

Hanshew Middle School Guidelines

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*Dear Hanshew Families,
Hanshew Middle School prides itself on being a positive and welcoming school. At Hanshew, families and community are a priority. We are a dynamic group of learners and educators. Students are placed on academic teams where they develop a bond with teachers and classmates. We look forward to working together to make your Hanshew experience great.*

*Nancy Brain
Principal*

Hanshew Mission Statement

Our mission at Hanshew Middle School is to provide students with a safe environment, quality education, and to motivate all students to believe in themselves.

Hanshew SEL Mission Statement

Our vision for Hanshew Middle School is to intentionally teach, model, and infuse Social and Emotional Learning practices with the purpose of creating a safe, fun, and welcoming environment that connects all to the school and community.

Hanshew Middle School Colors and Mascot

Hanshew Middle School colors are red and black and the school mascot is the Hawk.

Office Hours/Contact Information

The building will be open from 7:30 a.m. to 3:30 p.m. Students should arrive no earlier than 7:45 a.m. and must leave the building by 3 p.m. unless supervised by an adult. Students arriving early are to wait in the student center/foyer until a staff member releases them at 8 a.m. Class starts at 8:15 a.m. and ends at 2:45 p.m.

Telephone

Fax.....

24-Hour Attendance Line

ASD Pupil Transportation

Reliant Transportation

<http://hanshew.asdk12.org>

Activities and Sports Schedule

Hanshaw is dedicated to fostering a positive, enjoyable environment in which students are invested in our community and benefit most from their middle school experience. A wide variety of sports, clubs, activities, electives, programs, concerts, assemblies, spirit weeks, and dances are organized throughout the year.

To participate in a school sport, students must have a completed activity form and a current sports physical on file. Physicals are good for one year. All paperwork is due on or before the first day of practice.

- Early Fall: Cross-County Running and Girls Basketball
- Late Fall: Volleyball (girls) and Wrestling
- Winter: Boys Basketball and Cross-Country Skiing
- Spring: Track & Field

Hanshaw is a Closed Campus

If you must leave the campus, from the time you arrive at school until the final bell rings, you must get a blue pass from the office. Parents should call into the attendance number to prearrange this or send a note for you to take to the office. Students may not be picked-up from school during the day by anyone other than those listed on Zangle contact list, unless, special arrangements are made by a parent/guardian through the office. This includes siblings, relatives, etc.

Backpacks/Purses/Bags/Coats

For safety reasons, these items should be placed into your lockers as soon as you enter the building, and remain there until after school. Students may not carry backpacks, bags, purses, fanny packs, etc. during the day without written permission from the school nurse or administration.

Basic School Expectations

- Respect others and yourself
- Make sure your behavior is appropriate at all times. Remember you are responsible for your actions.
- Be on time and bring required materials to class (binder, pencil/pen and Daily Planner).
- Always have a pass when you are in the hallway.

Bus Routes/Bus Pass

Bus transportation routes for students who do not live within walking distance are on the ASD website, under the Parent tab, then under Bus Schedules tab before school begins. Students may only ride their assigned bus route, unless they have a bus pass. To request for a temporary change in bus, students must provide a signed note from parents/guardians to the office either before 8:10 a.m. or at lunch to get a bus pass for the day only. The front office will issue an approved bus pass for your student. Please call the main office before 1 p.m. to secure a bus pass for the day. The bus pass must be shown to the bus driver upon boarding. Specific rules for bus conduct can be found in the student handbook.

Computer Use

Computer use is a privilege, particularly given the limited resources that are available. Regardless of the computer use, you

are expected to use it ethically and legally and only for school approved projects. This is particularly true using the Internet, which is available at some locations at Hanshaw. You also must follow Anchorage School District and Hanshaw MS computer use agreements, which you and your parents must sign. Failure to do this is a serious offense. Take care of this unique privilege.

Consequences of Inappropriate Actions

Teachers have different consequences within their individual classrooms or on different academic teams. Across the school the most common consequences are detentions and in-school suspensions. Any staff member may award detentions. Detentions must be served. Failure to serve may result in further disciplinary actions. If a student cannot serve when assigned, the parent should call the teacher.

Dance and Assembly

Student behavior during these activities is extremely important and determines the frequency of such opportunities. Students who are disrespectful and/or act inappropriately during a dance or assembly will have to leave. Appropriate discipline will be applied and attendance at future activities may be denied.

Students must bring school identification card and/or must be identified by their team teachers to get into the dance. Dances are for Hanshaw students only—NO guests. Once you leave the dance you may not return. Students serving suspensions prior to the dance may lose the privilege to attend the dance. Dances run from 3 to 4:30 p.m. Students must be picked up no later than 4:45 p.m.

Dress Code

Hanshaw Middle School dress code will be enforced at all times. Dress at school needs to be appropriate; it cannot be disruptive to learning, unsafe or gang related. Dress that has writing or images related to alcohol, tobacco, other drugs, sex, or gangs is inappropriate. The following are examples of inappropriate clothing:

- Clothing that is too revealing, too small, see-through or sagging, exposed midribs, low-cut tops or sides, strapless, spaghetti straps, less than 2-inch straps, short-shorts, short skirts (more than 2 inches above the top of a knee cap).
- Clothing that is too large, baggy, or bulky. Examples include: oversize jeans, oversize shirts. Pants that are too big to stay up above the hipbones without a belt are too baggy.
- During the snow season weather appropriate footwear needs to be worn. Avoid wearing flip-flops, sandals, with no socks or protective footwear. This is a safety hazard that could cause frostbite during safety drills and evacuations.
- Outerwear (coats, heavy jackets, heavy vests, hats, ball caps, sunglasses) must be stored in the lockers.

Students who wear inappropriate clothing to school will be required to change into something appropriate. This will be accomplished by having parents bring appropriate clothes to school, or exchanging for clothes provided, if available, by the school. If you have any questions about the appropriateness of what your child intends to wear to school, please call 349-1561

and speak to an Assistant Principal.

Electronic Devices

Electronic devices must be turned off and put away from 8:15 a.m. to 2:45 p.m. Phones and electronic devices may ONLY be used in class when appropriate for school purposes as directed by the classroom teacher. Students will abide by the ASD Internet Guidelines. Parents/guardians who need to contact their student should call the office. Likewise, any student who needs to contact their parent/guardian may call from the office. Students who have their phones out/on at their lockers, restrooms, lunchroom, PE locker room, or any other common area will have their phones confiscated. After the second confiscation, a parent/guardian will have to pick up the phone at the main office. Specific rules for electronic devices can be found in Section III of the student handbook.

Hall Passes

Students must have a pass assigned by a teacher to be in the halls during class time. Students in the halls without a pass will be subject to disciplinary action. Ask your teacher for a completely filled hall pass before you leave class.

Health Office

Students who become ill or who are injured during the school day should get a hall pass from their teacher. Students need to sign-in in the main office and then proceed to the nurse's office. All prescription and over-the-counter medication must be kept in the health office. Please see the nurse to fill out a form so medication can be given properly and stored securely. Permission forms must be completed by a parent/guardian before any medication is dispensed.

Homework Requests

Homework may be requested for students who are absent three or more days. Teachers need 24 hours to process homework requests. Please communicate homework requests in advance through your child's team teachers.

Identification Cards

All students will be issued an ID card that is bar coded and has your picture. Failure to identify self may result in consequences.

Library

The Library is available to help students and faculty to complete research projects, discover enjoyable reading, and utilize current information technology to its greatest advantage. The library is usually open from 8 a.m. to 2:45 p.m. for student use. Usually, you may check out up to three books at a time for a period of two weeks. You will need your student ID card so it can be scanned to check out materials. You will be notified when you have overdue items. Students can obtain a pass from the librarian to go to the library during lunch. No food is permitted in the library at any time.

Limousine/Party Buses

While limousine rides and/or party buses may seem like a perfect birthday gift or other special celebrations, due to safety reasons this is not allowed. LIMOUSINES and PARTY BUSES are

not allowed on campus to pick up students at any time.

Lockers

All lockers must be locked at all times. This includes PE lockers as well. The school is not responsible for theft or loss of your items. All students will be assigned their own locker, and may not share it or their combination with anyone else. Each student is responsible for their own locker and its contents. See the school's Security Specialist with any locker concerns. Replacement padlocks cost \$6.00. All lockers are subject to search by building administrators at any time.

Lost and Found

Check in the main office if you have lost an item. For valuable items, fill out a Lost Item Form in the main office or with a Security Specialist. Possession, use of, or distributing an item you find, will be treated as theft of that item and you will be held responsible.

Lunch Time Reminders

Students must remain in the MPR during lunch and may not leave without a pass from the teacher and/or signing out with security. Students should remain at their destination for the rest of the lunch period.

Parent-Teacher-Student Association (PTSA)

During registration and open hours, volunteers will encourage parents to join and to volunteer time throughout the year. Parent support and involvement in PTSA helps parents understand how our school operates and demonstrates active involvement with students' education.

Parking and Student Drop Off/Pick Up

Guest parking is available in the front parking lot. Parents/guardians who drop off/pick up students must do so in the front of the building. Students may wait in the front foyer when they are dropped off and may go to their locker after 8 a.m. All students are expected to exit the building by 3 p.m., unless they are in a school-sponsored activity supervised by a staff member.

Physical Education Clothing

Students will be required to have a PE T-shirt, shorts or sweats, and gym shoes. Students need to have these items every day to be prepared for class. If you are unable to purchase the shirt, please see administration.

Student Handbook

The handbook covers a wide range of important information including items specific to Hanshew. The Hanshew Middle School staff will spend time reviewing the handbook with students. It is the student's responsibility to become familiar with the contents of the handbook. Families are also encouraged to review the student handbook, so they are familiar with the contents and can help their children make appropriate choices promoting academic and behavioral success.

Student Planner

Students will be issued a free assignment planner to be used in all classes. This planner is an excellent organizational tool and a way for families to know what their child is studying and how they are progressing. It may be used to communicate with teach-

ers on a regular basis. Please encourage your child to use the assignment planner daily.

Tardies

Classes begin at 8:15 a.m., and students are expected to be at school on time, every day. During the day, students have a five-minute passing period between classes, and are to be in class on time every period. Hanshew's tardy policy is:

First tardy - Warning

Second tardy - One Detention

Third tardy - Two Detentions

Fourth tardy and subsequent tardies - Referral to the office for discipline.

Telephones

Telephones are for emergency contact calls only. Classroom phones are for teacher use. An office phone may be used with an appropriate teacher's pass to the office, or office approval to call parents during school hours.

Textbooks

All textbooks are furnished free of charge, and students are expected to take good care of them. Fines will be imposed if textbooks show undue wear and tear, or are lost or stolen. All other supplies are the student's responsibility.

Throwing

Throwing any objects over the balcony, in the cafeteria, in class, or at any time during the school day may result in disciplinary sanctions.

Vending Machines

Vending machines are available for student use during select school hours. A change machine is in the foyer; no other change is available. Proceeds supports student activities.

Visitors

Visitors must report to the office when visiting the school or they are considered to be trespassing. Hanshew encourages parents to visit classrooms, however, arrangements must be made at least 24 hours in advance. For student safety, the driveway around Hanshew Middle School is ONE WAY during school hours. This is enforced by staff and APD.

Voicemail/Email

Hanshew Middle School is committed to maintaining good communication with parents and guardians. We encourage you to contact your child's teachers throughout the school year to stay connected with your student's progress.

Website for Hanshew Middle School

<http://hanshew.asdk12.org>

Asset 5: School Provides a Caring Environment.

1. Self-Awareness (I am): Recognizing who I am and how I am feeling relative to the world around me.

1A. Students demonstrate awareness of their emotions.

(I am aware of what I am feeling.)

1B. Students demonstrate awareness of their personal traits.

(I am aware of my traits, know what I do well, and know what areas I can work on.)

1C. Students demonstrate awareness of their external supports.

(I am aware of the supports I have around me.)

1D. Students have a sense of personal responsibility.

(I am aware of my responsibilities.)

2. Self-Management (I can): Managing my behavior in effective, constructive ways.

2A. Students demonstrate ability to manage their emotions constructively.

(I can responsibly manage my emotions.)

2B. Students demonstrate honesty/integrity.

(I can act in an honest manner.)

2C. Students use effective decision-making skills.

(I can make good decisions.)

2D. Students demonstrate ability to set and achieve goals.

(I can set and achieve goals that will help me to be successful.)

3. Social Awareness (I care): Demonstrating an awareness of the value of others in the greater communities.

3A. Students demonstrate awareness of other people's emotions and perspectives.

(I care about the feelings and viewpoints of others.)

3B. Students demonstrate consideration for others and a desire to positively contribute to their community.

(I care about others and do my part to make my community better.)

3C. Students demonstrate an awareness of cultural issues and a respect for human dignity and differences.

(I care about and respect the individual differences of others.)

3D. Students can read social cues.

(I care about how I perceive others and am being perceived by them.)

4. Social Management (I will) Interacting in meaningful, productive ways with others.

4A. Students use positive communication and social skills to interact effectively with others.

(I will interact well with others.)

4B. Students develop constructive relationships.

(I will work on having constructive relationships.)

4C. Students demonstrate the ability to prevent, manage, and resolve interpersonal conflicts in constructive ways.

(I will deal with interpersonal conflicts constructively.)