

# Nicholas J. Begich Middle School Guidelines

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Nicholas J. Begich's school colors are black and silver.  
Begich's mascot is the snow leopard.

## Where can I get help?

### Administrators – 742-0507

The administrators are the principal and assistant principals. They are available to help or answer questions at any time. They are usually in the halls before and after school, between classes, and in the lunchroom at lunchtime. Begich Middle School administrators appreciate your input about how the school is working for you. You should immediately contact an administrator whenever there is an issue that relates to the safety of an individual or the school.

### Attendance – 742-0501

The attendance secretary in the front office can help you with all attendance questions you may have. Please bring excused absence notes from parents or guardians to her before school or at lunchtime.

### Contacting Staff Members

All staff members have e-mail that may be used to contact them directly. A listing of specific e-mails is on the ASD and Begich Middle School Websites. Begich Middle School also has voicemail for all staff members. A list of voice mailbox and Homework Hotline numbers is in the office, on the website, and sent home periodically in the school newsletter.

### Counselors – 742-0507

At Begich Middle School every student has a counselor who can help. If there is a concern with classes, students, home-related issues, or anything else, students should see their counselor.

Counselors can also help arrange parent/teacher conferences.

### Financial Data Control Clerk (FDCC) – 742-0508

Our FDCC is located in the front office. She collects fees for sports and activities or fines you have received.

### Nurse – 742-0532

The nurse can help you with basic medical needs and advice. Parents or guardians should submit paperwork to the nurse for any medications students need to take during the school day. You need a pass from your teacher BEFORE going to see the nurse.

### Safety/Security

Our Safety/Security staff are here to help you with all kinds of daily activities and your questions. They supervise the halls and lunchroom. They can assist with lockers and lost items.

### Registrar – 742-0593

The Registrar is located in the front office. She needs your most current address, telephone and emergency contact information. She can also help you with sending school records if you are moving.

## 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 or guardian to make sure students attend school.

## Absences

**If a student is absent from school, the parent or guardian must telephone the school at 742-0501 before 10 a.m. on the day the student is absent.** If the parent or guardian does not call in to report an absence, the student must bring a note to the office from the parent or guardian. It must list the day(s) and reason for the absence, and be signed by the parent or guardian.

Absences are considered excused only if approved by a parent or guardian or are for a District approved reason. Examples would include being ill, medical appointments, or school trips. Staying home or being late due to over sleeping, babysitting, or assisting family members are considered unexcused absences. Extended absences should be arranged in advance using the Prearranged Absence form available in the front office. The form must be completed and turned in prior to the absence.

## Closed Campus/Blue Passes

Begich Middle School is a “closed campus.” This means students are not allowed to leave the campus when they first arrive on campus until they are done with their last activity for the day without parental or guardian permission and an administrator’s approval. For example, students may not leave campus at any time to go to any local businesses. Significant behavior consequences may occur if a student leaves without proper permission.

If a student must leave the building during the school day, he/she must bring a written note from their parent or guardian on the day that they need to leave. The secretary will give the student a “blue pass” so the student can leave class. The parent or guardian may call the attendance office at 742-0502, in advance of the appointment to arrange for a “blue pass.”

The student’s parent or guardian is the only person authorized to pick up a student at school. The parent or guardian must notify the Begich Middle School office if they are giving another person permission to pick up their child. Whoever picks up the student must sign them out in the front office. The student must check in at the attendance office when leaving and upon returning.

## Tardies

If you enter a classroom late you need a pass from a teacher, pass vest, or an admit pass from the office. If the pass is an unexcused tardy, the student may receive discipline consequences.

The tardy system restarts at the beginning of each quarter.

## Begich Middle School Reminders

### Assignment Calendar/Planner

All students at Begich Middle School will be responsible for maintaining a daily assignment calendar in their planner. The planner is a tool for students to use for learning organizational skills. The parent or guardian can monitor their child’s progress by checking planners.

## Backpacks/Bags/Hats

For safety reasons, these items are not allowed in halls or classrooms. Upon arriving at school, place these items in your locker. Individuals may request an exception to wear head coverings or hats for religious reasons.

## Before an Emergency

In the event of an emergency, it is vital for each student’s safety that we have current information. Contact information such as home and work phone numbers, cell phones, email, and emergency contacts must be kept current with the Registrar by calling 742-0593.

## Bicycles

Students riding bicycles and skateboards to and from school must wear helmets. Bicycles must be parked in the bike racks provided and secured with a reliable lock. Please keep a record of your bicycle serial number at home. Report theft of a bicycle or damage to the main office.

## Building Hours

The Begich Middle School front office is open from 7:30 a.m. to 3:30 p.m. Students are not permitted in the halls until 8 a.m. unless attending detention or in a teacher’s classroom with a pass. Students must wait in the multi-purpose room until 8 a.m. Students must exit the building and be picked up by 3 p.m. unless they are in a supervised activity. Sports practice and activities end at 4:30 p.m. Students must be picked up after activities by 4:45 p.m.

## Bus Passes

Students who ride a school bus must ride the bus that comes closest to their home. To ride another bus or use a different stop, a student must have a “bus pass” from the Attendance Office. Bring a note from your parent or guardian to the Attendance Office before school and a bus pass will be issued to you for that day. The assistant principal must approve long-term bus changes.

## Cafeteria Rules

Be on time to lunch. Stand in orderly lines and do not cut. Remain seated unless throwing away trash, using the bathroom, or using a hall pass. All food and trash around you must be picked up and thrown away. Students may not return to their lockers during lunch. Students must have a hall pass to leave the cafeteria. Staff will dismiss students at each table when tables are clean. No panhandling, taking or grabbing another student’s lunch. Infraction of rules will result in disciplinary action.

## Changing Schools

If you are moving or need to transfer to another school, your parent or guardian must call or send a note to the school Registrar two days before you plan to leave. At that time, please request a checkout form from the Registrar. Return all books, materials, to each teacher during your regular class time. Ask each teacher to sign the form and return the completed form

to the Registrar at the end of the day. Clean out your locker and return the lock to your teacher.

## **Computer and Technology Use**

A staff member must supervise all computer and technology use. Students are expected to act responsibly and ethically when using technology at Begich Middle School. Students who use the Internet are required to have an Internet Use Agreement, with parent signature, on file at the school. Students who inappropriately use computers or technology may lose this privilege.

## **Dances**

Begich Middle School dances are only for Begich Middle School students. Dances are held from 3 until 4:30 p.m. in the multi-purpose room. Students must present a Dance Agreement Form signed by a parent to be admitted to the dance. If you leave the dance you may not return. Students must make advance arrangements to be picked up by 4:35 p.m.

## **Dress Code**

We take pride in the appearance of our students and want all students to learn appropriate dress for the school and work environment. Student dress choices need to reflect our school expectations by being respectful, responsible, and safe. Sunglasses and hats or caps are inappropriate in a public building and are to be removed before entering the building. Pictures or words on clothes may not promote inappropriate themes such as drugs, alcohol, dangerous items, weapons or negative themes. Dress or grooming seen or related to gang behavior including saggy, baggy, or oversized clothes, hanging belts, bandanas and chains may not be at school. School officials will have the final say. Dog collars or similar items are not permitted. Students may not write on themselves or other people. Clothes that are too tight, short or revealing are inappropriate. Skirts, skorts, and shorts must be no shorter than one hand-width above the knee, even if leggings are worn underneath. Tops or shirts that are low cut in front, in the back, or on the sides; or are sheer or see-through are not to be worn. Tops must cover the shoulders and the waistline may not be exposed. Undergarments are not to be shown at any time. Pajama pants or look-alike pajamas are not appropriate for work or school and may not be worn at Begich middle School. Shoes must be safe. Slippers, or house shoes are not permitted. Shoes must be appropriate for the weather or activity, such as cold weather and PE shoes.

Students should respond by making the correction quickly and cooperatively if reminded by any staff member to adjust or change clothing. Students who choose to violate the Dress Code will be required to change and dress appropriately before returning to class. If necessary, students will use clothes provided by the school or a parent or guardian. Continued violation may result in disciplinary action. FINAL DETERMINATION OF ACCEPTABLE DRESS RESTS WITH THE ADMINISTRATION. If you are unsure that your outfit or piece of clothing is appropriate, please get approval from an administrator before wearing it. Be prepared to change by bringing a change of clothes.

## **Drop Off/Pick Up**

Please observe all traffic signs in the school parking lots. Students must be dropped off at the curb. No stops or loading in the left lane at the east entrance. Limousines and party buses are not allowed on any school campus at anytime.

## **Electronic Devices/Phones**

Electronic devices such as iPods, music or video players, cameras, electronic games, cell phones and other similar items may not be used in school or at school activities and are subject to confiscation. Cell phone, music players, and headphone must be turned off and put away by the 8:13 a.m. bell. These electronics may be used when school ends at 2:45 p.m., but not during after school activities. Items confiscated from students will be turned into the office, and held there until a parent or guardian picks them up. Begich Middle School is not responsible for any electronic items lost or stolen.

## **Excessive Display of Affection**

Excessive display of affection beyond handholding is not appropriate for the school setting.

## **Fees and Fines**

There is a materials fee for some labs, sports, activities and special classes. Fines are charged for any lost or damaged school items, property, and sports uniforms.

## **Hall Passes**

Students must have a pass signed by a teacher or a permanent pass to be in the halls during the school day. Students must remain in the multi-purpose room during lunch and may not leave without a pass from a staff member.

## **Illness**

If you cannot attend school for three or more days, but are able to study at home, ask your parent or guardian to call your counselor and request your class work. After 24 hours, your parent or guardian may pick up the homework at the Attendance Office counter. Using the Homework Hotline, Zangle, or talking to others in your class are also effective ways to determine the work you need to do.

## **Late Bus**

If your bus is late (after 8:10 a.m.) obtain an excused sweep form pass from Security or the front office to show your first period teacher. If you wish to eat breakfast you may also use this pass to get breakfast.

## **Library**

The Begich Middle School library is open from 7:45 a.m. until 3 p.m. The library is designed and equipped to make learning easier for you. It is also a place where you may study, do research, or read for fun. It is your responsibility to return books and magazines to the library when they are due so others may use them. Take care of books and equipment, as they are costly to replace. If you have questions, ask the library staff and they will be happy

to help you.

Library Reminders:

- You may have three books checked out at a time (no more than three books on one subject).
- Books are checked out for two-week periods.
- No eating, drinking, or book bags in the library.
- Get a pass to use the Library at lunch from the library before lunch.

## Lockers

Every student is assigned a specific locker. Lockers are subject to random searches to ensure a safe school environment. Locker rules must be followed or you may lose your locker privilege.

Locker Reminders:

- Only school issued locks may be used.
- Do not give your combination to anyone.
- Do not use anyone else's locker. You may not share lockers.
- Locker changes may not be made unless approved by the staff.
- Do not keep money or valuables in your locker. Bringing expensive items to school is an invitation for the theft of those items.
- Only materials currently needed are to be kept in your locker.
- Keep your locker clean.
- Open food and beverage containers are not allowed in lockers.
- Only freestanding locker shelving available in stores may be used. Do not permanently attach shelves.
- You may decorate your lockers. However, do not use contact paper, breakable items such as mirrors, inappropriate pictures or items referring to drugs, alcohol, violence or negative themes.
- Keep the outside of your locker and area in front of it clean.
- Items confiscated during random locker searched are labeled with the locker number and held for parent or guardian to pick up.

## Lost /Found/Theft Prevention

The Attendance Office and the security handle lost and found items. If you lose something, check all of your classrooms, talk with your teachers, look in the lost and found box in the multi-purpose room, and check the PE locker room and your PE locker. If the item is still not found, go to the Attendance Office and check with the secretary. You may need to fill out a Lost Item Report. The school assumes no responsibility for items that you bring from home. Items confiscated from students will be secured in the office, and held there until a parent or guardian picks them up. Lost and found items turned in to the office will be held for thirty (30) school days and then will be given to a local charity.

It is important that we all guard against valuable items being taken or lost. The best way to do this is to not bring valuables to

school. Students need to be very careful not to leave any item in hallways, pods, MPR, gym, or locker rooms. Always lock item up, and check to ensure that the lock is locked. Bikes should be securely locked up to the bike racks at the east or west entrances.

## National Junior Honor Society

The National Junior Honor Society is open for membership to students in grades seven and eight who have spent at least one semester at Begich Middle School, have a grade point average of 3.5 or above and who demonstrate commendable qualities of citizenship, service, leadership, and character.

## Progress Report Grades

Progress report grades are available via Zangle to all parents or guardians during the fifth week of each quarter. Progress report grades are an indication of how students are progressing after the fourth week of the quarter. It is not a final grade. **Zangle provides a Parent and a Student Connect so that you can look at grades, missing work, attendance, and so forth.** Contact the Registrar if you need a password. The school can provide access to a computer for families to check Zangle.

## Safety Issues

Student safety is extremely important. In many learning areas, such as laboratory areas, physical education, music areas, and hallways, specific safety rules are necessary and strictly enforced. Any activities such as running in the hallways, pushing, roughhousing, or throwing items can cause injuries and will result in disciplinary action. Gum is not allowed in the school unless approved by a specific teacher for a specific classroom. Repeat offenders are referred to the office for further disciplinary action.

## Selling/Trading Goods

Exchange of goods or selling items is not allowed on campus.

## Substitute teachers

Substitute teachers are part of the Begich Middle School staff and are to be treated respectfully at all times. Students who are disrespectful, leave class or are disruptive when a substitute teacher is teaching will receive discipline consequences.

## Sports and Activities

A list of the specific activities and the requirements for each is available in the front office.

## Telephones

Students are to take care of personal matters before, after school, or at lunch and not during class time. Do not ask a teacher for a pass to use the telephone. Students may use the student phone at the school store or the front office outside of class time. Student cell phones may not be used from 8:13 a.m. until 2:45 p.m. Emergency phone messages received from a parent or guardian will be delivered to a student.

## Textbooks

Textbooks are supplied free of charge. You are responsible for taking care of them and other issued items. Write your name and the school year in the space provided at the front of the textbook.

At the end of the school year, you must return all items checked out to you directly to the teacher who issued them.

## **Visitors**

Parents are welcome and encouraged to visit Begich Middle School at any time. We ask that all visitors stop in the front office to sign in and wear a visitor pass. Parents who wish to observe must provide 24 hours notice to the teacher. If parents would like to meet with a teacher, they may call the teacher during his/her conference period or arrange for a meeting by calling the student's counselor. Students from other schools are not permitted to visit.

## **Begich Behavior Basics**

At Begich they are three things that we strive to remember in all that we do:

Be RESPECTFUL Be RESPONSIBLE Be SAFE

All rules we have come from these basics. If we remember to be Respectful, Responsible, and Safe everyone's days will go well!

## **Phone Calls**

Communication between home and school is critical to maintain a positive learning environment. Staff will attempt to maintain communication by contacting parents or guardians at home or work to notify them if there are concerns at school. A phone call is usually sufficient to correct inappropriate school behavior.

## **Classroom/Teacher Sanctions**

All teachers and teams will inform students and their families of the expectations for their classroom. Students who do not follow the expectations or are disruptive, may receive a variety of consequences. These include verbal redirection, reassigned seating, time out in classroom or another room (often called a buddy room), loss of passing time, loss of behavior points, referral to team counselor, student and parent conferences, removal from positive team activities, and so on. Teachers may assign their own or team work details or detentions before school, after school, or at lunch. Work details may include basic tasks 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 In-School Suspension (ISS) or Out-of-School Suspension (OSS).

## **Confiscation**

Items that are dangerous or disruptive are not to be at school. If such items are at school, a staff member will confiscate them. 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 pick up as appropriate. The school is not responsible for the loss, theft or breakage of these items.

## **Detentions**

Detentions are held daily at the designated time and location. Students must arrive on time, sit quietly, and are not allowed to sleep or put their head down. Students should bring a book to read or work to do. When staff assigns a detention, a parent or guardian is contacted. The detention is to be served the day after the infraction. When a student is given a detention they receive a copy of the form to show their parent or guardian. If a student cannot attend detention on the day assigned, the student must notify the appropriate staff to reschedule the detention.