**Nicholas J. Begich Middle School Guidelines**

7440 Creekside Center Drive

Anchorage, AK 99504

Main: 742-0500 Fax: 742-0510

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Where can I get help?

**Administrators 742-0508**

 The administrators are the Principal and Assistant Principals. They are available to help or answer questions at any time. They are usually in the halls before and after school, between classes, and in the lunchroom at lunchtime. Begich Middle School administrators appreciate your input about how the school is working for you. You should immediately contact an administrator whenever there is an issue that relates to the safety of an individual or the school.

**Attendance 742-0501**

 The attendance secretary in the main office can help you with all attendance questions. Please bring excused absence notes from parents or guardians to the main office before school or at lunch time.

Contacting Staff Members

 All staff members have e-mail that may be used to contact them directly. You can find a listing of specific e-mails on the ASD and BegichMiddle School Websites.

**Counselors 742-0507**

 At Begich Middle School every student has a counselor who can help. If there is a concern with classes, students, home-related issues, or anything else, students should see their counselor. Counselors can also help arrange parent/teacher conferences.

**Pride Reset Zone (PRZ) 742-0577 and 742-0574**

 If a student is sent to the PRZ, you can expect a call from the classroom teacher. If the visits to the PRZ become a pattern, a member of the PRZ staff will contact you to discuss strategies for your child's success. See page 5 for more information.

Safety/Security

 Our Safety/Security staff are her to answer questions and to help you with all kinds of daily activities. They supervise the halls and lunchroom. They can assist with lockers and lost items.

**AAFP 742-0507**

 Our AAFP - Administrative Assistant for Financial Procurement is located in the front office. She collects fees for sports and activities or fines you have received.

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**Nicholas J. Begich’s school colors are black and silver.**

**Begich’s mascot is the Snow Leopard.**

**Nurse 742-0532**

 The nurse can help you with basic medical needs or advice. Parents or guardians should submit paperwork to the nurse for any medications a student may need during the school day. You will need a pass from your teacher BEFORE going to see the nurse.

**Registrar 742-0593**

 The Registrar is located in the front office. She needs your most current address, telephone and emergency contact information. She can also help you with sending school records if you are moving.

Before an Emergency

 **In the event of an emergency, it is vital for each student’s safety that**  we have current information. Contact information such as home and work phone numbers, cell phones, email, and emergency contacts must be kept current with the Registrar by calling 742-0593.

**Attendance Procedures**

 Students who attend school every day perform better than those students who do not. It is difficult to learn when absent from class or a full day of school. It is the student’s responsibility and the responsibility of parents or guardian to make sure students attend school.

**ASD Goal: Improving Student Attendance**

 **Every student will attend school at least 90 percent of the time.**

**10% absences = Chronic Absenteeism; that’s one day every two weeks!**

 A missed school day is a lost opportunity for students to learn. There is a direct correlation between students who attend school regularly and higher academic achievement levels. In order to reach our Destination 2020 goal on attendance, students can miss no more than 17 days of school per year. This may seem like a lot but it's less than two absences per month.

**STUDENT/PARENT HANDBOOK 1**

**Absences**

 **If a student is absent from school, the parent or guardian must telephone the school at 742-0501 before 10 a.m. on the day the student is absent.**

 If the parent or guardian does not call in to report an absence, the student must bring a note to the main office from the parent or guardian. It must list the day(s) and reason for the absence, and be signed by the parent or guardian.

Absences are considered excused only if approved by a parent or guardian, or for an approved district reason. Examples would include being ill, medical appointments, or school trips. Staying home or being late due to over sleeping, babysitting, or assisting family members are considered unexcused absences.

 Extended absences should be arranged in advance using the Pre-arranged Absence form available in the main office. The form must be completed and turned in prior to the absence.

Closed Campus/Blue Passes

 Begich Middle School is a “closed campus.” This means students are not allowed to leave the campus when they first arrive on campus until they are done with their last activity for the day, unless there is a parental or guardian permission and an administrator’s approval. For example, students may not leave campus at any time to go to any local businesses. Significant school consequences may occur if a student leaves without proper permission.

 If a student must leave the building during the school day, he/she must bring a written note from their parent or guardian on the day that they need to leave. The secretary will give the student a “blue pass” which will allow the student to leave class. The parent or guardian may call the attendance office at 742-0502, in advance of the appointment to arrange for a “blue pass.”

 The student’s parent or guardian is the only person authorized to pick up a student at school. The parent or guardian must notify the Begich Middle School office if they are giving another person permission to pick up their child.

 Whoever picks up the student must sign them out in the front office. The student must check in at the attendance office when leaving and upon returning.

Tardies

 To enter a classroom late, you will need a pass from a teacher, or an admit pass from the office. If the pass is an unexcused tardy, the student may receive a school consequence for excessive tardies. The tardy count system restarts at the beginning of each quarter.

**Begich Middle School Reminders**

**Backpacks/Hand Bags/Purses/Fanny Packs**

 For safety reasons, these items are not allowed in halls or class- rooms. Upon arriving at school, place these items in your locker.

**Bicycles, etc.**

 Students riding bicycles, skateboards, kickboards and scooters to and from school must wear helmets. Bicycles must be parked in the bike racks provided and secured with a reliable lock. Please keep a record of your bicycle serial number at home. Report theft of a bicycle or damage to the main office.

**2 STUDENT/PARENT HANDBOOK**

**Building Hours**

 The Begich Middle School front office is open from 7:30 a.m. to 3:30 p.m. Students are not permitted in the halls until 8:00 a.m., unless they have a pass to be in a teacher’s classroom. Students must wait in the multi-purpose room until 8:00a.m. Students must exit the building and be picked up by 3:00 p.m. unless they are in a supervised activity. Sports practice and activities end at 4:30 p.m. Students must be picked up after activities by 4:45 p.m.

**Bus Passes**

 Students who ride a school bus must ride the bus that comes closest to their home. To ride another bus or use a different stop, a student must have a “bus pass” from the Attendance Office. Bring a note from your parent or guardian to the Attendance Office before school and a bus pass may be issued to you for that day. The Assistant Principals must approve long-term bus changes.

**Cafeteria Rules**

 Be on time to lunch. Stand in orderly lines and do not cut. Remain seated unless throwing away trash. All food and trash around you must be picked up and thrown away. Students must have an approved pass from a teacher or other staff person to be allowed in the hallways during lunchtime. Students may not return to their lockers during lunch.

 Staff will dismiss students at each table when tables are clean. No panhandling, taking or grabbing another student’s lunch. Infraction of rules will result in school consequences.

**Changing Schools**

 If you are moving or need to transfer to another school, your parent or guardian must call or send a note to the school Registrar two days before you plan to leave. The Registrar will provide you a checkout form. Clean out your locker, and return all books and materials to each teacher during your regular class time. Ask each teacher to sign the form and return the completed form to the Registrar at the end of the day.

**Computer and Technology Use**

 Staff member will supervise all computer and technology use. Students are expected to act responsibly and ethically when using technology at Begich Middle School. Students who use the internet are required to have an Internet Use Agreement with a parent signature on file at the school. Students who inappropriately use computers or technology may lose this privilege.

**Dances**

 When a Begich Middle School dance is scheduled, it is only for Begich Middle School students. No student guests are allowed. Dances are held from 3:00-4:30pm in the multi-purpose room. If you leave the dance, you may not return. Students must be picked up by 4:35pm, or leave campus.

**Dress Code**

 We take pride in the appearance of our students and want all students to learn appropriate dress for the school and work environment. Student dress choices need to reflect our school guidelines for success. Sunglasses are inappropriate in a public building and are to be removed before entering the building.

 Hats (baseball caps and beanies) and Visors are allowed during the school day. Hoods are expected to be removed as soon as a student enters the building, and during all times in the building. Hoods should be all the way off the students’ heads, not half-way. Pictures or words on clothes may not promote inappropriate themes

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such as drugs, alcohol, dangerous items, weapons or negative themes.

 Bandanas and Doo Rags are not allowed. Dress or grooming seen or related to gang behavior including saggy, baggy, or oversized clothes, hanging belts, bandanas and chains may not be at school. If a staff member believes a bandana is being worn for inappropriate purposes (for example, gang identification) the school Principals will be contacted. School officials will have the final say. Dog collars or similar items are not permitted. Students may not write on themselves or other people.

 Clothes that are too tight, short or revealing are inappropriate. Skirts, Skorts, and shorts must be no shorter than one hand-width above the knee, even if leggings are worn underneath. Tops or shirts that are low cut in front, in the back, on the sides, or are shear or see-through, are not to be worn. Tops must cover the shoulders and the waistline may not be exposed. Undergarments are not to be shown at any time. Pajama pants or look-alike pajamas are not appropriate for work or school and may not be worn at Begich Middle School.

 Shoes must be safe. Shoes must be appropriate for cold and wet weather or activities. Slippers, sandals, or house shoes are not permitted in gym classes. Students should respond by making the correction quickly and cooperatively if reminded by any staff member to adjust or change clothing.

 Students who choose to violate the Dress Code will be required to change and dress appropriately before returning to class. If necessary, students will use clothes provided by the school, or a parent or guardian. If you are unsure that your outfit or piece of clothing is appropriate, please get approval from an administrator before wearing it. Be prepared to change by bringing a change of clothes.

 Continued violation may result in school consequences. Final determination of acceptable dress rests with the school Principal or Assistant Principal.

**Drop Off / Pick Up**

 Please observe all traffic signs in the school parking

lots. Students must be dropped off at the curb. The left lane on the east entrance is a "No Stop" lane for moving vehicles. Please, No Stopping or Loading in the left lane at the east entrance. Limousines and party buses are not allowed on any school campus at any time.

**Electronic Devices / Phones – “Turned Off and Put Away”**

 Electronic devices such as iPods, music or video players, cameras, electronic games, cell phones and other similar items may not be used in school or at school activities and are subject to confiscation. Cell phone, music players, music speakers, and headphone must be turned off and put away by the 8:13 a.m. bell. These electronics may be used when school ends at 2:45p.m., but not during after school activities. Items confiscated from students will be turned into the office, and held there until a parent or guardian picks them up. Begich Middle School is not responsible for any electronic items lost or stolen.

**Excessive Display of Affection**

 Excessive display of affection beyond hand-holding is not appropriate for the school setting.

Fees and Fines

 There are material fees for some labs, sports, activities and special classes. Fines are charged for any lost or damaged school items, property, and sports uniforms.

Hall Passes

 Students must carry a pass designated by a teacher or other school staff to be in the halls during the school day. Students must remain in the multi-purpose room during lunch and may not leave without a pass from a staff member.

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**Late Bus**

 If your bus is late (after 8:10 a.m.) obtain an excused sweep form pass from the front office to show your first period teacher. If you wish to eat breakfast, you may also use this pass to get breakfast.

**Library**

 The Begich Middle School library is open from 7:30 a.m. until 3:00 p.m. The library is designed and equipped to make learning easier for you. It is also a place where you may study, do research, or read for fun. It is your responsibility to return books and magazines to the library when they are due. Take care of books and equipment, as they are costly to replace. If you have questions, ask the library staff and they will be happy to help.

***\*\*Library Reminders:***

* You may have three books checked out at a time (no more than three books on one subject).
* Books are checked out for two-week periods.
* No eating, drinking, or book bags in the library.
* Get a pass from the library before lunch to use the Library at lunch.

**Lockers**

 Every student is assigned a specific locker. Lockers are subject to random searches to ensure a safe school environment. Locker rules must be followed or you may lose your locker privilege.

***Locker Reminders:***

* Only school-issued locks may be used.
* Do not give your combination to anyone.
* Do not use anyone else’s locker. You may not share lockers.
* Locker changes may not be made unless approved by the staff.
* Do not keep money or valuables in your locker. Bringing expensive items to school is an invitation for the theft of those items.
* Only materials currently needed are to be kept in your locker.
* Keep your locker clean.
* Open food and beverage containers are not allowed in lockers.
* Only free standing locker shelving available in stores may be used. Do not permanently attach shelves.
* You may decorate your lockers. However, do not use contact paper, breakable items such as mirrors, inappropriate pictures or items referring to drugs, alcohol, violence or negative themes.
* Keep the outside of your locker and area in front of it clean.
* Items confiscated during random locker searched are labeled with the locker number and held for parent or guardian to pick up.

**Lost /Found/Theft Prevention**

 The Attendance Office and the Security handle lost and found items. If you lose something check all of your classrooms, talk to your teachers, look in the lost and found box in the multi- purpose room, and check the PE locker room and your PE locker. If the item is still not found, go to the Attendance Office and check with the secretary. You may need to fill out a Lost Item Report.

 The school assumes no responsibility for items that you bring from home. Items confiscated from students will be secured in the office, and held there until a parent or guardian picks them up. Lost and found items turned in to the office will be held for thirty (30) school days and then will be given to a local charity.

**STUDENT/PARENT HANDBOOK 3**

 It is important that we all guard against valuable items being taken or lost. The best way to do this is to not bring valuables to school. Students need to be very careful not to leave any item in hallways, pods, MPR, gym, or locker rooms. Always lock items up, and check to ensure that the lock is locked. Bikes should be securely locked up to the bike racks at the east or west entrances.

**Q-Parent and a Q-Student Connect**

 Log-ins for the parent/guardian and student are provided so that each can look at grades, missing work, attendance, and so forth, for the student. Contact the Registrar if you need a password. The school can provide access to a computer for families that come to school.

**Safety Issues**

 Student safety is extremely important. In many learning areas, such as laboratory areas, physical education, music areas, and hallways, specific safety rules are necessary and strictly enforced. Any activities such as running in the hallways, pushing, rough- housing, or throwing items can cause injuries and will result in school consequences. Gum is not allowed in the school unless approved by a specific teacher for a specific classroom. Repeat offenders are referred to the office for school-assigned consequences.

**Selling/Trading Goods**

 Exchange of goods or selling items is not allowed on campus.

**Substitute teachers**

 Substitute teachers are part of the Begich Middle School staff and are to be treated respectfully at all times. Students who are disrespectful, leave class or are disruptive when a substitute teacher is teaching will receive school consequences.

**Sports and Activities**

 A list of the specific activities and the requirements for each is available in the front office.

**Telephone**

 Students are to take care of personal matters before, afterschool, or at lunch and not during class time. Do not ask a teacher for a pass to use the telephone. Students may use the student phone at the school store or the front office outside of class time. Student cell phones may not be used from 8:13 a.m. until 2:45 p.m. Emergency phone messages received from a parent or guardian will be delivered to a student. Students may ask for an office pass at lunch to use the phone.

**Textbooks**

 Textbooks are supplied free of charge. You are responsible for taking care of them and other issued items. Write your name and the school year in the space provided at the front of textbook. At the end of the school year, you must return all items checked out to you directly to the teacher who issued them.

**Visitors**

 Parents are welcome and encouraged to visit Begich Middle School at any time. We ask that all visitors stop in the front office to sign in and wear a visitor pass. Parents who wish to observe their student's classrooms must provide 24-hour notice to the teacher(s). If parents would like to meet with a teacher, they may call the teacher during his/her conference period or arrange for a meeting by calling the student’s counselor. Students from other schools are not permitted to visit.

**4 STUDENT / PARENT HANDBOOK**

**Begich Behavior Basics**

 At Begich, we demonstrate PRIDE by actively teaching and modeling Perseverance, Responsibility, Integrity, Dignity, and Empathy. We are committed to creating a school community that values everyone's voice and where everyone feels safe. All of our school rules stem from these values.

**PRZ – Pride Reset Zone.**

 The mission of the PRZ is to aide students who are struggling to maintain classroom expectations and get them back to class with a productive mindset. When students are struggling to comply with classroom expectations despite m multiple redirections from the classroom teacher, the student will be sent to the PRZ for additional support. Once in the PRZ, the student will engage in a conference with a staff member in order to discuss the source of the problem in the classroom. If a student is sent to the PRZ, you can expect a call from the classroom teacher. If the visits become a pattern, a member of the PRZ staff will contact you to discuss strategies for your child’s success. We strongly believe that outcomes are better if we are all working together.

**Phone Calls**

 Communication between home and school is critical to

maintain a positive learning environment. Staff will attempt to maintain communication by contacting parents or guardians at home or work to notify them if there are concerns at school. A phone call is usually sufficient to correct inappropriate school behavior.

**Classroom/Teacher Sanctions**

 All teachers and teams will inform students and their families of the expectations for their classroom. Students who do not follow the expectations may receive a variety of classroom or school consequences. These include verbal redirection, reassigned seating, time out in classroom or another room (often called a buddy room), loss of passing time, loss of behavior points, referral to meet with a team counselor, student and parent conferences, removal from positive team activities, and so on.

**Detentions**

 School staff will contact the parent/guardian if a student is assigned a detention to a student. Students must arrive on time and bring a reading book or classwork to work on. Students in detention will sit quietly, and are not allowed to sleep or put their head down. If a student cannot attend detention on the day assigned, the student must notify the appropriate staff to reschedule the detention.

 Teachers may assign their student a team work detail or detention before school, after school, or at lunch. Work details may include basic tasks such as cleaning desks, lab stations, windows, or lockers. If the student still does not correct their behavior a referral will be made to the school Assistant Principal.

**Confiscation**

 Items that are dangerous or disruptive are not to be at school. If such items are at school, a staff member will confiscate them. A teacher may decide to confiscate an item for a class period and return it to the student at the end of that period. Otherwise, the item will be taken to the office for later pick up by the student or a parent/guardian. The school is not responsible for the loss, theft, or breakage of these items.

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