

Mears Middle School Guidelines

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**Mears' school colors are gold and black.
Mears' mascot is the panther.**

Dear Student:

The teachers, counselors, and administrators welcome you to Mears Middle School. This is your school and we hope you will take a full and active part in all the classes and activities. Our school is named for Jane Wainwright Mears who held a position of leadership in the frontier days of Anchorage from 1915 to 1923. She came to Anchorage with her husband and family in 1915 when it was a tent city located on the muddy banks of Ship Creek. There was no local government and the territorial government was too far away to provide local leadership. To help fill this void, Jane Mears became the foremost organizer of the Anchorage Woman's Club. She was its first president and she was instrumental in steering the club campaign to build the first school here. In April of 1965, nearly 50 years to the day after Mrs. Mears began the organization of the Anchorage Women's Club, her successor as president of the organization, Mrs. Roy Stigum, appeared before the Anchorage Borough School Board to recommend that the proposed southwest junior high school be named in memory of Jane Wainwright Mears. In the fall of 1986, Jane Mears Junior High School officially opened its doors. And, in the spring of 1997, Mears was officially designated a middle school by the Anchorage School Board.

Sincerely,

Michael Perkins, Principal

Where can I get help?

Students should contact these people before school, at lunch, or after school. Student's can request to see such individuals who will call them to the office when it is convenient. For emergencies only say, "I need to speak with an Administrator immediately!"

Administrators – 742-6420

The administrators are the Principal and Assistant Principal. 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. Mears 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 and Registrar – 24 hours 566-3300 7 a.m.–3 p.m. 742-6402 or lelake_cindy@asdk12.org

The Front Office can help you with all attendance questions you may have. Please bring excused absence notes from parents or guardians to the Front Office before school or at lunchtime.

The Registrar always needs to have every student's most current address, telephone and emergency contact information. Please call or email with any updates. She can also help you with sending school records if you are moving. She is located in the Front Office.

Contacting Staff Members

All staff members have e-mail that may be used to contact them directly. Emails are listed on the ASD and Mears websites.

Contacting Students During the School Day

Messages for students must be from a parent or guardian and should be urgent in nature and reserved for emergencies only please. Call 742-6402 and we will deliver the message to the student.

Counselors – 742-6454

At Mears 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.

Financial Data Control Clerk (FDCC) – 742-6437

Our FDCC is located in the main office. This person collects fees for sports and activities or fines you have received.

Nurse – 742-6401

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

Safety/Security – 742-6442 or 742-6433

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

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.

Absences

If a student is absent from school, the parent or guardian must telephone the school at 566-3300 or 742-6402 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 Front 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 and due to:

1. Illness,
2. Death or serious illness in the immediate family,
3. Participation in a school function,
4. Extenuating circumstances approved by the principal,
5. Attendance at a religious service.

Staying home or being late due to over sleeping, transportation issues, babysitting, or assisting family members are con-

sidered unexcused absences. Absences over five days must be arranged in advance using the Prearranged Absence form available in the Front Office. The form must be completed and turned in prior to the absence. A principal must approve such absences. Regardless of the reason absent, students should make up all missed school work.

Closed Campus/Blue Passes

Mears 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 without 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 behavior consequences may occur if a student leaves without proper permission.

If a student must leave the building during the school day, the student must bring a written note to the Front Office from their parent or guardian on the day that they need to leave. The secretary will give the student a "blue pass" so the student can leave class. The parent or guardian may call the attendance office at 742-6402 or email, at least one hour before pick-up for unexpected situations.

The student's parent or guardian is the only person authorized to pick up a student from school. The parent or guardian must notify the Mears 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 also check out at the Front Office and back in upon returning.

Tardies

If you are late to class or lunch, you need a pass from a staff member or you will receive a tardy detention. Consequences for being tardy:

- 1st tardy for the quarter - Written warning
- 2nd tardy - Detention
- 3rd tardy - Teacher assigns 2 detentions
- 4th and subsequent tardy - Referral to office

The tardy system restarts at the beginning of each quarter.

Mears Panther Pride:

We care for ourselves, each other, and the community. Everyone has the right and responsibility to be safe and expect appropriate behavior from others.

RESPECTFUL RESPONSIBLE SAFE

Mears Middle School Reminders

Assignment Calendar/Planner

All students at Mears Middle School will be responsible for maintaining a daily assignment calendar in their planner. The planner is a tool for students to use for learning organizational

skills. The parent or guardian can monitor their child's progress by checking planners.

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 742-6402.

Bicycles/Skateboards/Skates

Students riding bicycles 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.

Building Hours

The Mears Middle School front office is open from 7:30 a.m. to 3:30 p.m. Students are not permitted at school before 7:30 nor in the halls until 8 a.m. unless attending detention or in a teacher's classroom with prior permission. Students must wait in the Multi-Purpose Room until 8 a.m. Students must exit the building by 3 p.m. unless they are in a supervised activity. Sports and activities end at 4:30 p.m. Students must be picked up after activities by 4:45 p.m. Students must wait for ride between the double doors on the east side of the MPR or outside after 3 p.m.

Bus Passes

Students who ride a school bus must ride the bus that comes closest to their home. To ride another bus, a student must have a "bus pass" from the Student Services Office. Bring a note from your parent or guardian to the Student Services Office before the end of lunch and a bus pass will be issued to you for that day. The assistant principal 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, using the bathroom, or using a hall pass. All food and trash around you must be picked up and thrown away. Students may not return to their lockers during lunch. Students *must* have a hall pass to leave the cafeteria. Staff will dismiss students at each table when tables are clean. No panhandling, taking or grabbing another student's lunch.

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. On your last full day of school, please request a checkout form from the Registrar. Return all books, 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. Clean out your locker and return the lock to your teacher.

Coats/Jackets/Backpacks/Bags/Hats

For safety reasons, these items are not allowed in halls or class-

rooms. Upon arriving at school, place these items in your locker. Coats or jackets may be taken to lunch or P.E. to go outside. Individuals may request an exception to wear head coverings or hats for religious reasons.

Computer and Technology Use

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

Dances

Mears Middle School dances are only for Mears Middle School students. Dances are held from 3 until 4:30 p.m. in the multi-purpose room. If you leave the dance you may not return. Students must make advance arrangements to be picked up by 4:35 p.m.

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 expectations by being respectful, responsible, and safe. Sunglasses and hats or caps are inappropriate in a public building and are to be removed before entering the building. Pictures or words on clothes may not promote inappropriate themes such as drugs, alcohol, dangerous items, or negative themes. Dress or grooming related to gangs including saggy, baggy-oversized clothes, hanging belts, bandanas, chains, exposed tattoos or excessive piercing may not be at school. Only necklaces with a breakaway link may be worn. 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 (4 inches) above the knee, even if leggings are worn underneath. Tops or shirts that are low cut in front, in the back, or on the sides; or are sheer 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 Mears Middle School. Shoes must be safe. Flip-flops, soccer slides, slippers, or house shoes are not permitted. Shoes must be appropriate for the weather or activity, such as cold weather and PE shoes.

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. FINAL DETERMINATION OF ACCEPTABLE DRESS RESTS WITH THE ADMINISTRATION. If you are unsure that your outfit or piece of clothing is appropriate, please get approval from an admin-

istrator before wearing it. Be prepared to change by bringing a change of clothes.

Drop Off/Pick Up

Please observe all traffic signs in the school parking lots. Students must be dropped off at the curb using the East driveway only. No stops or loading in the left lane. Limousines and party buses are not allowed on any school campus at anytime.

Electronic Devices/Phones

Electronic devices such as cell phones, iPods, music or video players, cameras, electronic games and other similar items may not be used in school or at school activities and are subject to confiscation. Electronic devices, ear buds and headphones must be turned off and put away by the 8 a.m. bell. At least one ear must be unobstructed at all times. These electronics may be used when school ends at 2:45 p.m., but not during after school activities. Items confiscated from students may be turned into the office, and held there until a parent or guardian picks them up. Mears Middle School is not responsible for loss, damage or theft of any electronic items.

Excessive Display of Affection

Excessive display of affection beyond handholding is not appropriate for the school setting.

Fees and Fines

There is a materials fee for some labs, sports, activities and special classes. Fines are charged for any lost or damaged school items, property, and sports uniforms. Contact the FDCC regarding these.

Food/Beverages

Food and beverage items are not to be open or consumed in the hallways.

Hall Passes

Students must have a pass signed by a teacher to be in the halls during the school day. Student may not leave class the first or last 10 minutes of class for any reason. Students must remain in the multi-purpose room during lunch and may not leave without a pass from a staff member.

Honor Roll

At Mears Middle School, honor roll includes all students who attain a 3.0 grade point average or above with no D or F grades.

Illness

If you cannot attend school for three or more days, but are able to study at home, ask your parent or guardian to call your counselor and request your class work. After 24 hours, your parent or guardian may pick up the homework at the Attendance Office counter. Using Zangle, or talking to others in your class, or e-mail are also effective ways to determine the work you need to do.

Late Bus

If your bus is late (after 8:10 a.m.) obtain a "Late Bus" pass

from Security or the Student Services office to show your first period teacher.

Library

The Mears Middle School library is open from 7:30 a.m. until 3:30 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 so others may use them. 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 you.

Library Reminders:

- You may have five 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 to use the Library at lunch from a teacher or the library before 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 privileges; remember:

- 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 freestanding locker shelving available in stores may be used. Do not permanently attach shelves.
- You may decorate inside your lockers. 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 searches are labeled and held for parent or guardian to pick up.

Lost /Found/Theft Prevention

The Student Services Office and the security handle lost and found items. If you lose something, check all of your classrooms, talk with 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 Student Services 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 guard-

ian 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.

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 hallway, pods, MPR, gym, bathrooms, or locker rooms. Always lock item up, and check to ensure that the lock is locked. Bikes should be securely locked up to the bike racks on the east side of the building.

National Junior Honor Society

The National Junior Honor Society is open for membership to students in grades seven and eight who have spent at least one semester at Mears Middle School, have a grade point average of 3.5 or above and who demonstrate commendable qualities of citizenship, service, leadership, and character.

Progress Report Grades (Marks)

Progress report grades (Marks) are available during the fifth week of each quarter. Progress report grades are an indication of how students are progressing after the fourth week of the quarter. It is not a final grade. Zangle provides a Parent and a Student Connect so that you can look at grades, missing work, attendance, and so forth. Contact the Registrar if you need Zangle login information.

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, pushing, roughhousing, or throwing items can cause injuries and will result in disciplinary action. Gum is not allowed in these areas.

Selling/Trading Goods

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

Substitute teachers

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

Sports and Activities

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

Telephones

Students are to take care of personal matters before, after school, 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 front office or a phone in a classroom outside of class time. Student cell phones may not be used from 8 a.m. until 2:45 p.m. Emergency phone messages received from a parent or guardian will be delivered to a student.

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 the 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 Mears 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 a classroom or a teacher must provide 24 hours notice to the teacher. If parents would like to meet with a teacher, they may arrange for a meeting by calling the student's counselor. Students from other schools are not permitted to visit during school hours.

Mears Behavior Basics

Students at Mears are expected to make good decisions throughout the school day, before school, after school, on the way home from school and even during non school time. Please use common sense in all of the things you do and you will never have to worry about the consequences explained below.

Behavior Consequences

See Section II of the ASD Middle School Student Handbook.

Phone Calls and Emails

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 or email 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 or are disruptive, may receive a variety of 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 team counselor, student and parent conferences, removal from positive team activities, and so on. Teachers may assign their own or team work details or detentions 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 administration. If a referral is necessary, the consequences are normally In-School Suspension (ISS) or Out-of-School Suspension (OSS).

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 as appropriate. The school is not responsible for the loss, theft or breakage of these items.

Detentions

Detentions are held daily before school starts at the designated time and location. Students must arrive on time, sit quietly, and are not allowed to sleep or put their head down. Students should bring a book to read or work to do. When staff assigns a detention, a parent or guardian is contacted. The detention is to be served the day after the infraction. When a student is given a detention they receive a copy of the form to show their parent or guardian. If a student cannot attend detention on the day assigned, the student must notify the appropriate Security to reschedule the detention.

Regular Bell Schedule

Warning Bell	8:13
Period 1	8:15–9:05
Passing	9:05–9:10
Period 2	9:10–9:55
Passing	9:55–10:00
Period 3	10:00–10:45
Passing	10:45–10:50
8th Lunch	10:50–11:20
Passing	11:20–11:25
Period 4	11:25–12:15
Passing	12:15–12:20
Period 5	12:20–1:05
Passing	1:05–1:10
Period 6	1:10–1:55
Passing	1:55–2:00
Period 7	2:00–2:45

Assembly Bell Schedule

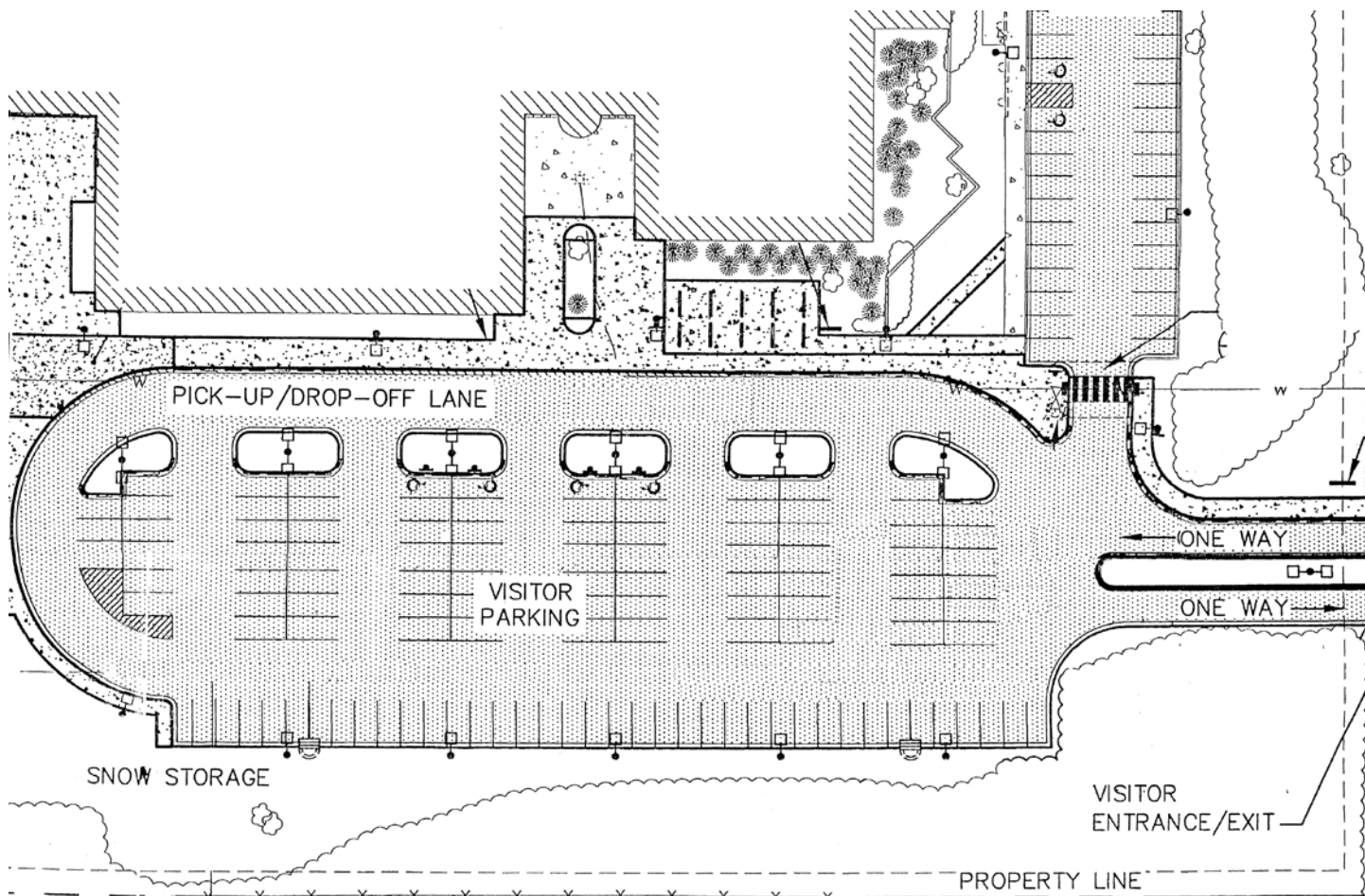
Warning Bell	8:13
Period 1	8:15–8:55
Passing	8:55–9:00
Period 2	9:00–9:40
Passing	9:40–9:45
Period 3	9:45–10:25
Passing	10:25–10:30

8th Lunch	10:30–11:00	Period 4	10:30–11:10
Passing	11:00–11:05	Passing	11:10–11:15
Period 4	11:05–11:45	7th Lunch	11:15–11:45
Passing	11:45–11:50	Passing	11:45–11:50

Period 5	11:50–12:30
Passing	12:30–12:35
Period 6	12:35–1:15
Passing	1:15–1:20
Period 7	1:20–2:00
Assembly	2:00–2:45

**Assembly may actually be any period during the day,
in which case the other periods are shifted down.**

Student Loading Map



Please follow these reminders for everyone's safety.

- Please enter the east driveway that has the Mears sign and reader board.
- Proceed straight along the east side of the building.
- Do not load or unload in front of the building where the flagpoles are or at the rear or west entrance.
- Students may be dropped off or picked up anywhere along the curb on the east side of the building. This is a one-way loop. Please do not stop in the left lane to load or unload, use the left lane to exit the parking lot.
- For pick up it is best if you park in a prearranged spot in the lot and have your student meet you there. This allows you to exit more quickly and prevents traffic jams.
- After school hours, the west driveway and rear bus parking lot may be used for additional parking. This is particularly helpful for after school such as dances athletic event and evening events such as concerts.

Thanks!