

Goldenview Middle School Guidelines

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

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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

Goldenview Middle School Bell Schedule

Rotation – 4 Period Days

Monday: 1, 3, 5, 7

Tuesday: 2, 4, 6, 8

Wednesday: 1, 3, 5, 7

Thursday: 2, 4, 6, 8

8:15–9:35 a.m. (80 min.)

9:40–11:10 a.m. (80 min.)

Video Announcements

11:15–11:55 a.m. (40 min.) Lunch

12–1:20 p.m. (80 min.)

1:25–2:45 p.m. (80 min.)

Friday's – 8 Period Day

Period 1 8:15–8:55 a.m. (40 min.)

Period 2 9–9:40 a.m. (40 min.)

Period 3 9:45–10:25 a.m. (40 min.)

Period 4 10:30–11:10 a.m. (40 min.)

Lunch 11:15–11:45 a.m. (30 min.)

Period 5 11:50 a.m.–12:30 p.m. (40 min.)

Period 6 12:35–1:15 p.m. (40 min.)

Period 7 1:20–2 p.m. (40 min.)

Period 8 2:05–2:45 p.m. (40 min.)

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 for 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. 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 be 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 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 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 will start over each quarter, but count for all classes.

1st offense — Warning

2nd to 5th offense — Detention

6th or more offenses — In-School Suspension may result

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.

Computers 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, just like a hall locker. Students may only be in areas 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!

Dress School prepares students for future jobs. School is where every student goes to “work” each school day. Every work place has specific dress requirements. These dress requirements are similar to minimums required for most work places.

Dress at school, throughout the day, must be appropriate; it cannot be disruptive to learning, unsafe, or gang related. Dress 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 staff member indicates a student is dressed inappropriately, the student will need to change clothes. This will be accomplished by having parents bring appropriate clothes to school, or exchanging for clothes provided by the school.

Food/Beverages in Halls & Classrooms is Not Allowed. Food is to be consumed in the MPR or Commons areas only. The only exception to this will be water in clear water 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 to 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 in the entry way by the main office 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 August registration with make-ups in early fall 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 visitors pass at the front office. If parents would like to sit in a class-

room, notification to the teacher is required at least 24 hour 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.

Administrative Assistant is in the main office and can help you with sports paperwork.

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

Attendance Secretary is at the front counter of the main office and can help with all attendance issues and guide you to other help.

Counselors are here to help you. Forms are available in the office, or ask a teacher for a pass, or drop by during lunch. Do not wait for a counselor unless you have an appointment. Except in emergencies, you must have a pass to see a counselor.

Financial Data Control Clerk (FDCC) is the person who deals with all money transactions. If you need to pay for something or have a problem with the vending machines see the FDCC. This person also helps with all sports paperwork.

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 a teacher or staff member.

Safety/Security 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 or they could take your items.
- 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.
- 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 that can 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 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 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. The

problem sometimes but rarely goes away by itself without adult intervention and usually gets worse.

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 the teacher is unable to help to your satisfaction.

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; 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 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 my 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 lost an item Check lost and found in the back offices near security and in the locker rooms. For small valuables like eye glasses, jewelry, etc., check at the front desk. Fill out a loss/theft report form in the office.

If I've just moved, what bus do I ride Check at the front counter. You will need to know the street location where you get on the bus. Look for the route number of the bus making 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 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. 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.

IMPORTANT INFORMATION

Name & phone number of teacher or staff member I can talk to:

Homework buddy & phone number for each class:

Per 1 _____

Per 2 _____

Per 3 _____

Per 4 _____

Per 5 _____

Per 6 _____

Per 7 _____

Per 8 _____

Counselor name _____