

# Mirror Lake Middle School

## Student & Parent Handbook

22901 Lake Hill Drive  
Chugiak, AK 99567  
(907) 742-3500

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Dear Coyote Students, Parents and Staff:

Contained within this booklet are the procedures and policies that greatly contribute to the positive, consistent, and fair learning environment at Mirror Lake Middle School. The vast majority of questions related to decorum and expectations are addressed in the subsequent sections. The first portion of this Student Handbook contains information that is uniquely specific to our school. The remaining portion of the Student Handbook contains policies, procedures, and definitions that pertain to all middle schools in the Anchorage School District. We encourage all of our students to participate in the vast co-curricular activity offerings presented by MLMS. Now is the perfect time to try something new!

Reflecting Greatness at MLMS,

Allison Susel  
Principal



Mirror Lake is the proud home of the Coyotes. Our school colors are blue and green.

## Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
8:15-9:05 Period 1	8:15-9:25 Period 1	8:15-9:25 Period 2	8:15-9:25 Period 1	8:15-9:05 Period 1
9:10-9:55 Period 2	9:30-10:35 Period 2	9:30-10:35 Coyote Time	9:30-10:35 Period 3	9:10-9:55 Period 2
10:00-10:45 Period 3	1st Lunch Lunch--10:40-11:15 Period 4--11:30-12:15	1st Lunch Lunch--10:40-11:15 Period 3--11:20-12:25	1st Lunch Lunch--10:40-11:15 Period 4--11:20-12:25	10:00-10:45 Period 3 1st Lunch Lunch--10:50-11:25 Period 4--11:30-12:15
12:20-1:05 Period 5	2nd Lunch Period 4--10:50-11:35 Lunch--11:40-12:15	2nd Lunch Period 3--10:40-11:45 Lunch--11:50-12:25	2nd Lunch Period 4--10:40-11:45 Lunch--11:50-12:25	12:20-1:05 Period 5 2nd Lunch Period 4--10:50-11:35 Lunch--11:40-12:15
1:10-1:55 Period 6	1:40-2:45 Period 7	1:40-2:45 Period 7	1:40-2:45 Period 6	1:10-1:55 Period 6 2:00-2:45 Period 7

## Attendance

**Absences** (See also II) The Anchorage School District encourages at least 90% attendance. When a student is absent a parent or guardian must report the absence via Q-Parent Connect or call the school at (907) 742-3500 on the morning of the 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 the next day.

**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 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 come inside the office to sign their student out when leaving and the student must check back in when returning to school.

**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.

**Tardy Policy** Students are tardy if not in their seat when the bell rings. Tardies are designated by class period and reset each quarter.

1st offense: Warning  
2nd offense: 1 Detention and Parent Notified  
3rd offense: 2 Detentions and Parent Notified  
4th offense: Office Referral and Conference

## Additional Information

**Building Hours** If you arrive early, remain in the main entrance Student Common area until 8 a.m. Students must exit the building by 3 p.m. unless involved in a supervised activity.

**Visitors** Parents are welcome at MLMS and must sign in and get a visitor pass at the front office when attending daytime events or volunteering in classrooms. If parents would like to sit in a classroom, notification to the teacher is required at least 24 hours in advance and needs approval through the Principal. There are no student visitors permitted.

**Lost and Found** If you are missing an item, check the lost and found located in the MPR. If the item is valuable (cell phone, watch, etc) 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 often returned to you promptly if your name is on them.

**Dress** Attire worn throughout the school day must adhere to the MLMS dress requirements which aligns to local area high school and work place expectations. Clothing must sufficiently cover the areas from just below the armpits to the thigh. The front and back of tops require thick shoulder straps. Hats are not permitted during school hours. Clothing cannot be disruptive to learning, unsafe, or gang-related. Attire 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. If a student's attire does not meet our requirements, they will be asked to adjust using other clothing they have at school or to borrow clothing provided by our nurse.



**Academic Honesty** Students should act responsibly and ethically. Cheating and plagiarism are strictly prohibited. When working on an independent assignment, avoid unauthorized assistance. Use sources as directed by your teacher and avoid cutting-and-pasting without proper attribution. Ask for clarification if you are unsure whether an action might be considered to be cheating or plagiarism.

## Coyote Guide for Help

There are many people available to help you with problems ranging from jammed lockers to a serious crisis. Identify at least one adult you are comfortable talking to whether a teacher, counselor, administrator, security or custodian, to answer questions. Remember when seeking help from someone in the office, unless it is an emergency, get a pass from your teacher before you come or visit during lunch.

**Administrative Assistant** is in the main office and can help you with lockers, attendance, and general questions.

**Administrators** are the Principal and Assistant Principal who can be contacted at the main office to assist students with any issues.

**Attendance Secretary/Registrar** is at the front counter of the main office and can help with all attendance issues, registration questions and guide you to other help.

**Counselors** are here to help you with academics and personal goals. Forms requesting to meet with your counselor are available in the office. Our counselors are also easy to see in the MPR during lunch time for questions. Counselors will get back

**Administrative Assistant Financial Procurement (AAFP)** is the person who deals with all money transactions. If you need to pay for a sport, activity or fee or have a problem with the vending machines see the AAFP. This person also helps with all sports paperwork.

**Safety/Security** are here to help you with any issues you may have and to help keep our school safe while running smoothly.

**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 your counselor.

**Lockers** Keep your combination to yourself.

- Only use your assigned locker. See the office if someone knows your combination.
- Close the door gently 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 dial area or the locker will jam.
- Only your belongings go in your locker. You could be suspended or worse for something others put in your locker.



- It works best if your binders and textbooks are arranged neatly on the bottom, well behind the side rails.
- Hang your backpack on the REAR hook (not the top), hang your jacket from the top hooks.
- If the locker is not working correctly or you notice something broken, report it immediately to the front office.
- 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.

*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 main office and can be accessed by the main hallway.

**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 want 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 principal or 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.

**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 you would like help speaking with your teacher.

**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! Please 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** Come to the main office to speak with the AAFP or the Assistant Principal. 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 bring any concerns with attendance to our attention.

**If I am having trouble with my locker**

- Do not spend time trying to open it unless you see an adult who you can call over for assistance.
- 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 which is in the MPR. For small valuables like eye glasses, jewelry, etc., check at the front desk. Fill out a loss/theft report form in the office for valuable items.

**If I've just moved, what bus do I ride?** Check at the main office. You will need to know your address for the fastest assistance.

**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 and we are all part of the Coyote Pack. 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.

## 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 open most days 8:00 a.m. until 3p.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 or Number:** You will use your student ID card or number to check out library materials. This number is scanned so that our computer can record the books you’ve checked out.
- **Overdue Books:** You will be notified when you have overdue items. Fines are due upon notice and payable in the main office.

## Computers & Technology

Using technology at school is a privilege. Students must follow all ASD and Mirror Lake policies. Regardless of the computer, it must be used ethically and legally and only for school-approved and school-appropriate projects. This is particularly true when using the Internet. Students are responsible for what is in their files and keeping their passwords private, just like a hall locker.

**School-issued Chromebooks** All Coyotes are issued a personal Chromebook to be used for school purposes. While all Chromebooks and chargers remain the property of the Anchorage School District, each student is responsible for the appropriate care of their issued equipment.

- Always carry a Chromebook with two hands.
- Add a removable sticker to make your device identifiable.
- Charge your Chromebook each night in preparation of a full day of learning. Not having your Chromebook charged and ready to go could have a major impact on your ability to participate in class.
- Lost or damaged Chromebooks are the responsibility of the student (see Chromebook fines list).
- If you are having any trouble with your device, please see the front office for assistance.