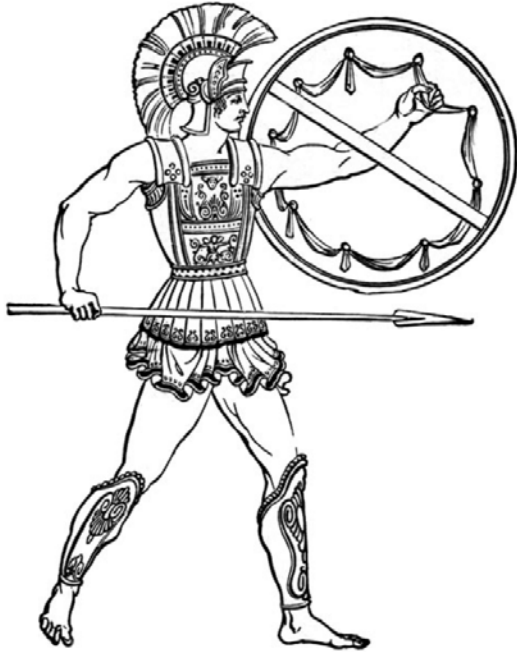


Romig Middle School

Student Guide to Success

2500 Minnesota Drive Anchorage, Alaska 99517

Telephone: 742-5200 Attendance: 742-5202 Bus Garage: 742-1200



Principal's Message

Hi, I'm Carrie Sumner, the principal at Romig Middle School. Welcome to Romig Middle School where we pride ourselves in providing a dynamic, safe, and inviting program for all of our students.

Our staff is here to help families as students transition from children to young adults. Currently we have a number of special programs in our school including the Highly Gifted, Russian Immersion, Spanish Immersion, and many programs in the special needs area.

Romig Middle School is quite successful in many academic and athletic events. We offer and encourage participation in a wide range of after school activities.

If you have any questions regarding our school or community, please contact me at (907) 742-5200 or through email at sumner_carrie@asdk12.org.

Our Vision Statement

Romig Middle School's Diverse Community values:

Responsibility • Honesty • Cooperation • Self
Respect • Achievement

Mission Statement

We, the community of Romig Middle School, will create an environment where students and adults come together cooperatively to strive for academic achievement and social-emotional growth. Our diverse community will encourage responsibility, promote honesty and cooperation, and empower students to have self respect in order to achieve success today and in the future.

Expectations

Comply with the requests and directions of staff members.

Successful students follow a few simple expectations:

Respect yourself and others.

Do your best to learn every day.

On the following pages you will find helpful ideas for being successful in middle school. Have a great year!

Building Hours

Students may enter the building at 7:15 a.m. but are required to stay in the cafeteria until 8 a.m. Students must exit the building by 3 p.m. unless involved in a supervised activity. Students involved in after-school activities need to pre-arrange for a ride so they will be picked up within 15 minutes from the end of the activity.

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Attendance

Good attendance is critical to student success at Romig Middle School. When a student is absent, a parent or guardian must call the school at 742-5202 as early as possible on the day of the absence. This is a 24-hour number with voice mail. If calling is not possible, the parent or guardian should send a note with the student when returning to school. Anyone picking up a student for early dismissal may be asked for picture identification and will need to sign the student out.

Hall Passes

Students must have a pass signed by a staff member to be in the halls during classes or at lunch. Get a pass from a teacher before visiting the nurse, counseling, or the library.

Visitors

All visitors to Romig Middle School must sign in at the front office upon entering the school. Parents/Guardians wishing to visit classrooms or conference with teachers must arrange such visits at least 24 hours ahead of time.

Parents/Guardians are not permitted to walk in to staff offices/classrooms or to lockers unless advised or escorted by administration/security.

Students from other schools may not visit during the school day.

Dress

Successful students dress appropriately for school. *If a staff member indicates a student is dressed inappropriately, the student will need to change clothes or cover/remove the inappropriate items.* Clothing or accessories that are disruptive to the learning environment, unsafe, too large or baggy, too small or revealing, or unsuitable for the school environment, are not to be worn at Romig Middle School. Students must wear shoes suitable to the weather at all times. Hats*, sunglasses, coats, jackets, backpacks, bags, purses, and similar items are to be placed in lockers upon entering the school and should remain in the locker during the day.

*Individuals may request an exception to policies related to wearing hats for religious reasons.

Student Assistance

Front office – The Principal and Assistant Principal are available through the front office to assist students with any issue.

Safety/Security are here to help you with any safety or locker issues. The attendance secretary can help with attendance issues, activities paperwork, and can help you locate other adults. The Financial Data Control Clerk is the person who deals with all money transactions. If you need to pay fees or clear a fine, see the FDCC. Students may also ask the custodial staff for help with lockers or messes.

Student Services is located about half way down the first floor hallway. Inside the Student Services Office you will find the counselors, the nurse and the registrar.

Counselors help with scheduling classes and resolving academic or social issues. Get a pass from your teacher or drop in at lunch to see your counselor.

The School Nurse is here to help with first aid, minor illnesses, health and vision screening and information. If you become ill or need first aid, ask your teacher for a pass to see the nurse.

Lost and Found

Located in the attendance office and both P.E. locker rooms. Please do not bring valuables to school. Romig Middle School is not responsible for lost items.

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Dances

Dances are from 3 – 4:30 p.m. Students may not leave the building and then return to the dance. Regular school rules and dress expectations apply during dances. Students who disregard expectations will be sent to the office to call parent/guardian for immediate pick up from school. Additional discipline may take place, and student may be denied attendance at future activities. Dances are for Romig Middle School students only.

Academic Honesty

Romig Middle School has a proud and successful academic reputation that does not include cheating or plagiarism. Successful students learn by doing their own assignments with support from staff, parents, and other students. However, copying is cheating, and claiming someone else's work as yours is plagiarism. This is your education, so make sure you are really learning.

Lunchroom/MPR Expectations

While in the lunchroom/multipurpose room, please keep the following in mind:

- Stop all talking when an adult gets on the microphone
- Use your indoor voice
- Wait your turn in line
- Comply with staff requests
- Do not engage in horseplay or throw food
- Find a seat and stay seated

Clean up

Students must have a pass to leave the lunchroom for any reason — one pass per person.

Students are released from lunch only after the table and floor are completely clean.

Lockers

Your locker is for you to keep your books and personal items secured during the school day. Keep your combination private and do not allow other students to put their things in your locker. To keep your locker in good, working order, please close the door gently and then turn the combination so that it locks. Keep your locker clean and organized so that it does not jam. Clean out your locker often by removing food daily and taking home dirty laundry each weekend. You may decorate the inside of your locker appropriately. You will have to clean out your locker completely prior to the end of the school year. Remember that lockers belong to the school and can be randomly searched at any time.

Library

Romig Middle School is fortunate to share a library with West High School, allowing our students access to the largest book and media collection available at any middle school. The West/Romig Library is here to help students and staff discover enjoyable reading, complete successful research projects and use current information technology to their greatest advantage. The library also offers a quiet place to read. During lunch, a limited number of passes to the library are available from the lunchroom. The Library is only open after school until 3 p.m. Romig students can ask their teacher for a pass to the library.

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Extracurricular Activities

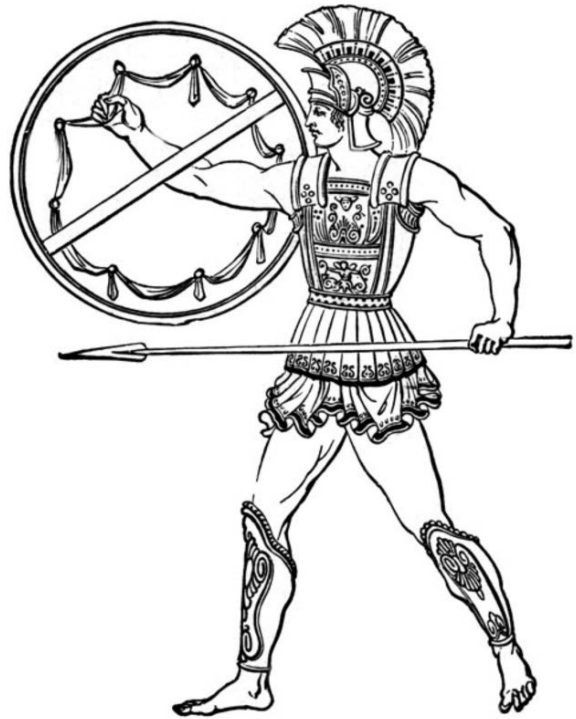
A wide range of academic activities may be offered before, during and after school including National Junior Honor Society, Spelling Bee, Battle of the Books, Geography Bee, Math Counts, Jazz Band, Drama, tutoring, and technology enrichment. Students should have a signed participation form before attending these activities.

Athletic activities may include Cross Country Running, Volleyball, Wrestling, Cross Country Skiing, Basketball, and Track and Field. Practices are from 3 – 4:30 p.m. daily.

Participants of all extracurricular activities must have rides arranged ahead of time so they will be picked up within 15 minutes of their activity ending.

Romig students wishing to return to Romig to watch sporting events may do so *only when* accompanied by their parent or guardian for the duration of the event.

All paperwork for extra curricular activities is available in the Attendance/Activities Office. All completed paperwork and fees should be turned in to the Attendance/Activities Office **prior to the first day** of official practice.



Electronic Communication Devices

Electronic Communication Devices (ECD) include, but are not limited to, cell phones, music players, laptops, tablets, cameras, headphones, and earbuds and all other such media. Students are not to use or wear headphones, earbuds, or other listening devices while in the hallways. These devices are to be turned off and put away from 8 a.m. until 2:45 p.m. Students should not bring such devices to after-school activities. If a student's ECD is causing a disruption, the device may be confiscated and retained until a parent/guardian comes to the school to retrieve it. If a parent/guardian needs to contact a student, please call the Romig office at 742-5200. If a student needs to call home, he/she should ask to use a school phone. Romig Middle School is not responsible for the loss or theft of any such devices.