



2021 / 22
Mirror Lake Middle School
Campus Information

2021-22 Middle School Student Handbook: District Guidelines / Rights & Responsibilities

is found online at:
<https://www.asdk12.org/students/handbooks/>

This campus information and guidelines section compiles information that is most commonly asked by students and the community. It is not all inclusive and is a relatively fluid document. It is updated annually to reflect changes and additions.

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MIRROR LAKE MIDDLE SCHOOL



Dear Coyote,

Welcome to Mirror Lake Middle School—a place where we *reflect greatness* in everything that we do. We are proud to be Coyotes!

The following pages were written specifically for you. They contain important information that will assist you in having the best year possible. It is your responsibility to read this information—know it—and abide by it.

At MLMS, we have something for everybody and we want you to try new things. From music to sports to other activities---get involved and get out of your comfort zone! Not only will you learn more about yourself, but you will also make new friends.

While this handbook outlines our expectations, rules and procedures—the key thing is respect. Respect for yourself. Respect for others. Respect for the MLMS building. Make the right choice even when that might be the hard choice.

The teachers and staff members at MLMS are here to help you every step of the way. We can't wait to celebrate all the amazing things that you accomplish this year!

Go Coyotes!

Allison Susel, Principal

School Colors: Green and Blue
Mascot: Coyote

Estimado/a Coyote,

Bienvenido/a a Mirror Lake Middle School – un lugar en el que reflejamos grandeza en todo lo que hacemos. ¡Estamos orgullosos de ser Coyotes!

Las siguientes páginas han sido escritas específicamente para ti. Contienen información importante que te ayudará a tener el mejor curso posible. Es tu responsabilidad leer esta información, conocerla y actuar según ella.

En MLMS tenemos algo para todo el mundo y queremos que pruebes cosas nuevas. Desde música a deportes y otras actividades, ¡implicate y sal de tu zona de confort! No sólo aprenderás más sobre ti mismo/a sino que también harás nuevos amigos.

Si bien este manual recoge nuestras expectativas, normas y procedimientos, la clave es el respeto. Respeto hacia ti mismo/a. Respeto hacia los demás. Respeto hacia el edificio de MLMS. Toma la decisión correcta aunque pueda ser la decisión más difícil.

Los profesores y todo el personal de MLMS está aquí para ayudarte en cada paso del camino. ¡Estamos ansiosos de celebrar y aplaudir todas las grandes cosas que conseguirás este curso!

¡Adelante Coyotes!

Allison Susel, Directora

Colores de la escuela: verde y azul
Mascota: Coyote

Community Expectations

Students are responsible for knowing and following all the parameters described in this section. Not knowing the rules cannot be used as an excuse. MLMS strives to provide a safe and secure environment that fosters academic success, citizenship, and social responsibility.

Basic Building Rules

- ❖ Be courteous
- ❖ Be on time for class
- ❖ Respect other people and property
- ❖ Bring required materials to class every day
- ❖ Have a pass when not in the classroom or the MPR
- ❖ Be mindful of the metal railings in the team pods, use them safely
- ❖ Obscenity and profanity anywhere on campus is unacceptable
- ❖ Use indoor voices in the building – don't scream or yell
- ❖ Walk from place to place in the building, running is unsafe
- ❖ Refrain from play fighting and other forms of horseplay
- ❖ Respond to staff direction the first time (even if it that person isn't "your teacher")
- ❖ Light posts and artwork outside the building are not playthings, please stay off
- ❖ Wearing hoods, hats, or other headgear in the building *is not okay*, at all

(Exceptions being for religious or medical reasons.)

Backpacks, Purses, Handbags or other assorted similar items must to be stored and locked in individual lockers. They cannot be carried about during the course of the day. Additionally, students cannot take backpacks, purses, handbags, etc. with them to the last period of the day; there are 7 minutes at the end of the day for loading up to go home.

Blue Passes are issued if a student has to leave the building during the school day. The student must bring a note to the office that morning. For example, the student has an orthodontist appointment. The student will be issued a blue pass for the time they need to leave, then s/he shows that to the teacher at the appropriate time. This ensures timely departure and, hopefully, cuts down on frustration for parents. When the student returns to school, s/he should bring the blue pass to the office so a return time can be annotated.

Building Hours are from 7:00am until 3:30pm. Students arriving early to school are to sit in the student center or, if the library is open, sit there until the gate opens at 8am. Students not involved in a school sponsored activity must be out of the building by 3pm. Once the after-school activity is over, usually at 4:30, students should be off campus by 4:45pm. Hanging out in the student center without adult supervision is not permitted.

Bus riding *is not a right, but a privilege.* When providing transportation for students within the MLMS attendance area (zone), the District's responsibility is clearly defined as to provide a ride from the student's assigned bus stop to school, and back to that student's assigned bus stop. Bus stop assignments are determined by a student's verified address. *Daycare or after school care placement is not a consideration.*

Riding a bus safely entails: sitting in an assigned seat, facing forward, using indoor voices, and keeping the aisles clear. You may listen to music using your own earbuds only. Students are to follow the directions given by the bus driver.

Counselors are here to help students. Students should use the “Request to See Counselor” forms available in the main office or ask a teacher for a pass. Students should 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.

Dress/Appearance is important in the middle school setting. Students will be expected to dress appropriately for school. A particular style of dress or particular item of clothing that causes distraction to others or the learning process may be questioned. Posters displayed around the building indicate what is acceptable and not acceptable. However, each year brings new fashions that may not be addressed on the poster. Essentially, students should be covered from shoulders to knees and undergarments of any kind should be kept concealed under a top layer. Also, the MS Student Handbook outlines dress code in Section II, E2a1.

- ✓ Face markings 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 should be secured in lockers during the school day. Acceptable wear for inside wear on colder days includes fleece, hoodies, sweaters, sweatshirts, and similar clothing.

If student is dressed inappropriately, the student will be asked to change.

PE Dress Requirements Students are expected to dress out for PE every day. *Tights, leggings, lounge pants, and yoga pants are not allowed.* “Dressed Out” means:

- ✓ the MLMS PE uniform: a green coyote t-shirt, black coyote PE shorts and athletic (running) shoes that are laced and tied appropriately, OR
- ✓ a plain white or plain green, *crew neck* t-shirt and long basketball-style shorts with nothing printed on them (front or backsides), OR
- ✓ a plain white or plain green, *crew neck* t-shirt and plain sweatpants with nothing printing on them (front or backsides).

Elevator use by students is granted and endorsed for specific use, generally as a result of a medical condition (i.e., leg injuries or respiratory ailments). Arrangements for elevator use are made between a parent/guardian and the school nurse for a set period of time, and shared with appropriate staff via email. When given specific permission for elevator use, other students (friends) cannot accompany the student for rides up or down. The elevator is NOT permitted for general student use.

Games that engage students in behaviors that include physical contact including (but not limited to) hitting, slapping, punching, kicking, pushing or otherwise causing/inflicting harm or pain should not be played while at school or during any school-sponsored activity.

Hall Passes assigned by a teacher are a must for students to be anywhere other than in class during class time or the MPR during lunch. During lunch, students must remain in the multi-purpose room (MPR) unless they have a pass from a teacher and have signed out. Once out of the lunch room on a pass, students must remain at their destination for the rest of the lunch period.

Hallways are busy places. Students should not congregate in large groups in the halls, and should respond immediately to staff directives and requests regarding hallway behavior. Students should also walk (not run) in the halls. Students should be courteous as they interact with each other. Students should not be in the halls without a pass assigned by their teacher.

Headphones, headsets, or earbuds (or similar items) are to be removed and stored safely upon entering the building.

Helmets must be worn by students under the age of 15 riding bicycles to school, according to Municipal Code 3.98.200.

Homework In the middle school setting, any time a student is absent from school, it is the student's responsibility to get missing assignments. Students will be given one (1) day to make up work for each one (1) day of excused absence regardless of the length of the absence. If a student is absent for one or two days, they should get assignments from classmates, check Q, email teachers, and check with teachers upon return.

Horseplay accounts for most accidents and fights at middle school. Usually it begins with students who were "just playing around" or "just messing." Pushing, shoving, hitting, chasing, bumping, or any other type of potentially dangerous activity should not happen at any time in the halls or elsewhere in the building.

Internet use is a privilege and is monitored. Students must have permission slips signed by parents/guardians to use the Internet. Any student who engages in improper use of the Internet may lose this privilege. Each MLMS student receives a password allowing the student access to our school computer network. Students are responsible for the confidentiality of their password.

Late for School Students who come late to school are to report to the attendance office immediately for accurate record keeping and to obtain a pass to class.

Library is available at certain times each school day. The librarian will inform students of library access, discuss book check-out procedures, and explain available services.

Locker Dimensions are 45"h x 11.5" w x 10" d for hallway lockers. Each hall locker has four built-in hooks. Depending on students' schedules, a student may have up to 3 lockers (hall, PE, and music lockers) each with a different combination and different dimensions.

Lockers are assigned to all MLMS students for individual use. Below is information regarding lockers that each student needs to know and understand.

- ❖ Each locker will have a confidential lock combination. Do not share it with anyone. Student property is only secure if the combination is also.

- ❖ Lockers are not to be shared.
- ❖ Students should keep their locker closed and locked when not in use.
- ❖ Students should not spin another's combination lock.
- ❖ Only materials used directly in current school programs are to be kept in lockers.
- ❖ Valuables should not be brought to school and kept in student lockers. If extenuating circumstances arise, contact office personnel.
- ❖ Decorating lockers is limited to the inside of the lockers only, using magnets vs tape. (*Birthday decorating is permitted, but must be removed within a few days.*)
- ❖ Do not put your own lock on a hall locker. It will be removed.
- ❖ If a locker is jammed, students should go to class (avoiding a tardy) and get a pass from a teacher to seek assistance to fix the situation.
- ❖ Lockers are subject to random search by building administrators at any time.
- ❖ Locker changes are not made without authorization from the administrative office.
- ❖ Students found entering any locker other than the locker specifically assigned to them may be met with disciplinary action.

Lost and Found items are located/placed in a bin in the MPR. If a student loses an item, they should check the bin first and/or with Security. If you find an item, especially one of value, please return it to the office immediately. If a student cannot find a valuable item, they should complete a Lost Item Report with Security. PE also has a lost and found area.

Lunch occurs in two shifts. Student lunch times are determined by grade level and student schedule. All students must report to the multi-purpose room (MPR) during their assigned lunchtime. During lunch students, must remain in the MPR unless they have a pass from a teacher and have signed out. Once out of the lunch room on a pass, students must remain at their destination for the rest of the lunch period.

Name calling should be limited to a person's given name or a nickname that is acceptable to the person.

Office Telephone is available for students to make outside calls. Students may use the phone during passing time but must be careful not to be tardy as a result. Use of the phone may also be with permission from the teacher, and students must have a pass to do so.

Safety and Security Officer(s) 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, lockers, tardies, theft, or vandalism. Students should also let security know if they are having a problem, or other students may be having a problem, or if something is known about a dangerous situation at school.

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

Snowballs aren't okay at school. Throwing snow, rocks, ice or any other object is unsafe and is strictly prohibited while students are under school jurisdiction. 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 during any school function.

Sprays/smells are not permitted in the building as many individuals have serious allergies to perfumes, colognes, or cleaners. PE deodorants must be roll-on versus aerosol.

Staircases within the building are not grade level specific. Any student from any grade level can use any set of stairs in the building, unless otherwise indicated by administration.

Substitute (Guest) Teachers should be given the same respect and courtesy as regular staff. Disruptive or disrespectful behavior when a guest teacher is in class is not in keeping with the Building Rules and is counter to the MLMS culture.

Sunglasses are not to be worn inside the building (unless medical conditions dictate).

Supplies needed to be prepared to learn include: a 3--ring binder, paper, spiral notebooks, composition books, pens, and pencils and various other items indicated by individual teachers. Students are expected to furnish these items.

Tardies are given when a student is NOT seated in their assigned seat at the beginning of the class period. Tardiness disrupts class and interferes with learning. Tardies are recorded for each period by the classroom teacher and are compiled on a quarterly basis.

The tardy policy is as follows:

1 st Tardy	Warning from teacher / No disciplinary action
2 nd Tardy	1 Detention / Teacher notifies parent/guardian
3 rd Tardy	2 Detentions / Teacher notifies parent/guardian
4+ Tardies	Office Referral

Textbooks are issued to students as appropriate. Most teachers will require covers on textbooks. A fine will be assessed if a student loses or damages a text.

Visitors, including students from other schools, are required to report to the office when visiting the school.

Lunchroom / MPR

*** No talking when the microphone is in use. ***

ENTER	EXIT
Enter the MPR appropriately: <ul style="list-style-type: none">✓ walk and use indoor voices.✓ be prepared with: your lunch, money, coat, pass.	Exit the MPR appropriately: <ul style="list-style-type: none">✓ when an adult dismisses you.✓ Go directly outside or✓ Go directly to your next class.

LUNCH LINE: You can't let anyone in front of you. Have your money or ID number ready, so, others don't have to wait.

SEATING: Come in, sit down, get comfy – you can't switch tables.
Changing seats at your table is permissible (w/in (adult) reason).
4 bottoms per bench = 8 per side = 16 per table.
Sit correctly at the table: both legs go under the table.

BE RESPECTFUL: Keep your area clean.
Do not mishandle any food in any way.
Do not touch others' food.

CLEANLINESS: Be responsible for your own food items / your own area.
Put YOUR trash in the trashcan – get up and walk to it.
Throwing items toward the trash is not allowed.
Clean the area where you were sitting.

GOING OUTSIDE: It's what we do. We will dismiss from lunch and spend 15 min outside. NO food or drink outside. Clean & quiet tables are dismissed first. You cannot return to your locker to get anything or put anything away. When outside, you need to stay in the parking lot area only. Always stay off the snow berms and keep snow on the ground.

PASSES: You **NEED A PASS** to leave the MPR (except for bathroom).
One pass per person – one pass per person – one pass per person.
Front of the line!! or Just Hanging Out are two very different passes.
Absolutely must sign out – no exceptions.

DETENTION: Leave chairs where they are.
Sit correctly in the chair.
No talking or visiting.

Mirror Lake Middle School



COYOTES



Tardy Policy

Unexcused tardies are cumulative per QUARTER.

1 st Tardy	Warning from teacher No disciplinary action
2 nd Tardy	1 Detention Teacher notifies parent/guardian
3 rd Tardy	2 Detentions Teacher notifies parent/guardian
4+ Tardies	Office Referral

ANCHORAGE SCHOOL DISTRICT BYOD GUIDELINES

BYOD stands for Bring Your Own Device. Students may bring their own web-enabled device(s) to school for **educational purposes**. The Anchorage School District also provides wireless access for student devices.

Phones and electronic devices may **ONLY** be used in class when appropriate for school purposes **as directed by the classroom teacher**.

Students will abide by the Anchorage School District Internet Guidelines, the Student Internet User Agreement Form, and the Internet and Electronic Communication Guidelines.

Inappropriate use of electronic devices may result in disciplinary action in accordance with the student handbook.

Expectations of Appropriate Use

- Silencing of devices during class-time
- Requesting permission to photograph or record the teacher, another student, or classroom activities
- Keeping the device clearly visible while in use
- Coming prepared with a charged device
- Keeping personal devices secure
- Using the school network for academic purposes

Examples of Inappropriate Use

- Personal use of texting, calling, gaming, internet surfing, or social networking during class-time
- Photographing any class work with the intent to copy, cheat or distribute
- Photographing, recording or posting content with the intent to harm or disrupt
- Connecting to VPNs or other tools to bypass the District web filter
- Using the school network for personal downloads and personal file sharing

BYOD Device Recommendations

Anchorage School District encourages students to bring a personal electronic device to school daily to use as a learning tool. In order for students to be efficient the device should meet these minimum requirements:

- Create/Edit files within Google Apps

Connect to the ASDbyod wifi network

Chromebooks are a very cost-effective student device and will meet all of the above requirements.

Expectations for Privately Owned Devices

Anyone who brings their privately owned device to Anchorage School District facilities is personally responsible for the equipment, which includes the following:

- maintenance and repair of the equipment
- installation of software and configuration of peripherals
- legal and authorized licensing of software
- security and storage of equipment

District Rights with Privately Owned Devices

As it relates to privately owned devices being used in district facilities, school principals reserve the right to: Make determinations on whether specific uses of the device are consistent with the district's policies and procedure

Deem what is appropriate and inappropriate

Restrict access to district resources, such as printers and servers

Remove the user's access to the network and suspend the right to use the privately owned device in district facilities at any time if it is determined that the users are engaged in unauthorized activity or are violating district policies and procedures

Network administrators may review files and communications on ASD computers and networking devices to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private

Disciplinary action for misuse of privately owned devices at district facilities shall be consistent with the district's policies and procedures. Any searches of student-owned devices shall be done in compliance with the district's search and seizure policy. Violations may be cause for removing the individual's access privileges, suspension of use of the privately owned device in district facilities and other disciplinary actions and/or appropriate legal action.

Activities

For middle school interscholastic sports schedules -- <https://www.asdk12.org/activities/https://www.asdk12.org/Page/5589> -- For info on sports fees, eligibility, registration.

Middle school is a time for students to branch out and try new things and make new friends. Mirror Lake Middle School offers a variety of opportunities to do just that. No one is turned away (or “cut”) from sports or activities. So, come on out and learn some cool stuff!

Activity Options are available throughout the day at MLMS. Library lunches also include chess day, book circle day, and quiet reading days. Two days each week we have military lunch for students of military families and their friends. At various times during the year MLMS also may have Robotics, Battle of the Books, Spelling Bee, Geography Bee, the Talent Show, and WACKO. Lots of fun to be had.

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

Dances are held during the school day and are sponsored by entities within the school for fundraising purposes. Only MLMS students can attend MLMS dances.

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.*

Interscholastic Sports include eight interscholastic sports: cross-country running, wrestling, boys’ basketball, girls’ basketball, girls’ volleyball, cross-country skiing, track & field and baseball/softball. These sports compete against other middle schools in the school district. (*Refer also to the Sports section of this handbook.*) A current sport physical, participation form, COVID waiver and activity fee are required for participation – ***please see start date below.***

Cross-country Running	Friday, Aug 19 th
Girls’ Basketball	Friday, Aug 19 th
*Baseball (Outsourced)	Quarter 1
*Volleyball	Quarter 2
*Wrestling	Quarter 2
*Cross-country Skiing	Quarter 3
*Boys’ Basketball	Quarter 3
*Indigenous Games/ NYO	Quarter 3
*Track and Field	Quarter 4
*Softball (Outsourced)	Quarter 4

*Dates to be announced throughout the school year.

Intramural Sports do not compete across the district, but do still require a current sport physical, participation form, COVID waiver, but no fee.

Start date and Deadlines:

	Start date	Paperwork Deadline
Soccer –	Monday, August 30 th	Friday, September 3 rd
Archery--	TBA	TBA
Mountain Biking --	Monday, April 18 th	Friday, April 22 nd

Sports Equipment or Clothing Most athletic equipment is lent to students for the season free of charge. Should you 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.

Limousines/Party Buses Due to safety reasons limousines and party busses are not allowed to pick up students at any time. (2021-22 Middle School Student Handbook, page I-7)

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 and will receive a picture ID card.

Sports Eligibility

The Anchorage School District Middle School Activities Handbook is the overriding authority over sports and activities. It can be found online at: <https://www.asdk12.org/activities/>

“Although winning in sports is a major objective and a tremendous motivating force, it is not considered to be the goal of athletic participation [at middle school]. More important than winning are the changes that take place in the participant, in the nature of becoming a more useful and loyal citizen, in the desire to achieve excellence, in living a more healthful and purposeful life, in the respect for the dignity of others, in the willingness to make a personal sacrifice for the benefit of the team, and in living by a high code of conduct. These become the more lasting benefits of athletic participation for the individual.” (Section 2, page 7, Activities Handbook)

Interscholastic Participation and Eligibility Requirements

To be eligible to participate in the middle school interscholastic activities program, a student must fulfill all requirements listed below:

- Be currently enrolled as a full-time student of the Anchorage School District;
- Be in good standing;

- Pay participation fee per sport or be eligible for a sports fee waiver;
 - Have a current physical on file in the office. Please note that a **CURRENT PHYSICAL IS REQUIRED FOR ALL SPORTS**. PHYSICALS ARE ONLY GOOD FOR EIGHTEEN MONTHS FROM THE DATE THAT THE PHYSICAL WAS TAKEN. The Physical must be valid throughout the entire sport.
 - Have an Activity Participation Form signed by a parent/guardian for **each** sport. Included in the Activity Participation Form is a parent's consent for emergency treatment which must be signed and on file, and participation guidelines must be acknowledged. Also, the parent/legal guardian must sign and file a release of the District and assumption of the financial responsibility in the event of injury.
 - Have a COVID waiver form signed by a parent/guardian.
2. Athletic participants must have ten (10) days of practice [*in that sport at MLMS*] before they are eligible to participate in a competition.
 3. In order to practice or play in a game, a student must be in attendance a minimum of one-half day (3 or 4 periods depending upon the school schedule), except for extenuating circumstances approved by an administrator.

Refunds

Any student who is still participating after the date of the first contest, in which that student could have competed is NOT eligible for a refund. (*Section 2, page 13, Activities Handbook*)

Intramural Participation and Eligibility Requirements

To be eligible to participate in the middle school intramural activities program, all of the above must be observed with the exception of the participation fee. (*Section 2, page 14, Activities Handbook*)

Practice

Practice means that a student is at practice on time, dressed out, and ready to actively participate in the sport. Students who cannot physically practice due to a temporary medical condition or injury should not be at practice. Just "being at practice" does not count toward the 10-day mandatory practices before a competition.

Away Meets/Contests

Any time MLMS athletes are competing at a school other than Mirror Lake and are not taking the bus back to MLMS, they must be signed out by a parent/guardian to ensure accountability of all our student athletes. Failure to do so will likely result in a team-sanctioned, pre-determined, established disciplinary action.

If there is an extenuating circumstance where a student cannot be picked up by a parent or guardian, other arrangements **must be made** with MLMS administration **prior to the day of the meet or contest**. A student will not be permitted to leave with anyone other than a parent/guardian listed on the emergency contact list in Q. Please plan accordingly as to not put our coaches in this position

Sports Deadlines

MLMS takes all sports paperwork all together at one time – not in bits and pieces. Paperwork is accepted up until the end of second lunch daily. The most time-consuming piece to getting paperwork in on time is the physical, so PLEASE try to get that done in the summer if possible. Just paying on-line does NOT mean your paperwork is in!

Deadlines are:

Cross-country Running	Thursday, August 26 th
Girls' Basketball	Thursday, August 26 th
*Baseball (Outsourced)	Quarter 1
*Volleyball	Quarter 2
*Wrestling	Quarter 2
*Cross-country Skiing	Quarter 3
*Boys' Basketball	Quarter 3
*Indigenous Games/ NYO	Quarter 3
*Track and Field	Quarter 4
*Softball (Outsourced)	Quarter 4

-Paperwork will be accepted 5 days after the start of the sport.

*Dates to be announced throughout the school year.

Attendance

Absences If a student is absent from school, the parent or guardian must telephone the school at 742-7956 to let us know the reason for the absence. We request that attendance calls be made before 10 a.m. on the day the student is absent. When returning from an absence that was not called in, 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.

Excused absence -- A principal or designee may excuse a student for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school:

- ❖ Illness
- ❖ Death or serious illness in the immediate family
- ❖ Participation in a school function
- ❖ Extenuating circumstances approved by the principal
- ❖ Attendance at religious services

The principal or designee may seek additional verification of the reasons for absence.

Unexcused absences are those absences from school or class that are not approved. For further information see the Middle School Handbook, Section I – Attendance Information.

Authorization for Picking Up a Student Please note that if a friend or relative comes to pick a student up from school during school hours, *that friend or relative must be listed on the student's records* or we cannot allow the student to leave. If the friend or relative comes to pick up a student with a note from the parent, MLMS will likely contact the parent to confirm *and* ask the person to show ID.

Blue Passes If a student has to leave the building during the school day, s/he must bring a note to the office that morning. For example, s/he has an orthodontist appointment. The student will be issued a blue pass for the time they need to leave, then s/he shows that to her/his teacher at the appropriate time. This ensures timely departure and, hopefully, cuts down on frustration for parents. When the student returns to school, s/he should bring the blue pass to the office so the return time can be annotated.

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.

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.

Homework In the middle school setting, any time a student is absent from school, it is the student's responsibility to get missing assignments. Students will be given one (1) day to make up work for each one (1) day of excused absence regardless of the length of the absence. If a student is absent for one or two days, they should get assignments from classmates, check Q, email teachers, and check with teachers upon return.

Late for School If a student comes late to school, s/he is to report to the attendance office immediately for accurate record keeping and to obtain a pass to class.

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 counselor to make an appointment. The counselor will facilitate meetings between parents and teachers. At times students, may have visitors in town (cousins, friends, etc.) and wish to have these visitors come to school for the day -or several days - with them. Student visitor passes are not allowed at any time.

Bus Information

Students with Zone Exemptions

Student with approved Zone Exemptions allowing them to attend Mirror Lake DO NOT automatically get bus privileges.

MLMS personnel, including MLMS administrators, have absolutely no power or authority to approve any zone exemption students for bus travel.

The District's Transportation office makes all determinations regarding bus transportation requests for zone exempting students. A request for zone exemption transportation must be submitted by the parent or legal guardian directly to the District Transportation Office, and not through MLMS (form attached). The District Transportation Office will formally respond to the request via written correspondence directly back to the parent or legal guardian, and MLMS will receive a courtesy copy, which MLMS will place on file.

Students within the MLMS attendance area

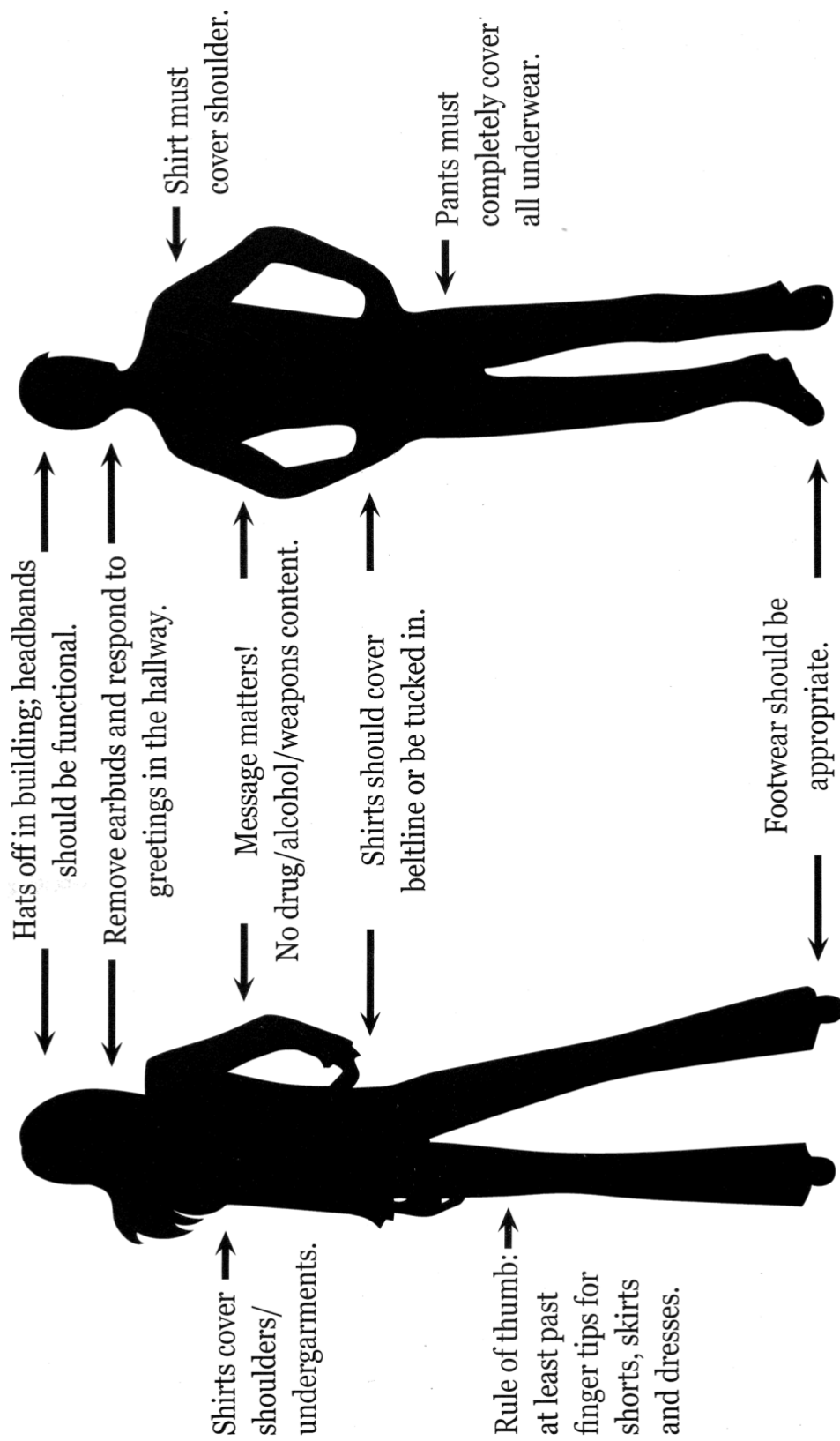
It must always be understood that riding a bus is not a right, but a privilege. Safety is the overriding factor in determining the location for bus stops on a particular route. When providing transportation for students within the Mirror Lake Middle School (MLMS) attendance area (zone), the District's responsibility is clearly defined as to provide a ride from the student's assigned bus stop to school, and back to that student's assigned bus stop. Bus stop assignments are determined by a student's verified address. *Daycare or after school care placement is not a consideration.*

It is important to understand that MLMS personnel, including MLMS administrators, have absolutely no power or authority to sanction route changes – particularly pick up or drop off points – either permanently or semi-permanently. The District's Transportation Office (3580 E. Tudor Rd / Anchorage, AK 99507 / 907-742-1222) makes all the determinations regarding routes. Any deviation in routing must be *formally requested by the parent or legal guardian directly to the District Transportation Office*, and not through MLMS. The District transportation Office then formally responds to that request via written correspondence directly back to the parent or legal guardian, and MLMS is given a courtesy copy, which we file. Acceptance or denial of the requested change is based on bus capacity/load, traffic patterns, and other safety issues. The District decision is final. ***These routing changes do not carry over from one year to the next.***

*The District Transportation Office does allow MLMS front office personnel to grant a day pass for occasions such as a sleepover. These exceptions **require** a parent note, and students should share this with the MLMS office staff **early** in the school day (meaning before lunch).*

(ASD Bus Rules can be found in the Middle School Student Handbook, page I5-6)

“You cannot climb the ladder of success dressed in the costume of failure.” — Zig Zigler



“Style is a way of saying who you are without speaking.” — Rachel Zoe

