency medical personnel must have a written note explaining who temporary guardian(s) are for any minor. For student safety, the office needs a copy and the student should keep a copy with them.

Picking up a Student From School Please note that if a sibling, friend, or relative is to pick a student up from school, the parent/guardian must send a note or call the front office. Anyone picking up a student may be asked to show picture I.D. and sign the student out. **Absolutely no limousine or similar hired vehicle pick ups.**

Tardy Policy Students are tardy if not in their seat when the bell rings. Tardies will start over each quarter, but count for all classes.

1st offense — Warning

2nd to 5th offense — Detention each time

6th or more offenses — In-School Suspension each time

Behavior Rules

You are responsible for knowing and following all the rules and expectations outlined in Sections II and III in this handbook. In addition, this section contains Goldenview Middle School specific rules for our campus and further clarifies District rules. **Not knowing the rules cannot be used as an excuse.** Students who are inappropriate or do not follow the rules will receive sanctions according to District policy. **See Section II and III of this handbook for a listing of disciplinary sanctions.**

Understand that school rules apply when what you do may, in any way, affect the school. Certainly this is true at school and on the bus; however, jurisdiction may also apply away from school (see also Section III Jurisdiction). Similarly if students do anything that is unlawful they may also be subject to school discipline. This is to help keep students safe.

All You Really Need to Remember Is:

- Respect all others and yourself
- Treat others as you would like to be treated
- Be appropriate and responsible for your actions
- We are here to learn - be in class on time with the materials that you need

Building Hours Students are not to be in the hallways or at lockers until 8 a.m. If you arrive early, remain in the Commons until 8:00 AM. Students violating this will be immediately given a detention. Students must exit the building by 3:00 p.m. unless involved in a supervised activity. Any student in the building after 3:00 will be required to have written permission from the administration unless participating in a supervised activity. (See also Section III, Trespass)

Backpacks, Bookbags, Jackets, and Hats* For safety reasons, these items are to be placed in your locker as soon as you enter the building and remain there until you leave the building. Hats must be removed upon entering the building. Students may not carry backpacks, bags, purses, fanny packs, etc. during the day without written permission from the administration. Jackets and coats may not be worn during the day.

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

Balloons, Flowers & other deliveries No balloons are allowed in the building at any time as they can set off the fire alarm. Please avoid deliveries of flowers and similar items. It is difficult for us to get items to students and students have no place to store items and most items are not allowed on the bus.

Buses Riding the school bus is a privilege (see section II). Students who receive Bus Conduct Reports from the bus driver will be subject to any combination of the following depending on the severity of the infraction: Warning and signing a bus contract, denial of riding privileges and/or a suspension. Parents will be contacted regarding Bus Conduct Reports. Students are to ride the buses assigned. If a student wishes to ride a different bus or get off at a different stop on a particular day, they must have a bus pass. The student must bring a parent note to the office **before school** or at lunch to get a bus pass..

Computers Computer use is a privilege, particularly given the limited resources that are available. Students must follow all Anchorage School District and Goldenview policies or lose computer privileges. Competencies must be met to use certain computers and take certain classes. Regardless of the computer used, it must be used ethically and legally and only for school approved and school appropriate projects. This is particularly true of using the Internet. Students must have on file and follow the Internet User Agreement prior to using any computer. Only Gaggles (at present) may be used for sending or receiving any form of electronic communication (e-mail, chat rooms, messaging services, etc.) at Goldenview - NO other similar services are to be used at school. Any student is welcome to such a Gaggles account by seeing the computer instructor. Students are responsible for what is in their files and their passwords, just like a hall locker. Students may only be in areas they appropriately have access to - NOT others files, folders, or servers. Failure to do this is a serious offense. Take care of this unique privilege!

Dress School is preparation for whatever job a student eventually has. School is where every student goes to "work" each school day. Every work place has specific dress requirements. These dress requirements are similar to minimums required for most work places. Even though it is not fair, what you wear often determines what people think about you.

Dress at school must be appropriate; it cannot be disruptive to learning, unsafe, or gang related. Dress that has writing or images related to alcohol, weapons, violence, tobacco, drugs, sex or gangs, or containing any obscenity, harassing or demeaning words is inappropriate. Chains may not be worn and all jewelry must easily break away for the safety of the wearer. Footwear suitable for outdoors must be worn at all times. This means: no flip-flops, Adidas or one-strap sandals, indoor or outdoor bedroom slippers or slides (need strap behind the heel), or oversized shoes. Hats, bandannas, sunglasses, coats, jackets, backpacks, bags, fanny packs, purses, or similar items are to be placed in lockers upon entering the school and remain in the locker during the day.

Clothing that is too revealing is inappropriate for school or work. Examples of inappropriate clothing includes those which: allow undergarments to be seen (too small or tight, see-through or sagging), exposed midriffs, or low-cut tops

or sides, are strapless or have top straps less than one inch wide, shorts or skirts that are too short (shorter than four inches above the kneecap).

Clothing that is unsafe or may hide unsafe items is inappropriate. This includes clothing that is too large, baggy, or bulky. Examples include oversize jeans; over-size shirts; jackets, quilted vest, oversize windbreakers, etc.; or backpacks, bags or purses. Pants that are too big to stay up above the hipbones without a belt are too baggy for school and overalls need to have straps hooked correctly. Students may wear a fitted sweatshirt or fitted sweater to help stay warm during colder weather. It is a good idea to keep one in your locker. Pajamas and pajama bottoms are not allowed.

If a staff member indicates a student is dressed inappropriately, the student will need to change clothes. This will be accomplished by having parents bring appropriate clothes to school, or exchanging for clothes provided by the school. The student will be asked to sign a Dress Code Contract. Continued offenses are considered Willful Disobedience and subject to discipline sanctions.

Food/Beverages in Halls & Classrooms is Not Allowed. Food is to be consumed in the MPR only. Students drinking or eating in the hallways will be asked to dispose of the food or drink immediately and will be subject to disciplinary action. The only exception to this will be water in clear water bottles.

Footwear Students must wear appropriate footwear at all times. Students are not allowed to have bare feet or to wear slippers in school. For outdoor temperatures below 55 degrees the minimum appropriate footwear is a full coverage shoe such as a tennis shoe. For safety reasons students must wear shoes which fit correctly and would allow them to walk at least two miles in outdoor conditions. Shoelaces must be tied tightly above the tongue. Remember: This means: no flip-flops, Adidas, one strap sandals, indoor or outdoor bedroom slippers (need strap behind the heel), slides, or oversized shoes.

Gum is not allowed at Goldenview at any time. When stuck on a wall, floor, or furniture, gum causes considerable damage to surfaces and requires solvents to clean it up. Students chewing gum will receive discipline consequences.

Hall Passes Students must have a pass signed 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 or approval from security to go to nurse or office.

Harassment/Bullying of any nature or type will not be tolerated. Any derogatory and/or offensive physical action, verbal or written communication is harassment. This includes any demeaning comments about a person's race, creed, religion, sexual orientation, family or cultural background, physical or mental disabilities. See Section III Discrimination/Harassment/Bullying for additional information.

Medication No medication shall be administered without proper written consent/permission by the parent/guardian and/or physician. The school nurse will provide you with the proper form for the type of medication. All medications must be brought to the nurse in their original container, labeled with the students' name and accompanied by the proper form. Instructions for administering medication will include identification, quantity, purpose and possible side effects. All medications must be delivered to the nurse by the parent/guardian unless approved by the nurse or school administration. Students are prohibited from carrying any medications on school grounds except for certain emergency medications by prearrangement with the nurse and physician. The school nurse will dispense all prescription and non-prescription medications. If the nurse is absent or not available, a responsible trained alternate may dispense as allowed by the Alaska Nurse Practice Act. Certain medications may not be delegated and alternate accommodations will be arranged. Medication administration is dependent upon the nurse's discretion and observation of possible adverse reactions or interactions and may be referred to the physician as needed to insure the safety of the student during school hours. Expired medications and/or medical supplies will not be used by ASD; parent/guardian must supply current medications and supplies at all times.

Nurse Students becoming ill during the school day must report to the nurse. If it is necessary to go home or to a doctor, the nurse will inform the parent/guardian and the student will be released from school. (If you have any questions regarding your health, feel free to see the school nurse.) Students leaving due to illness without properly checking out will be counted as truant from

those classes missed. Any student needing to take medication during the school day must have the medication administered by the school nurse. Medication forms are available from your doctor or the school office.

Physical Education requires that students change into a gray or GVMS P.E. shirt with their name on the front left and GVMS shorts or sweatpants each day. Non-mark gym shoes that are fully tied are required at all times. Gum is never allowed. These are safety issues. See attendance regarding excuses.

Safety Procedures - See Section II of this handbook. Both student and parents need to know this critical information.

Selling Items at school is prohibited. Even fundraising for Goldenview groups requires special administrative approval.

Spitting violates school and district health policies. Students deliberately engaging in such behavior may be suspended from school.

Substitute Teachers are an extension of the Goldenview staff and as such are to be treated with respect at all times. Students who are disrespectful and/or disruptive with a substitute teacher are subject to disciplinary action.

Throwing Objects Throwing any object at any time for any reason, particularly in classrooms, over the balcony or in the cafeteria, may result in suspension. This includes any time you are under school district jurisdiction such as bus stop.

Visitors/Trespassing All visitors must report to the office when entering Goldenview. Students from other schools may not visit during the school day. Similarly you may not visit other schools or your old school or be on other schools property. Students failing to do so will be subject to District trespass policies. (See also Section III, Visitors and Trespass)

Weapons & Firearms Read Weapons & Firearms policy in Section III and make SURE you understand it.

Extracurricular Activities

Non-sports activities are many and vary each year depending on funding. They are offered before during and after school. Examples include: National Junior Honor Society, Technology groups, Spelling Bee, Battle of the Books, Geography Bee, Jazz Band, etc. A participation form must be signed by the parents and on file for those activities that occur before or after school.

Sports Activities are available throughout the school year as funding permits. All practices are from 3-4:30 daily. Participants must have rides arranged ahead of time so they will be picked up within 15 minutes of the activities ending time or 4:45 for sports. Sports having competitions with other school, will have a schedule of games which generally last until 6:00 or later. Usually offered are Cross Country Running, Soccer, Wrestling, Volleyball (girls only), Cross Country Skiing, Basketball, Girls Flag Football and Track and Field. Required paper work includes a participation form signed by a parent, a current physical form, and for some sports a fee paid. Student spectators may NOT attend sporting events without parental supervision.

Assemblies are planned throughout the year. Student behavior during these assemblies is extremely important and will determine the frequency of such enrichment opportunities. Any misbehavior/disrespect during an assembly will result in disciplinary action.

Dances are from 3:00 to 4:30 PM. Students who are inappropriate and/or break any rules during a dance will call a parent for immediate pick up. Appropriate discipline may be applied and attendance at future activities may be denied. Any student who has two (2) or more out-of-school suspensions may not be allowed at an after-school dance. Dances are for Goldenview students only. Once you leave the dance, you may not return. Students must be picked up by 4:45 PM; 8th graders in the bus loading area, 7th graders in drop off area by the flag poles.

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

Help

There are many people available to help you with problems ranging from stuck lockers to serious crisis. Try to find at least one adult you are comfortable talking to whether a teacher, counselor, security or custodian, to answer questions. Remember when seeking help from someone in the office:

- Unless it's an emergency, get a pass from your teacher before you come to the office or visit the office during lunch.
- Enter only from the main door and sign in at the counter when you enter and sign out when you leave.

Administrative Assistant is in the main office and can help you with sports paperwork.

Administrators are the Principal and Assistant Principal who can be contacted through the office to assist students with any safety or serious issues.

Attendance Secretary is at the front counter of the main office and can help with all attendance issues and guide you to other help.

Counselors are here to help you. Use the Request to See Counselor forms available at either office counter, ask a teacher for a pass, or drop by during lunch. Do not wait for a counselor unless you have an appointment. Except in emergencies, you must have a pass to see a counselor.

Custodial staff is here to assist you with many things, however, we are very limited in the number of custodians that we have and the time they have. If a locker is stuck or needs repair our custodian is the person that does it. Our day custodians can also assist if you need help cleaning up a spill. Students can notify a custodian directly or let Security, Administrators or the front desk know what is needed. Custodians are NOT here, and do not have time, to pick up after you - please take care of your mess at lunch and throughout the day.

Financial Data Control Clerk (FDCC) is the person who deals with all money transactions. If you need to pay for something or have a problem with the vending machines see the FDCC.

Mediation Many student issues can be resolved through mediation of the issue. In this process the individuals get together with a counselor or other staff member and work through conflicts and find solutions. If there is a situation you need assistance in solving, come to the office or talk to a teacher or staff member.

Safety/Security are here to help you with any security issues you may have. They also keep track of who served detentions, by grade, so ask them if you have questions.

Other Student Information

Honor Roll The Goldenview Honor Roll includes all 7th and 8th grade students who obtain a 3.5 grade point average or above, with no grade below a C. There will be a posted and published listing of students who meet these requirements.

Library The purpose of the library is to help students and faculty to complete successful research projects, discover enjoyable reading, and utilize current information technology to its greatest advantage.

Hours: The library is usually open 7:45 a.m. - 3 p.m. for student use.

Check-out: Usually, you may check out as many as three (3) books at a time for a period of two (2) weeks.

ID Card: You will use your student ID card to check out library materials. This number is scanned so that our computer can record the books you've checked out.

Overdues: You will be notified when you have overdue items. Fines are due and payable at the time of report card distribution.

Lockers See page III-19

Lost and Found If you are missing an item check the lost and found at the back counter and in the Locker Rooms. If the item is valuable please talk to a Security person or complete a Lost and Found Report form in the front office. If you find an item, please return it to the office immediately. Using, possessing, or distributing a found item is considered theft of that item. Items are quickly returned to you if your name is on them.

Lunch: Information regarding free and reduced lunch is available in the office or from the cafeteria. Lunch Reminders:

- If a student is late to lunch, it is a tardy just like a class.
- Please stand in orderly lines and do not cut.

- Throwing food will result in discipline consequences.
- Students must receive permission to leave the lunchroom for any reason: have a room pass, or permission from security to see nurse or go to the office.
- Students are to raise their hand if they wish to be dismissed from their table. Students are released only after the floor and table are completely clean.
- Lunchroom work detail /detentions/suspensions will be assigned for rule infractions.

During the second half of lunch we try to have activities such as basketball, volleyball or walking the track, going to the library or computer lab for students to enjoy.

Memory Book Published yearly by the Goldenview PTSA for students and staff. Cost will vary each year depending on publication costs. You are responsible for your book at all times. Do not write anything inappropriate or allow anyone to write anything inappropriate in your book.

School Pictures School pictures are usually taken during August registration with make-ups in early fall by an outside agency. Students who wish to order picture packages may do so. All students will have their picture taken. All students will receive a picture ID card.

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

Textbooks and Supplies

- You are responsible for the care and covering of all texts issued to you.
- A fine will be assessed if you lose or damage a text. Fines are due prior to receiving report cards.
- Students are expected to furnish all paper, notebooks, pens, pencils and related supplies. These may be purchased in the school store.

Visitors Parents are welcomed but must sign in and get a visitors pass at the front office. If parents would like to sit in a classroom, notification to the teacher is required at least 24 hour in advance. There are to be no student visitors.

Continued on page III-17

Goldenview Guide on where to go for help

Locker Dos:

- Keep your locker combination to yourself. Put only your items in your locker. You could end up suspended or worse for something others put into your locker or they could take your items.
- Stay in your assigned locker. See the office if someone knows your combination.
- Close the door by gently closing it with your hand. It should easily close and latch top and bottom. If it does not open it again and check to see what is in the way.
- Keep things organized in your locker. Be careful nothing touches the back of the area where the dial is or the locker will jam.
- It works best if your textbooks and small items are neatly on the top shelf. Hang your backpack on the REAR hook (not the top), hang your jacket from the top or side hooks.
- Carefully place large binders in the bottom of your locker so they are well behind the side rails.
- If the locker is not working correctly or you notice something broken or damaged report it immediately to the front counter.
- You may have a clear plastic water bottle in your locker.
- Remove your lunch daily and take home dirty clothes weekly.
- You may decorate only the inside, not the outside of the locker. Use only transparent tape to hang items.
- Remember that lockers can be searched at any time by the building administration.



Locker Do Nots:

- Others cannot use your locker for any reason. Never share a locker with another person unless specifically authorized by the office. If you do, expect your items to be taken.
- Don't move to another locker or put your items in another person's locker even for a short time.
- Never, ever kick or slam into the door of a locker. It breaks the doors which are expensive to repair or replace and you will be charged for it and disciplined.
- Nothing can hang out of your locker or be crammed and piled in there where it may fall out when you open the door.
- Don't leave your backpack laying in the bottom of the locker or hanging from the top hook or the locker will jam.
- Throwing binders in the bottom of the locker or allowing them to hang out over the edge of the locker will cause the door to jam and bend the door.
- You may not have sodas or any glass bottles or items in your locker.
- Don't allow old food or dirty clothes to build up in your locker.
- Inappropriate pictures (with drugs, alcohol, gangs, violence, weapons or sexually explicit) are not to be in your locker or at school. Do not use stickers or double back tape that often won't come off or damage lockers.
- Do not write on lockers with anything, not even dry erase or special markers. All will damage the paint.
- You may not hang anything on the outside of a locker



Please follow the guidelines noted below when seeking help:

If I have a health problem The school nurse has your health record from your elementary school. If a new health concern has developed for you, if there is a change in your health from the previous school year, or if you need routine medical care, please see the school nurse. See the nurse at lunch, before, or after school. Any other time you must have a pass from your teacher. The nurse's office is near the art room and counselor's office.

If I have been abused in any way see your counselor, teacher, the nurse or any staff member. This is very important. Please do not delay. We can help you!

If I am depressed, thinking of running away and/or suicide See your counselor, a trusted teacher, administrator, or any staff member. Depression is serious. We can connect you to many community resources that can help you.

If I might have a problem with drugs or alcohol See any administrator, the nurse, your counselor, a trusted teacher, or any staff member. Goldenview has access to a variety of drug/alcohol counseling programs. We can help you or get help for you.

If I need to request a mediation If you are having a hard time resolving a conflict or getting along with someone, a mediation is a good solution. Fill out a "Request To See A Counselor" form and indicate who else is involved. A counselor will set up the mediation as soon as possible, and you will be pulled out of class to attend the mediation. In some cases, the assistant principal will assist with a mediation if a conflict can be resolved without the need for discipline.

If a student is really bothering you first attempt to solve the problem by telling them to stop. If it continues, request a mediation. or ask a teacher or counselor to help you. Tell your parents and have them call the school. If this does not work, see a counselor, security or an administrator. If another student is provoking and/or harassing or bullying you, seek help immediately. The problem sometimes but rarely goes away by itself without adult intervention and usually gets worse.

If I need help with my school work See your teacher first. This is extremely important! See your counselor if the teacher is not available, or if the teacher is unable to help to your satisfaction.

If I need advice about my classes Fill out "Request to see a Counselor" form and see your counselor. Your counselor is the best person to give you sound advice. If you need additional help after seeing your counselor, see an administrator.

If I need to talk to someone about a personal problem See your counselor, the nurse, one of your teachers or an administrator. Please don't wait; let us assist you.

If I am having trouble with a teacher Always try to solve the problem with the teacher. However, if attempts to work through the problem with the teacher are not successful, see your counselor. If a counselor is not available, please fill out a "Request to see a Counselor" form at a later time. You will be called to the office soon. If it's an emergency, see an administrator.

If I need resource materials for a class project See your teacher first. If you need additional research/reference material, then go to the library. Here you will find a wealth of resource materials and people willing to help you find them.

If I have questions about sports or activities See the Assistant Principal (front counter or in the office). Remember, you must have

a participation form for the sport and a current physical examination form on file in the office before you are eligible to participate in sports. The coaches can answer specific questions regarding individual sports.

If I have questions about my attendance See the attendance secretary in the front office. It is your responsibility to clear any concerns with attendance.

If I am having trouble with my locker

- Do not spend time trying to open it.
- Go directly to class - don't get a tardy over a jammed locker.
- Ask your teacher for a pass to go to the office for assistance.

If I've lost an item Check lost and found in the back offices near security and in the locker rooms. For small valuables like eye glasses, jewelry, etc., check at the front desk. Fill out a loss/theft report form in the office.

If I've just moved, what bus do I ride Check at the front counter. You will need to know the street location where you get on the bus. Look for the route number of the bus making your stop.

If I need to purchase lunches or apply for Free/Reduced lunch See the lunchroom supervisor in the cafeteria before school or during lunch. Free/Reduced lunch applications may be picked up from the office, filled out and returned to the cafeteria manager in the kitchen.

If I accidentally make a mess in the halls (this includes broken glass, spills, etc.) Please notify the nearest teacher or come directly to the office and see a custodian, secretary or administrator. We will have it cleaned up and issue you a pass to your class. Please do not leave a mess for others to clean up.

If I see someone commit a crime or break a rule Report your observation to an administrator or the Security Office immediately! This is your school. If you knowingly hide knowledge of a crime or someone breaking the rules, you too are partly responsible and become subject to discipline sanctions.

If I need extra support with personal, home or school issues contact your counselor who has a variety of information about what is available.

IMPORTANT INFORMATION

Name & phone number of a teacher or staff member I can talk to:

Homework buddy & phone number for each class:

Per 1 _____

Per 2 _____

Per 3 _____

Per 4 _____

Per 5 _____

Per 6 _____

Per 7 _____

Counselor name _____

Behavior Consequences

This is a list of common behavior consequences for Goldenview. This list will help you understand what the requirements for each are. It is not an exhaustive list nor are all used or applied in this order. (See also District Table of Violations & Consequences at end of Section II)

Phone Calls Communication between home and school is critical to maintain a positive learning environment. Staff will attempt to contact parents at home or work to notify them when their student has had difficulty maintaining their behavior at school and to maintain communication. A phone call is usually adequate to correct inappropriate school behavior.

Classroom/Teacher Sanctions All teachers and teams will inform students and their families of the rules for their classroom. Students who do not follow the rules or are disruptive, may receive a variety of consequences. This include: verbal redirection, reassigned seating, time out in classroom or another room, loss of passing time, loss of behavior points, referral to team counselor, student and parent conferences, removal from positive team activities, etc. Teachers may assign their own or team work details or detentions before school, after school or at lunch. Work details may include basic task such as cleaning desks, lab stations, windows, or lockers. If the student still does not correct their behavior a referral will be made to the administration. If a referral is necessary, the consequences are normally ISS or OSS.

Confiscation Many items defined in this handbook as, or items used in a way so as to be dangerous or disruptive are not to be at school. If such items are at school, they will be confiscated by a staff member. A teacher may decide to confiscate an item for a class period and return it to the student at the end of that period. Otherwise, the item will be taken to the office for later student or parent pick up as appropriate. The school is not responsible for the loss, theft

or breakage of these items.

Detentions are held daily from 7:30 to 8:00 a.m. and supervised by Security. Students must arrive on time, must sit quietly, and are not allowed to sleep or put their head down. A book to read or work to do is recommended. When detentions are awarded by staff, the parent is contacted and the detention is to be served the next day. If a student cannot attend on the day assigned the student must call or see the appropriate Security before the detention time to reschedule. Students will be given a written notice to take to their parents and it is their responsibility to be sure the detention is served. Failure to serve a detention will result in disciplinary consequences or an alternative consequence. Students may request that they go to Youth Court for a detention sanction no more than two times.

In-School Suspension (ISS) When appropriate, ISS is an alternative to OSS allowing students to remain at school during the regular school day and keep up with required academic assignments. Students go to the assigned room on the assigned day(s) before the start of first period with all books and supplies they need to do assignments for all classes for the day. ISS is supervised by a teacher and class work is provided by the student's teachers.

Out-of-School Suspension (OSS) OSS is a temporary removal from school for a specified number of days. When a student is assigned OSS every reasonable effort will be made to contact a parent. For every OSS, a letter will be provided to a parent specifying the reason for the suspension, length of the suspension, return date, and an appeal process. During a suspension students may not be at any ASD school building, on any school campus, or at any school-sponsored program or activity. Failure to adhere to these restrictions may result in a lengthening of the suspension and possible arrest of the student as a trespasser. During all suspensions students are encouraged to contact the school regarding daily readings and class assignments.