

Section I

Gruening Middle School Guidelines

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Gruening is the home of the COLTS and our school colors are royal blue and white.

Dear Parents,

The faculty, staff and administration welcome you to Gruening Middle School and invite you to be a contributing member of our school community. Examples of ways for you to be involved with your child's education are: joining the Parent/Teacher Organization (PTO), visiting your student during lunch, volunteering in our school, participating in school planning, sharing expertise, communicating with school personnel, helping on field trips, or assisting with student recognition.

Ernest Gruening Junior High School opened its doors to students in the fall of 1984. In 1990, Gruening was chosen to launch the pilot program for the ASD Middle School concept, and we have been providing a high quality education for all of our students since that time. Our namesake, Ernest Henry Gruening (1887-1974), is known as "the father of Alaska statehood." In 1939, President Franklin Roosevelt officially appointed Mr. Gruening to be Governor of Alaska. Early on, Mr. Gruening began advocating for Alaska's statehood and upon Alaska's admission to the Union as a state on January 3, 1959, he began his term as Alaska's first Senator serving until 1969.

Please call any member of the staff to share your ideas even if you have only a few minutes each week or month. If you do not have an opportunity to come to the school, you can help by simply staying in contact. You may want to keep in touch with your child's team by calling the school during the team's assigned planning time, leaving a telephone message, or e-mailing a team teacher or staff member that may assist you. A great way to keep informed as a parent is to read the school newsletter that is published on a monthly basis. The newsletter contains information regarding activities in the school, information from your child's team, and advice on parenting. Clearly, there are many ways to stay in touch and keep yourself informed of your child's activities at Gruening Middle School.

If we can be of help to you at anytime during the year, please let us know. Educating young people requires the entire community. With your help and support, the school year will be a great success. GMS Team—742-3609

Code of Conduct

This Code of Conduct shows the commitment of the Anchorage School District and staff of Gruening School to provide a safe and stable environment. This Code is designed to ensure that each classroom will have a climate of order, discipline, control, and positive learning as well as a climate that brings out the best qualities in both the teacher and student. Foremost, this Code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right.

1. I will know school rules and procedures.
2. I will be responsible for my actions.
3. I will assist in helping to maintain a good learning climate.
4. I will respect the rights of fellow students and school personnel.
5. I will respect authority in school and related activities.
6. I will strive for excellence in academics and decision-making.
7. I will be punctual and attend school regularly.
8. I will use appropriate and polite language (verbal and written).
9. I will dress appropriately and maintain good personal cleanliness.
10. I will respect the property of others.

This Code will be enforced throughout the school building, on any school property, on school buses, during any school activity, either at Gruening or at any other location, and when students are en route to and from school.

Activities

Assembly and Dance Behavior Students will be given rules and behavioral expectations for dances and assemblies through their academic teams at the beginning of the school year. Teams will review these rules and procedures before each dance and assembly.

Assemblies are planned throughout the year. Student behavior during these assemblies is extremely important and will determine the frequency of such enrichment opportunities. Any misbehavior or disrespect during an assembly will result in disciplinary action. Misbehavior or disrespect may include (but is not limited to) yelling, catcalling, talking disruptively, or any other behavior that detracts from the performer or presenter. Assemblies may be all school, grade level only, sign-up only, or team only.

Dances GMS dances are for Gruening students only, and are held immediately after school from 3:00 to 4:30 p.m. Once students leave the dance, they may not return. Transportation home should be pre-arranged and is the responsibility of the parent. Students must be picked up promptly.

Athletic Equipment or Clothing Most athletic equipment is loaned to students for the season free of charge. Should a student lose, damage, or fail to return athletic equipment they will be charged a replacement cost. Replacement cost is the cost to replace the item at today's price. Failure to return or replace any athletic equipment will result in the student being unable to register for classes the next school year.

Honor Roll The Honor Roll includes all students who obtain a 3.0 grade point average or above, with no grade below a C. There will be a list posted and also published in the newsletter of students who meet these requirements.

Interscholastic Activities The Anchorage School District offers five interscholastic sports: cross-country running, wrestling, girls' volleyball, cross-country skiing, and track & field. A sports physical, participation form, and activity fee are required for participation.

Intramural Activities Academic and athletic activities are available

for student participation. All intramural activities require a participation form and sports physical.

National Junior Honor Society GMS has a chapter of the National Junior Honor Society. The chapter is open for membership to students who have spent one semester at GMS, have a grade point average of 3.5 and above, and who have demonstrated qualities in (1) citizenship, (2) service, (3) leadership, and (4) character consistent with national guidelines. Students are reminded that discipline problems reflect personal qualities that are inconsistent with the membership requirements of the National Junior Honor Society.

Student Government The student government is organized to provide students with a voice in governing the school, to provide student leadership, to promote student interest in school, and to plan school activities.

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 to make sure students attend school and class.

Absences If a student is absent from school, the parent or guardian must telephone the school at 742-3608 to let us know why they are out. We request that attendance calls be made before 10:00 a.m. on the day the student is absent. If the student is absent from school and the parent telephones the school to report the absence, the student may go directly to class when they return to school. However, when returning from an absence, if the parent did not call, the student should bring a written note to the office from the parent or guardian. It should list the day(s) and reason for the absence.

What kind of absences are there?

1. **Excused:** Those approved by a parent. If a student is absent from school, the parent or guardian must telephone the school before 10:00 a.m. at 742-3608.

2. **Unexcused:** Those absences from school or class that the parent did not approve. For further information see the District section of this handbook.

3. **Pre-arranged:** Those absences the student knows about in advance. Pre-arranged Absence Forms are available in the office and should be filled out and turned in prior to the absence.

Tardy to School If a student is tardy to school, they are to report to the attendance office immediately. Frequent tardies can result in disciplinary action. Notification from parent/guardian via a note or phone call is required to excuse tardies.

Blue Passes If a student is to leave the building during the school day, they must bring a note to the office that morning. The student will be issued a blue pass for the time they need to leave. When the student returns to school, go to the front office so the attendance secretary may note the return time.

Bus Pass Students who wish to ride a bus other than their own from school must bring a note from a parent or guardian giving permission. This note is presented to the front office staff by the end of your lunch period and a BUS PASS is issued. The student then gives the bus pass to the driver of the bus the student intends to ride. It is not okay to wait until 2:45 to get a bus pass.

Authorization for Picking Up a Student Please note that if a friend or relative is to pick a student up from school, they must be listed on the student's records. The student will not be allowed to leave with that person unless they have a note from the student's parent/guardian.

Change of Guardian, Address, Telephone Number Let the office know of any changes as soon as possible. Working telephone numbers and current address are required and will be used by school personnel only. If a student is leaving Gruening permanently, a parent/guardian must notify the registrar two days prior. On the student's last day the registrar will give appropriate instructions for checking out.

Homework Any time a student is absent from school, it is his/her responsibility to get assignments. Students will be given one day to make up work for each one day of excused absence up to a maximum of five school days. If a student is absent for one or two days, they should get assignments from classmates, check online, and check with teachers upon return.

Closed Campus GMS has a "closed campus" which means that students are not allowed to leave the building or the campus grounds from the moment of arrival to the time of school dismissal at 2:45 p.m. Conversely, once a student leaves campus at 2:45, they cannot return without a parent or guardian for a specific purpose. To leave campus during the day, please refer to the "blue pass" section of the handbook.

Visitors Parents are welcome and encouraged to visit the school. We do ask all visitors to stop in the front office and obtain a visitor/volunteer badge. Parents who wish to shadow their student during the day are asked to notify the administrator in such a manner as to allow 24 hours notice for teachers. Parents may visit with a teacher during teacher conference time. If parents want to talk to one or more teachers, they should contact teachers to make an appointment. The counselor will facilitate meetings between parents and teachers.

Student visitor passes are strongly discouraged. Any student requesting to bring a visitor must have the written permission of the Assistant Principal at least 24 hours prior to the visit. There will be no student visitations allowed during the week prior to winter break, spring break, or during the last two weeks of school. Younger brothers or sisters and/or other students, whether attending Anchorage School District schools or not, will not be approved.

Expectations

Students are responsible for knowing and following all the rules in the "Student Guidelines" part of this handbook. Not knowing the rules cannot be used as an excuse.

Gruening Middle School will provide a safe and secure environment that fosters academic success, citizenship, and social responsibility.

Backpacks/Bookbags Backpacks and book bags are used to transport educational items to and from school. Once students arrive, the backpacks and book bags are emptied and stored in lockers.

Building Rules

- Be courteous
- Respect others
- Be on time for class
- Display appropriate behavior at all times
- Bring required materials to class every day
- If a student arrives at school early, they are to remain on the carpeted ramps (not in the student center) until 8 a.m.
- Once the school day has started, always have a pass to come to the office unless there is an emergency
- Exit the building by 3:00 p.m. unless involved in a supervised activity. When waiting for a ride, you may wait for your ride only at the entrance to the attendance office (in inclement weather).
- No running in the building (except under direction of P.E. teachers or coaches)
- Play fighting and other forms of horseplay are prohibited at GMS

- Hats* are not to be worn in the building
- Gum is not allowed at Gruening Middle School

* Individuals may request exceptions to policies related to the wearing of hats for religious reasons.

Cafeteria Rules Students are expected to follow all building rules in the cafeteria during lunch. In addition, specific lunch rules and procedures will be outlined and given to students at the beginning of the school year by their team teachers and by the administration.

Dress School is preparation for whatever job a student eventually will have; it is where GMS students go to "work" each school day. Proper dress also ensures student safety. Just as every workplace has specific dress requirements, students will be expected to dress in appropriate school attire. All items of clothing are to be worn in a proper manner.

Clothing deemed inappropriate includes: spandex and other form-fitting garments, skirts or shorts shorter than 5" above the top of the kneecap, low-cut blouses, spaghetti straps, half-shirts, all tank tops or muscle shirts, cut-off or frayed jeans or sweats, pajamas, lounge pants, beach or shower flip-flops, slides, or slippers (hard- or soft-soled).

Clothes with suggestive messages and/or advertisement for alcohol, illegal and controlled substances, symbols associated with gangs, T-shirts with armholes cut out, or sheer mesh see-through shirts are also inappropriate. Examples include items that allow bare shoulders or undergarments to be seen, i.e., too small, see-through or sagging. Additionally, pants or jeans cannot sag below the waist and belts must not hang excessively below the waist.

Face markings of any kind, or writing on oneself or others are not permitted. Also, "signing" or writing on personal clothing or clothing belonging to others (whether worn or carried) is not permitted under any circumstances.

Duct tape of any color or sort may not be worn on or affixed to any part of the person at any time.

Hats of any sort, hoods, or other head dress must be removed upon entering the school and remain off until you have exited the school again.

Outside coats are not to be worn in the building and must be secured in lockers during the school day. Acceptable wear for inside wear on cold days includes fleece, hoodies, sweaters, sweatshirts, and similar clothing. In fact, it is a good idea to have one of these in your locker.

If a staff member feels a student is dressed inappropriately, the student will need to change. This will be accomplished by having parents bring appropriate clothes to school, or exchanging for clothes provided by the school. Continued offenses will be considered willful disobedience.

Grades are a reflection of student work. If there are questions regarding a grade, contact the teacher(s) directly. Progress reports are sent home the fifth week of every quarter.

Gum Gruening has a no gum policy. When asked to spit out gum, the student must comply immediately. Repeated reminders may result in disciplinary action

Hall Passes Students must have a pass assigned by a staff member to be in the halls during class time. Students must remain in the multi-purpose room (MPR) during lunch and may not leave without a pass from the teacher and signing out with security.

Hallways Students should have a pass if they are in the hallways at any time other than a team or school designated passing time. Students should not congregate in large groups in the halls. They should be courteous as they interact with each other and should respond immediately to staff directives and requests regarding hallway behavior. Students throwing or dropping any object(s) from the second floor to the first floor are subject to consequences and sanctions of

Dangerous Actions.

Helmets Students riding bicycles to school must wear safety helmets—it's the law.

Lockers All students will have an opportunity to obtain the use of an individual locker during August registration. Students found entering any locker other than the locker assigned to them may be suspended.

1. The locker will have a confidential lock combination. Do not share it with anyone. Student property is only secure if the combination is also.
2. Valuables should not be kept in student lockers.
3. Students should keep their locker closed and locked.
4. Only materials used directly in current school programs are to be kept in student lockers.
5. Locker changes cannot be made without authorization from the Assistant Principal.
6. The school district is not responsible for any items taken from or left in lockers.
7. Locker decorations must be in good taste. Inappropriate pictures or other displays are not allowed.
8. Magnets may be used to hold displays in place – tape and stickers are not allowed.
9. Birthday decorations are permitted for the duration of a student's birthday.
10. If a locker jams, rather than be tardy, the student should go to class and get a pass from a teacher to seek assistance. Kicking, punching, or otherwise forcefully slamming a locker is not permitted.
11. Do not put another lock on a hall locker. It will be removed.
12. All lockers are subject to search by building administrators at any time.

Memory Book Students are to use discretion in their choice of language when signing a memory book. Inappropriate language, drawings, or messages are not allowed.

Office Telephones Office phones are for emergency contact calls. Students must obtain prior permission from a staff member to make emergency contact calls.

Passes Students need a pass whenever they are out of class for any reason. Being in the hall without a pass will result in disciplinary action. Ask a teacher for and, when necessary, wait on a pass before leaving class.

Passing Time Five minutes is adequate time between each class period to pass from one class to the next, by way of your locker or the restroom. Students are expected to walk, reasonably quietly, in the halls during passing time. Students are expected to arrive on time to your classes. 'On time' means *in* the classroom *ready* to learn.

PE Locker Room Students should not be in locker rooms without adult supervision. Lockers are provided to keep personal items safe; use them wisely. If a student is seen with a cell phone in hand, security will be summoned for assistance.

Selling or exchanging goods or services for money by students is not allowed on campus without administrative approval.

Snowballs/Rocks Throwing snow, rocks, ice or any other object is an unsafe act and is strictly prohibited while students are under the jurisdiction of the school. This means that a student cannot throw anything while at the bus stop, on the way to or from school, or while at school or any school function.

Stairs Sitting, standing, or congregating on the carpeted stairs in the lower student center is a privilege. Proper decorum is expected at all times. Non-carpeted stairs are not for sitting, standing or congregating as this poses a safety hazard.

Substitute Teachers/Guests Substitute teachers and presenters are guests in our school. Students are expected to treat any substitute teachers

or guest presenters with respect and courtesy. Disruptive or disrespectful behavior when a substitute teacher is in class may result in disciplinary action up to and including suspension from school.

Sunglasses are not to be worn inside the building. Students with dark tinted prescription lenses must get special permission from the office.

Tardies All tardies are cleared each quarter. Tardies will accumulate in all classes, e.g., one tardy in first period and one tardy in fourth period accumulates as two tardies, resulting in one a.m. detention.

First Tardy - Warning/Team Sanction

Second tardy - One morning detention

Third tardy - Two morning detentions

Fourth tardy - Office referral — one day ISS

Fifth tardy - Office referral — two days ISS

Subsequent tardies - Parent conference mandatory

Textbooks and Supplies Students are responsible for all texts issued to them. Most teachers will require covers on textbooks. A fine will be assessed if a student loses or damages a text. Report cards will not be issued until all fines are paid. Students are expected to furnish their own paper, notebooks, pens, pencils, and related supplies.

Trespassing All visitors, including students from other schools, must report to the office when visiting the school. Anyone not doing so will be subject to the District trespass policies.

Student Services & Programs

Please follow the guidelines noted below when seeking help:

1. Unless it's an emergency, get a pass from a teacher before coming to the office.
2. Always check in at the main desk before going to the counselor, security, or administrator's office.
3. Please enter from the front office door.

Conflict Mediations Students are encouraged to seek mediation during times of conflict while at school. Requests for mediation/conflict resolution may be initiated with any staff member or with the counseling office. In addition, parents may request a mediation for their student if they are having a conflict at school.

Counselors are here to help students. Use the "Request to See Counselor" forms available in the main office or ask a teacher for a pass. Do not wait for a counselor unless an appointment has been prearranged. With the exception of emergencies, students must have a pass to see a counselor.

Free/Reduced-price Meals Free or reduced meals may be furnished to a student whose parents/guardian qualify under Federal Family Income and Size Regulations. Applications may be made at anytime during the school year. Contact school office personnel and cafeteria managers for application forms. All information is confidential.

Library The library will be available for student use at certain times each school day. The school librarian will inform students of those times as well as discuss book check-out procedures and services available in the library during library orientation.

Lost and Found If students lose an item, check with security or the main office. There will be a place designated for items that are found throughout the school or on buses. If you cannot find a valuable item, you should complete a Lost Item Report. These reports will be addressed by security. If an item is found, please return it to the office immediately. Using and/or distributing an item that you found will be treated as theft of that item.

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Nurse The nurse is here to help students with first aid, minor illnesses, screening and information. If students become ill, or require first aid, they should get a pass from a teacher to come to the office to see the nurse. Passes are required during passing time unless it is an emergency. ALL personal medications must be checked in and stored in the nurse's office, including cough drops and breath mints/strips.

Safety and Security Officers The safety and security officers are responsible for the safety and welfare of every student at GMS. The safety/security person should be contacted if there is a problem with buses, a locker, tardies, theft, or vandalism. Let the safety/security staff know if there is a problem with another student, or something is known about a dangerous situation at school.

School Pictures School pictures are usually taken in the fall by an outside agency. Sports and spring pictures may also be offered. Students who wish to order picture packages may do so. All students will have their picture taken. Each student will receive a picture ID card.

School Safety

Emergency Response Students must respond to any emergency situation by doing the following:

- * Remain calm
- * Stay put
- * Wait for directions
- * Follow directions promptly and completely

Footwear Students must wear appropriate footwear at all times. Students will not be allowed to go barefooted, wear flip flops, slides or wear any type of slippers in school.

Glass Containers Do not bring glass items or containers to school.

Detentions Detentions are assigned by staff for minor forms of misbehavior, and are served from 7:30 a.m. to 8:00 a.m. Monday through Friday, or 3 to 3:30 p.m. the same days. GMS security supervises detentions.

If neither morning nor afternoon detentions are possible options due to parent schedules or transportation issues, the parent/guardian must call security to make arrangements for the student to serve a lunch detention. Lunch detention is not student choice.

Students must arrive on time, have work to do or something to read, and work silently. If this standard is not met and a student is asked to leave, the student will not receive credit for that detention and will need to return to serve the detention properly.

Detentions are to be served the next school day unless adults make other arrangements.

