

Goldenview Middle School Guidelines

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

Dear Goldenview Students:

Contained within this booklet are the procedures and policies that greatly contribute to the positive, consistent, and fair learning environment at Goldenview Middle School. The vast majority of questions related to decorum are addressed in the subsequent sections. The first portion of this Student Handbook contains information that is uniquely specific to Goldenview Middle 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 pursue the vast co-curricular activity offerings presented by Goldenview Middle School. If you require any assistance in navigating any part of your academic experience please let me personally know and I'll do my best you meet your needs.

Sincerely,

David Nogg
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

Attendance

Absences (See also II) The Anchorage School District encourages 90% attendance. Parent notifications may be sent when multiple absences and/or tardies, excused or unexcused, are of concern. When a student is absent, a parent or guardian must call the school at 348-8626 by 10 a.m. the day 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 when s/he returns to school. To be excused from activities in P.E., bring in a parent note to the nurse for less than 3 days and a doctor's note for 4 days or more.

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

Blue Passes/Closed Campus: All middle schools are closed campuses, which means students are not allowed to leave the building or the campus grounds from the moment of arrival 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.

Picking up a Student from School: Please note, if a sibling, friend, or relative is to pick up a student 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. to sign the student out.

Tardy Policy - All unexcused tardies are cumulative per quarter

- 1st Tardy = Warning
 - Teacher/Staff issues Detention Slip
 - Parent notified (phone call or email)
- 2nd-5th Tardy = Detention
 - Parent notified (phone call or email)
 - Detention is assigned for the following school day at 7:30 AM
- 6th Tardy= In-school-suspension
 - Parent notified (phone call or email)
 - In-school suspension will be assigned by Assistant Principal

Dress Code

It's important to prepare for continued success in life. As such, we respectfully treat school as a job. Please dress for success every day.

- Please dress for the weather conditions each day of school. We can never predict when an event may cause us to be in the Alaskan elements and we want you safe and prepared. Items cannot distract/detract from your learning or the learning of those around you.
- Nobody has the right to negatively impact another person's education.
 - Clothing that allows any undergarments to be seen. Clothing must fit appropriately for a professional setting. Therefore, excessively baggy or tattered attire is not permitted. If you need assistance obtaining appropriate clothing to meet this standard, please see any staff member and we will do our best to help meet your needs.
 - Skirts or shorts shorter than the students' own palm width above their knee are not allowed.
 - Tops/Shirts that reveal stomach/mid-drift/lower back or chest are not allowed.
 - Clothing with offensive content (drugs/alcohol/tobacco/lewd/obscene/profane/violent/sexual/degrading or any subject matter that could create conflict causing an academic distraction) are not allowed.
 - Baseball caps, hoods, knit or beanie style hats, or bandanas are not allowed.

While participating in PE, the dressing out expectation is as follows:

1. Shirts: Goldenview PE shirt.
 2. Shorts or Active Wear Pants: activewear-shorts length that complies with dress code expectations unless otherwise approved by Administration.
 3. Shoes: active foot-wear- no sandals or soccer slides during class.
 4. Must change from daily wear.
- Please be sure to take your athletic wear home each Friday and launder for purposes of appropriate hygiene habits.
 - For Science classes, students are expected to follow our established expectations to ensure a safe learning environment.

Dress Code Violations:

- 1st Offense = Cover up clothing or change clothing + call to parent
- 2nd Offense = Cover up clothing or change clothing + call to parent
- 3rd Offense = Cover up clothing or change clothing + call to parent + Detention
- 4th Offense = Cover up clothing or change clothing + call to parent + Additional Discipline

Electronic Device Rules - School-Wide Rules

- In an effort to focus on being present and situationally aware as well as developing greater interpersonal communication skills, we ask that earbuds/headphones/cell phones not be permitted to be in use after 8:00 AM. Peer to peer interaction is an integral part of a healthy school community. Middle School is centered on building a diverse and engaging learning community.
- From 8:00 AM - 8:15 AM we will aim to play music. Students may submit requests for specific school appropriate music to be played during the first 15 minutes of the day. There is a drop box/basket in the front office. Administration will review the songs and make a playlist that will change throughout the year. If you have a celebration or positive message or thought, please submit these so we can publicly acknowledge and share the wonderful happenings in our Goldenview community.
- If you need to make an important call/text or a special circumstance arises, please communicate with a staff member. Our preference is you go to the office to use the phone. We understand emergencies arise and we are here to help support students. Therefore, please be sure to communicate clearly with the staff member so that we can help support you and find opportunities for continuing our quest to be exemplary digital citizens.

When Cell Phones/Ear Buds are NOT PERMITTED:

- Earbuds are not permitted during any passing period.
- Cell phones are to be stored in either lockers or pockets, on silent mode throughout the day.
- No phones may be out and in use while in the hallways during any passing time.

- No Pictures, videos, audio recordings, or social media are not allowed during school hours.

When CAN Cell Phones/Ear Buds be used:

Phones are allowed before school (until 8:00 AM) and after school (after 2:45 PM). Our goal is to embrace and allow measured opportunities for appropriate technology usage. As we prepare for both personal and professional growth, it's important to allow opportunities for students to engage in being responsible digital citizens. As such, students may use their personal electronic device during lunch but may only have one ear bud in at a time so that information can be communicated and greater interpersonal communication opportunities are supported. With that in mind. Students may use their devices in the multi-purpose room only at lunch.

- Cell phones may only be used when students are inside the lunchroom.
- Earbuds are permitted in the lunchroom while enjoying your nutritious lunch. However, only one earbud may be in your ear. This standard is important so messages can be heard.

Electronic Device Violations:

- 1st Offense = Take phone to front Office + Warning
- 2nd Offense = Take phone to front Office + call to parent
- 3rd Offense = Take phone to front Office + call to parent + Parent Pick-up
- 4th Offense = Take phone to front Office + call to parent + No phone at school for quarter

Additional Information

- **Building Hours:** If you arrive early, remain in the Commons until 8 a.m. Students must exit the building by 3 p.m. unless involved in a supervised activity.
- **Computer use is a privilege.** Students must follow all Anchorage School District and Goldenview policies. 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. Students are responsible for what is in their files and their passwords. Students may only be on sites 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!
- **Food/Beverages in Halls & Classrooms is Not Allowed.** Food is to be consumed in the MPR or Commons areas only. The only exception is water in clear bottles.
- **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.
- **Library:** The purpose of the library is to help students and faculty 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.
- **Lost and Found:** If you are missing an item, check the lost and found by the bus doors 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.
- **School Pictures:** School pictures are usually taken during Physical and Health Education class during the first week of school with make-ups in early October 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.
- **Visitors:** Parents are welcomed and must sign in and get a visitor pass at the front office. If parents would like to sit in a classroom, notification to the teacher is required at least 24 hours in advance. There are to be no student visitors.

Help

There are many people available to help you with problems ranging from jammed lockers to a 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.
- Clerical Staff is in the main office and can help you with a variety of questions, attendance, and other information.
- Administrators are the Principal and Assistant Principal who can be contacted through the office to assist students with any issues.
- Counselors are here to help you. Request to see a counselor forms are available in the office. You may ask a teacher for a pass, or drop by during lunch. Except in emergencies, you must have a pass to see a counselor.
- Mediation: Many student issues can be resolved through mediation. In this process the individuals get together with a counselor or other staff member and work through conflicts and find solutions. If there is an issue you need assistance with, come to the office or talk to a teacher or staff member.
- Safety Security Specialist are here to help you with any issues you may have.

Lockers:

- 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. You may also be subject to theft.
- 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 (backpack).
- 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.

Goldenview Guide on Where to Go for Help

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 to 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 because you are having a hard time resolving a conflict or getting along with someone, 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 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 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 the issue usually gets worse.
- If I need help with 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 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, 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 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 just moved, check at the front counter for your bus number information. You will need to know the street location where you get on the bus. Look for the route number on the bus at 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 the mess 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 are partly responsible and become subject to discipline sanctions.
- If I need extra support with personal, home or school issues contact your counselor.