

## Goldenview Middle School Guidelines

15800 Golden View Drive  
Anchorage, Alaska 99516-4924  
907-348-8626 (24-hour voicemail)

Dear Goldenview Students:

The following guidelines explain the procedures and policies that greatly contribute to the positive, consistent, and equitable learning environment at Goldenview Middle School. Most questions related to decorum are addressed in the subsequent sections. The first portion of this 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 many 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 to meet your needs.

Sincerely,

David Nogg

Principal



Goldenview is the proud home of the Goldenview Suns.



Our school colors are gold, purple and black.

**S**trive for academic excellence

**U**nleash creative expression

**N**urture personal character

**S**upport a sense of community

## **ATTENDANCE:**

**Absences** (See also Section 1 of [ASD MS Handbook](#)) 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, parent or guardian must call the school at 907-348-8626 or use Parent Connect, by 11:00 a.m. the day of the absence. If calling or using Parent Connect are not possible, the student is to bring a note from the parent to the office when returning to school. To be excused from activities in PE, bring in a parent note to the nurse for less than 3 days and a doctor's note for 4 days or more. [GVMS Form link](#); [ASD Pre Arranged Absence Form link](#)

**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 4:00 p.m. If students must 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. Blue Passes must be requested prior to 3:00 p.m.

**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 a picture I.D. to sign the student out.

**Tardy Policy** – All unexcused tardies are cumulative per quarter per class period. Tardy counts are reset at the beginning of second semester.

- 1<sup>st</sup> Tardy = Warning
  - Parent notified (phone all or e-mail)
- 2<sup>nd</sup>- 5<sup>th</sup> Tardy = Detention
  - Parent notified (phone call or email)
  - Detention is assigned for the following school day at 8:45 a.m.
- 6<sup>th</sup> 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 students safe and prepared. Items cannot distract/detract from students learning or the learning of those around you.

- Prohibited clothing includes any clothing that allows any undergarments to be seen. Clothing must fit appropriately for a professional setting. Additionally, 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.
- Tops/Shirts that reveal stomach/mid-drift/lower back or chest are not permitted. This includes excessively revealing skirts/shorts.
- 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.
- All hats, baseball caps, hoods, knit or beanie style hats, or bandanas are not allowed. Except when permitted for GVMS Spirit Days per the Principal's approval.

### **ELECTRONIC DEVICE RULES:**

In an effort to focus on being present and situationally aware as well as developing greater interpersonal communication skills, earbuds/headphones/cell phones are not permitted to be in use after **9:30 a.m.** 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.

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 or classroom.
  - Cell phones are to be stored in either locker or pocket, 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 allowed during school hours.

### **When CAN Cell Phones/Ear Buds be used:**

The use of phones is permitted before school until **9:30 a.m.** and after school (after **4:00 p.m.**). 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, however only **one earbud** may be in your ear.

### **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 the remainder of the semester.

### **Additional Information:**

- **Building hours:** If you arrive early, remain in the Commons until 9:15 a.m. Students must exit the building by 4:15 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 are responsible for their passwords and the contents of their digital files. Students may only be on sites they appropriately have access to - NOT other files, folders, or servers
- **Chromebook Care & Responsibility:** Please treat your Chromebook with care and diligence. Ensure that you carry and store your laptop with care. We are fortunate to be able to supply these to students. Please be aware that any damage that occurs becomes a financial responsibility for our students/parents/guardians. Fines will be assessed based on the ASD IT Department repair or replace list. [ASD Chromebook Info link.](#)
- **Food/Beverages in Halls & Classrooms is NOT Allowed.** Food is to be consumed in the MPR or Commons areas only. Students are permitted to carry a non-glass water bottle..
- **Library:** The purpose of the library is to help students and faculty complete research projects, discover enjoyable reading and utilize current information technology to its greatest advantage.
  - Hours: the library is usually open 9:00 a.m. - 4:15 p.m. for student use.
  - Check-out: Usually, you may check out as many as five (5) books at a time for a period of three (3) weeks.
  - Overdues: You will be notified when you have overdue items.
- **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 the 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 couple weeks of school with make-ups in 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.

### **NEED 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 Principals, who can be contacted through the office, and can assist students with any issues.
- Counselors are here to help you. Request to see a counselor through CANVAS or stop by the Front Office for a request form. 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 Specialists 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 for something someone else put into your locker. You may also be subject to Theft.
- Please only use 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 office.
- Remove your lunch daily and take-home dirty clothes weekly.
- You may decorate only the inside, not the outside of the locker. Please only use transparent or making tape to hang items.
- Remember that lockers can be searched at any time by the building administration.

### **SAFE AND CIVIL SCHOOL:**

At Goldenview Middle School we are a community of learners who strive to create and maintain an educational environment free of bullying and harassment. We are all on this journey together, so be a positive influence on your peers.

Bullying will be dealt with swiftly and thoroughly. Bullying/harassment has extremely detrimental effects on those who experience it. Bullying or intimidation of any kind will be taken seriously and, depending on the severity of the situation and number of perpetrators, bystanders and victims, will be accorded however much school time necessary to address and reconcile the matter.

Bullying is any type of intimidation and can take place verbally, physically or through non-verbal gestures. It is behavior that is coercive, suggests compliance and involves an unequal distribution of power. It may be conveyed through yelling or profanity. It may include labeling or stereotypes. This includes language, writing or gestures that are derogatory.

If bullying occurs on-line, or through social media accounts--"Cyberbullying"--the situation will be treated with equal disciplinary measures as in physical/verbal cases.

Should bullying/harassment occur either via Social Media or in-person the case may result in being forwarded to our Anchorage Police Department (APD) School Resource Officer (SRO) for further investigation and possible citation based on the findings of the investigation. Practice the Golden Rule everyday: Do unto others, as you would have them do unto you. Go Suns!!!