



# 2019 / 20 Gruening Middle School Campus Information

2019-20 Middle School Student Handbook: District Guidelines / Rights & Responsibilities  
is found online at:  
<https://www.asdk12.org/students/handbooks/>

*This campus information and guidelines section is an attempt to share information that is most commonly asked by students and the community. It is **not all inclusive and is a relatively fluid document.** Each year we will update it as needs and circumstances dictate.*

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## GRUENING MIDDLE SCHOOL



Students.

Welcome to Gruening Middle School! We are so happy to have you be a part of our wonderful school community!

Please read closely the following information. It will help you be successful in our school. It is important that you familiarize and understand the contents presented here.

I would encourage you to become actively involved in our school activities. We offer a wide range of interscholastic and intramural sports, academic activities, and other after school enrichment programs.

We try to keep the rules at Gruening to a minimum. Treat each other respectfully, know our school rules, and you will have an outstanding school year.

Challenge yourself. Try new things. Be the best you can be. We all want you to be successful and have an enjoyable year at our school. We look forward to having you here. It is an honor for me to be your middle school principal.

GO COLTS!

Bobby Jeffs, Principal

School Colors: Royal Blue & White  
 Mascot: Colt

## Community Expectations

Students are responsible for knowing and following all the parameters described in this section. Not knowing the rules cannot be used as an excuse. GMS strives to provide a safe and secure environment that fosters academic success, citizenship, and social responsibility.

### Basic Building Rules

- ❖ Gruening is a GUM FREE school
- ❖ Be courteous
- ❖ Be on time for class
- ❖ Respect other people and property
- ❖ Bring required materials to class every day
- ❖ Have a pass when out of the classroom
- ❖ Do not lean over, place items on, or throw items over the railings
- ❖ Do not use obscenity and profanity anywhere on campus
- ❖ Use indoor voices in the building – don't scream or yell
- ❖ Walk from place to place in the building, running is unsafe
- ❖ Refrain from play fighting and other forms of horseplay
- ❖ Respond to staff direction the first time (even if that person isn't "your teacher")
- ❖ Wearing hoods, hats, or other headgear in the building is *not okay*, at all  
*(Exceptions being for religious or medical reasons.)*

**Backpacks, Purses, Handbags** or other assorted similar items must be stored and locked in individual lockers. They cannot be carried about during the course of the day. Additionally, students cannot take backpacks, purses, handbags, etc. with them to the last period of the day; there are 8 minutes at the end of the day for loading up to go home.

**Blue Passes** are issued if a student has to leave the building during the school day. The student must bring a note to the office that morning. For example, the student has an orthodontist appointment. The student will be issued a blue pass for the time they need to leave, then s/he shows that to the teacher at the appropriate time. This ensures timely departure and, hopefully, cuts down on frustration for parents. When the student returns to school, s/he should bring the blue pass to the office so the return time can be annotated.

**Building Hours** are from 7:00am until 4:00pm. Students arriving early to school are to wait in the cafeteria, open gym, or if the library is open, sit there until released at 8am. Students not involved in a school sponsored activity must be out of the building by 3pm. Once the after-school activity is over, usually at 4:30, students should be off campus by 4:45pm. Hanging out in the school without adult supervision is not permitted.

**Bus riding is not a right, but a privilege.** When providing transportation for students within the GMS attendance area (zone), the District's responsibility is clearly defined as to provide a ride from the student's assigned bus stop to school, and back to that student's assigned

bus stop. Bus stop assignments are determined by a student's verified address. *Daycare or after school care placement is not a consideration.* Changing buses is not allowed without pre-authorization by the GMS front office. If you need to ride a bus that isn't your regular bus, you must bring a note signed by your parent to the front office NO LATER THAN THE END OF YOUR LUNCH and get a bus pass valid for that day. Do not try to get on a bus not your own without that pass, the driver will not let you on.

Riding a bus safely entails: sitting in an assigned seat, facing forward, using indoor voices, and keeping the aisles clear. You may listen to music using your own earbuds only. Students are to follow the directions given by the bus driver.

**Counselors** are here to help students. Students should use the "Request to See Counselor" forms available in the main office or ask a teacher for a pass. Students should 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.

**Dress/Appearance** is important in the middle school setting. Students will be expected to dress appropriately for school. A particular style of dress or particular item of clothing that causes distraction to others or the learning process may be questioned. Posters displayed around the building indicate what is acceptable and not acceptable. However, each year brings new fashions that may not be addressed on the poster. Essentially, students should be covered from shoulders to knees and undergarments of any kind should be kept concealed under a top layer. If leggings are worn, the shirt must come to the tops of the thighs. All shoes must be weather appropriate. Also, the MS Student Handbook outlines dress code in Section II, E2a1.

- ✓ Footwear must be weather appropriate
- ✓ Face markings of any kind, or writing on oneself or others is not permitted. Also, "signing" or writing on personal clothing or clothing belonging to others (whether worn or carried) is not permitted under any circumstances.
- ✓ Outside coats are not to be worn in the building and should be secured in lockers during the school day. Acceptable wear for inside wear on colder days includes fleece, hoodies, sweaters, sweatshirts, and similar clothing.

If student is dressed inappropriately, the student will be asked to change.

**PE Dress Requirements** Students are expected to dress out for PE every day. *Tights and lounge pants are not allowed.* "Dressed Out" means:

- the GMS PE uniform: a grey coll t-shirt, black PE shorts or yoga pants and athletic (running) shoes that are laced and tied appropriately.

**Games** that engage students in behaviors that include physical contact including (but not limited to) hitting, slapping, punching, kicking, pushing or otherwise causing/inflicting harm or pain should not be played while at school, on the bus or at the bus stop, or during any school-sponsored activity.

**Gum** is never allowed at GMS. Please do not bring it or chew it. Students who do will be disciplined. We understand that gum is sold in the high school vending machines; do not purchase it!

**Hall Passes** assigned by a teacher are a must for students to be anywhere other than in class during class time or the cafeteria during lunch. Hall Passes will not be given in the first 10 or last 10 minutes of a class. During lunch, students must remain in the cafeteria unless they have a pass from a teacher and have signed out. Once out of the lunch room on a pass, students must remain at their destination for the rest of the lunch period. The five-minute passing time is ample time to use the restroom, not during class.

**Hallways** are busy places. Students should not congregate in large groups in the halls, and should respond immediately to staff directives and requests regarding hallway behavior. Students should also walk (not run) in the halls. Students should be courteous as they interact with each other. Students should not be in the halls without a pass signed by her/his teacher.

**Headphones, headsets, or earbuds** (or similar items) are to be removed and stored safely at 8:00am.

**Helmets** must be worn by students under the age of 15 riding bicycles to school, according to Municipal Code 3.98.200.

**Homework** In the middle school setting, any time a student is absent from school, it is the student's responsibility to get missing assignments. Students will be given one (1) day to make up work for each one (1) day of excused absence regardless of the length of the absence. If a student is absent for one or two days, the student should get assignments from classmates, check Q, email teachers, and check with teachers upon return. Homework Help is available two days a week after school from 3:00 – 4:30.

**Horseplay** accounts for most accidents and fights at middle school. Usually it begins with students who were "just playing around" or "just messing." Pushing, shoving, hitting, chasing, bumping, or any other type of potentially dangerous activity should not happen at any time in the halls or elsewhere in the building.

**Internet** use is a privilege and is monitored. Students must have permission slips signed by parents/guardians to use the Internet. Any student who engages in improper use of the Internet may lose this privilege. Each GMS student receives a password allowing the student access to our school computer network. Students are responsible for the confidentiality of their password.

**Late for School** Students who come late to school are to report to the attendance office immediately for accurate record keeping and to obtain a pass to class. Please come with a parent/guardian note or have them call the office right away.

**Library** is available at certain times each school day. The librarian will inform students of library access, discuss book check-out procedures, and explain available services.

**Lockers** are assigned to all GMS students. Depending on students' schedules, a student may have up to 2 lockers (hall & PE) each with a different combination and different dimensions.

Below is information regarding lockers that each student needs to know and understand.

- ❖ Each locker will have a confidential lock combination. Do not share it with anyone. Student property is only secure if the combination is also.
- ❖ Students should keep their locker closed and locked when not in use.
- ❖ Students should not spin another's combination lock.
- ❖ Only materials used directly in current school programs are to be kept in lockers.
- ❖ Valuables should not be brought to school and kept in student lockers. If extenuating circumstances arise, contact office personnel.
- ❖ Decorating lockers is limited to the inside of the lockers only, using magnets NOT tape. (*Birthday decorating is permitted, but must be removed at the end of the day.*)
- ❖ Do not put your own lock on a hall locker. It will be removed.
- ❖ If a locker is jammed, students should go to class (avoiding a tardy) and get a pass from a teacher to seek assistance to fix the situation.
- ❖ Lockers are subject to random search by building administrators at any time.
- ❖ Locker changes are not made without authorization from the administrative office.
- ❖ Students found entering any locker other than the locker specifically assigned to them may meet with disciplinary action.

**Lost and Found** items are located/placed in the front office. If a student loses an item, s/he should check the office first and/or with Security. If you find an item, especially one of value, please return it to the office immediately. If a student cannot find a valuable item, they should complete a Lost Item Report with Security. PE also has a lost and found area. Unclaimed items are donated at the end of each semester.

**Lunch** occurs in two shifts. Student lunch times are determined by student schedule. All students must report to the cafeteria during their assigned lunchtime. During lunch, students must remain in the cafeteria unless s/he has a pass from a teacher *and have signed out.* Once out of the lunch room on a pass, students must remain at their destination for the rest of the lunch period.

**Name calling** should be limited to a person's given name or a nickname that is acceptable to the person.

**Office Telephone** is available for students to make outside calls. Students may use the phone during passing time but must be careful not to be tardy as a result. Use of the phone may also be with permission from the teacher, and students must have a pass to do so.

**Safety and Security Officer(s)** are responsible for the safety and welfare of each and every student at GMS. The safety/security person should be contacted if there is a problem with buses, lockers, tardies, theft, or vandalism. Students should also let security know if they are having a problem, or if other students may be having a problem, or if something is known about a dangerous situation at school.

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

**Snowballs** aren't okay at school. Throwing snow, rocks, ice or any other object is unsafe and is strictly prohibited while students are under school jurisdiction. 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 during any school function.

**Sprays/smells** are not permitted in the building as many individuals have serious allergies to perfumes, colognes, or cleaners. PE deodorants must be roll-on or stick versus aerosol.

**Substitute (Guest) Teachers** should be given the same respect and courtesy as regular staff. Disruptive or disrespectful behavior when a guest teacher is in class is not in keeping with the Building Rules and is counter to the GMS culture.

**Sunglasses** are not to be worn inside the building (unless medical conditions dictate).

**Supplies** needed to be prepared to learn include: a 3-ring binder, paper, spiral notebooks, composition books, pens, and pencils and various other items indicated by individual teachers. Students are expected to furnish these items. If help is needed with supplies, please let a staff member know immediately. GMS has limited supplies to assist students who need it.

**Tardies** are given when a student is NOT seated in their assigned seat at the beginning of the class period. Tardiness disrupts class and interferes with learning. Tardies are recorded for each period by the classroom teacher and are compiled on a semester basis.

The tardy policy is as follows:

1 <sup>st</sup> Tardy	Warning from teacher / No disciplinary action
2 <sup>nd</sup> Tardy	1 Detention / Teacher notifies parent/guardian
3 <sup>rd</sup> Tardy	2 Detentions / Teacher notifies parent/guardian
4 <sup>th</sup> Tardy	1 Work Detention / Security notifies parent/guardian
5 <sup>th</sup> Tardy	Office Referral = one day ISS / Administration notifies parent/guardian
6 <sup>th</sup> Tardy	Office Referral = two days ISS / Administration notifies parent/guardian
	Subsequent Tardies      Parent Conference

**Textbooks** are issued to students as appropriate. Most teachers will require covers on textbooks. A fine will be assessed if a student loses or damages a text.

Visitors, including students from other schools, are required to report to the office when visiting the school.

## Cafeteria

\*\*\* No talking when the microphone is in use. \*\*\*

### ENTER

- Enter the cafeteria appropriately:
  - ✓ walk and use **indoor voices**.
  - ✓ be prepared with: your lunch, lunch money, coat, pass.

### EXIT

- Exit the cafeteria appropriately:
  - ✓ when an adult dismisses you.
  - ✓ Go directly outside or
  - ✓ Go directly to your next class.

**LUNCH LINE:** Do Not let anyone in front of you. Have your money or ID number ready, so others don't have to wait.

**SEATING:** Come in, sit down, get comfy – you **cannot** switch tables.  
 Changing seats at your table is permissible (w/in (adult) reason).  
 4 bottoms per bench = 8 per side = 16 per table.  
 Sit correctly at the table: both legs go under the table.

**BE RESPECTFUL:** Keep your area clean.  
 Do not mishandle any food in any way.  
 Do not touch others' food.

**CLEANLINESS:** Be responsible for your own food items / your own area.  
 Put YOUR trash in the trash can – get up and walk to it.  
 Throwing items toward the trash can is not allowed.  
 Clean the area where you were sitting.

**GOING OUTSIDE:** Is an option. **NO food or drink outside.** Clean & quiet tables are dismissed first. You cannot return to your locker to get anything or put anything away. When outside, you need to stay on the Track only. Always stay off the snow berms and keep snow on the ground.

**OPEN GYM:** Is a possibility during lunch. Tables will be chosen by section; not every section or every table every day. There is a rotation. Sections/tables may be skipped depending on behavior during lunch and while in the gym. Tables will need to be clean before being selected to go to open gym.

**PASSES:** You **NEED A PASS** to leave the cafeteria

\*\*One pass per person – one pass per person – one pass per person.\*\*  
**Front of the line!** or **Just Hanging Out** are two very different passes.  
**Absolutely must sign out – no exceptions.**

Gruening Middle School



# COLTS

## Tardy Policy

Unexcused tardies are cumulative per SEMESTER

1 <sup>st</sup> Tardy	Warning from teacher Classroom discipline
2 <sup>nd</sup> Tardy	1 Detention Teacher notifies parent/guardian
3 <sup>rd</sup> Tardy	2 Detentions Teacher notifies parent/guardian
4 <sup>th</sup> Tardy	1 Work Detail Security notifies parent/guardian
5 <sup>th</sup> Tardy	Office Referral = 1 day ISS Administration notifies parent / guardian
6 <sup>th</sup> Tardy	Office Referral = 2 days ISS Administration notifies parent / guardian

**Subsequent Tardies = Parent Conference**

## BYOD

Cell phones and all other electronic devices must be off and out of sight from 8:00am until 2:45pm. Devices that are out may be confiscated by any staff member and turned into the front office.

- First time – student may pick up at the end of the day
- Second time – parent pick up required
- Third time – parent conference required

**At no time** may devices be in the locker room or bathroom. Devices confiscated from those two locations will require a parent pick up and conference. Devices may be turned into the PE teacher immediately upon entering the locker room if a student forgot to leave it in her/his book locker.

There are occasions when teachers will allow the use of cell phones for *academic purposes*. These occasions will be under the strict supervision of a staff member and students must follow all staff member directions. Please see section I-2 of the ASD Student/Parent Handbook for more information on the ASD BYOD Policy.

## Activities

For middle school interscholastic sports schedules -- <https://www.asdk12.org/activities/>  
<https://www.asdk12.xorg/Page/5459> – For info on sports fees, eligibility, registration.

Middle school is a time for students to branch out and try new things and make new friends. Gruening Middle School offers a variety of opportunities to do just that. No one is turned away from (or “cut”) sports or activities, so come on out and learn some cool stuff!

**Activity Options** are available throughout the day at GMS. The library is often open at 7:45 am for students to get books, quietly read or finish homework. Library lunches also include, Book’s Cafe day and quiet reading days. Two days each week we have military lunch for students of military families and their friends. At various times during the year GMS also has Battle of the Books, Spelling Bee, Geography Bee, the Talent Show, and WACKO. Lots of fun to be had.

**Assemblies** are planned throughout the year, and are for the entire school unless otherwise indicated. Student behavior during these assemblies is extremely important and will determine the frequency of such enrichment opportunities. Any misbehavior/disrespect during an assembly may result in disciplinary action.

**Dances** are held immediately after school from 3:00 pm to 4:30 pm and are sponsored by entities within the school for fundraising purposes. Only GMS students can attend GMS dances. Once students leave the building during a dance, they may not return. Transportation home should be pre-arranged between you and your parent. Students must be picked up promptly by 4:45 pm. **There is no activity bus for dances.**

**Honor Roll** includes all 7th, and 8th grade students who obtain a 3.0 grade point average or above, *with no grade below a C.*

**Junior Honor Society** at GMS is a chapter of the National Junior Honor Society. The chapter is open for membership to students in grades 8 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.

**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 and will receive a picture ID card.

## Attendance

**Absences** If a student is absent from school, the parent or guardian must telephone the school at 742-3608 to let us know the reason for the absence. We request that attendance calls be made before 10 am 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 that was not called in, 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.

**Excused absence** – A principal or designee may excuse a student for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school:

- ❖ Illness
- ❖ Death or serious illness in the immediate family
- ❖ Participation in a school function
- ❖ Extenuating circumstances approved by the principal
- ❖ Attendance at religious services

The principal or designee may seek additional verification of the reasons for absence. **Unexcused absences** are those absences from school or class that are not approved. For further information see the Middle School Handbook, Section I – Attendance Information.

**Authorization for Picking Up a Student** Please note that if a friend or relative comes to pick a student up from school, *that friend or relative must be listed on the student's records* or we cannot allow the student to leave. If the friend or relative comes to pick up a student with a note from the parent, GMS will likely contact the parent to confirm and ask the person to show ID.

**Blue Passes** If a student has to leave the building during the school day, s/he must bring a note to the office that morning. For example, s/he has an orthodontist appointment. The student will be issued a blue pass for the time s/he needs to leave, then s/he shows that to her/his teacher at the appropriate time. This ensures timely departure and, hopefully, cuts down on frustration for parents. When the student returns to school, s/he should bring the blue pass to the office so the return time can be annotated.

**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.

**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 pm. To leave campus during the day, please refer to the "Blue Pass" section of the handbook.

**Homework** In the middle school setting, any time a student is absent from school, it is the student's responsibility to get missing assignments. Students will be given one (1) day to make up work for each one (1) day of excused absence regardless of the length of the absence. If a student is absent for one or two days, s/he should get assignments from classmates, check C, email teachers, and check with teachers upon return. GMS also offers Homework Help two days a week after school from 3:00 pm – 4:30 pm.

**Late for School** If a student comes late to school, s/he is to report to the attendance office immediately for accurate record keeping and to obtain a pass to class. Parents/guardians should call or send a note in with the student to excuse the tardy

**Visitors** Parents are welcome and encouraged to visit the school at any time. Parents who wish to visit their student's classroom are asked to notify the teacher 24 hours in advance. We do ask all visitors to stop in the front office and obtain a visitor/volunteer badge. If parents want to talk to one or more teachers, they should call the school counselor to make an appointment. The counselor will facilitate meetings between parents and teachers.

*At times students may have visitors in town (cousins, friends, etc.) and wish to have these visitors come to school for the day -or several days - with them.  
Student visitor passes are not allowed at any time.*

## Bus Information

### Students with Zone Exemptions

Student with approved Zone Exemptions allowing them to attend Gruening **DO NOT** get bus privileges.

GMS personnel, including GMS administrators, *have absolutely no power or authority* to approve any zone exemption students for bus travel.

The District's Transportation office makes all determinations regarding bus transportation requests for zone exempting students. A request for zone exemption transportation must be submitted by the parent or legal guardian directly to the District Transportation Office, and not through GMS (form attached). The District Transportation Office will formally respond to the request via written correspondence directly back to the parent or legal guardian, and GMS will receive a courtesy copy, which GMS will place on file.

### Students within the GMS attendance area

It must always be understood that *riding a bus is not a right, but a privilege*. Safety is the overriding factor in determining the location for bus stops on a particular route. When providing transportation for students within the Gruening Middle School (GMS) attendance area (zone), the District's responsibility is clearly defined as to provide a ride from the student's assigned bus stop to school, and back to that student's assigned bus stop. Bus stop assignments are determined by a student's verified address. *Daycare or after school care placement is not a consideration*.

It is important to understand that GMS personnel, including GMS administrators, *have absolutely no power or authority* to sanction route changes – particularly pick up or drop off points – either permanently or semi-permanently. The District's Transportation Office (3580 E. Tudor Rd / Anchorage, AK 99507 / 907-742-1222) makes all the determinations regarding routes. Any deviation in routing must be *formally requested by the parent or legal guardian directly to the District Transportation Office* and not through GMS. The District transportation Office then formally responds to that request via written correspondence directly back to the parent or legal guardian and GMS is given a courtesy copy, which we file. Acceptance or denial of the requested change is based on bus capacity/load, traffic patterns, and other safety issues. The District decision is final. *These routing changes do not carry over from one year to the next.*

*The District Transportation Office does allow GMS front office personnel to grant a day pass for occasions such as a sleepover. These exceptions require a parent note, and students should share this with the GMS office staff early in the school day (meaning before lunch).*

(ASD Bus Rules can be found in the Middle School Student Handbook, page 15-6)

## Sports

The Anchorage School District Middle School Activities Handbook is the overriding authority over sports and activities. It can be found online at: <https://www.asdk12.org/activities/>

*“Although winning in sports is a major objective and a tremendous motivating force, it is not considered to be the goal of athletic participation [at middle school]. More important than winning are the changes that take place in the participant, in the nature of becoming a more useful and loyal citizen, in the desire to achieve excellence, in living a more healthful and purposeful life, in the respect for the dignity of others, in the willingness to make a personal sacrifice for the benefit of the team, and in living by a high code of conduct. These become the more lasting benefits of athletic participation for the individual.” (Section 2, page 7, Activities Handbook)*

**Interscholastic Sports** include seven interscholastic sports: cross-country running, wrestling, boys' basketball, girls' basketball, girls' volleyball, cross-country skiing and track & field. These sports compete against other middle schools in the school district. (Refer also to the Sports section of this handbook.) A sport physical, participation form and activity fee are required for participation.

Cross-country Running	Thursday, August 22 <sup>nd</sup>
Girls' Basketball	Monday, August 26 <sup>th</sup>
Wrestling—Co-ed	Friday, Oct 11 <sup>th</sup>
Volleyball	Tuesday, Oct 15 <sup>th</sup>
Cross-country Skiing	Tuesday, Jan 8 <sup>th</sup>
Boys' Basketball	Monday, Jan 13 <sup>th</sup>
Track and Field	Wednesday, Mar 18 <sup>th</sup>
Baseball—Co-ed	TBD—usually after spring break
Girls Softball	TBD—usually after spring break

**Intramural Sports** do not compete across the district, but do still require a sport physical, participation form, but no fee.

Soccer -- Aug - Sept  
 Lacrosse -- Sept -- Oct  
 Belly Dancing -- Spring  
 Mountain Biking -- April - May

**Sports Equipment or Clothing** Most athletic equipment is lent to students for the season free of charge. Should you lose, damage, or fail to return athletic equipment, a

replacement cost will be charged. Replacement cost is the cost to replace the item at today's price.

### Interscholastic Participation and Eligibility Requirements

To be eligible to participate in the middle school interscholastic activities program, a student must fulfill all requirements listed below:

- Be currently enrolled as a full-time student of the Anchorage School District;
- Be in good standing;
- Pay participation fee per sport or be eligible for a sports fee waiver;
- Have a current physical on file in the office. Please note that a **CURRENT PHYSICAL IS REQUIRED FOR ALL SPORTS. PHYSICALS ARE ONLY GOOD FOR EIGHTEEN MONTHS FROM THE DATE THAT THE PHYSICAL WAS TAKEN. Physical must be valid until the end of the season.**
- Have an Activity Participation Form signed by a parent/guardian for **each** sport. Included in the Activity Participation Form is a parent's consent for emergency treatment which must be signed and on file, and participation guidelines must be acknowledged. Also, the parent/legal guardian must sign and file a release of the District and assumption of the financial responsibility in the event of injury.
- 2. Athletic participants must have ten (10) days of practice [in that sport at GMS] before they are eligible to participate in a competition.
- 3. In order to practice or play in a game, a student must be in attendance a minimum of one-half day (3 or 4 periods depending upon the school schedule), except for extenuating circumstances approved by an administrator.

### **Refunds**

Any student who is still participating after the date of the first contest, in which that student could have competed is NOT eligible for a refund. (Section 2, page 13, Activities Handbook)

### **Intramural Participation and Eligibility Requirements**

To be eligible to participate in the middle school intramural activities program, all of the above must be observed with the exception of the participation fee. (Section 2, page 14, Activities Handbook)

### **Practice**

Practice means that a student is at practice on time, dressed out, and ready to actively participate in the sport. Students who cannot physically practice due to a temporary medical condition or injury should not be at practice. Just "being at practice" does not count toward the 10-day mandatory practices before a competition.

### **Away Meets/Contests**

Any time GMS athletes are competing at a school other than Gruening they **absolutely** must be signed out by a parent/guardian to ensure accountability of all our student athletes. Failure to do so will likely result in a team-sanctioned, pre-determined, established disciplinary action.



If there is an extenuating circumstance where student cannot be picked up by a parent or guardian, other arrangements **must be made** with GMS administration **prior to the day of the meet or contest**. A student will not be permitted to leave with anyone other than a parent/guardian listed on the emergency contact list in Q. Please do not put any coaching staff in this very uncompromising position.

## Sports Deadlines

GMS takes all sports paperwork all together at one time – not in bits and pieces. Paperwork is accepted up until the end of second lunch daily. The biggest glitch to getting paperwork in on time is the physical, so PLEASE try to get that done in the summer if you can and insurance allows. Just paying on-line does NOT mean your paperwork is in!

**Deadlines are:**

Cross-country Running	Thursday, Aug 29 <sup>th</sup>
Girls' Basketball	Wednesday, Aug 28 <sup>th</sup>
Volleyball	Friday, Oct 11 <sup>th</sup>
Wrestling	Wednesday, Oct 9 <sup>th</sup>
Cross-country Skiing	Monday, Jan 13 <sup>th</sup>
Boys' Basketball	Friday, Jan 10 <sup>th</sup>
Track and Field	Friday, Mar 20 <sup>th</sup>

Paperwork will only be accepted after these dates with permission from the head coach (only granted for serious situations). Please mark your calendars so you don't miss out!

## ASD Dress Code

a. Freedom of Symbolic Expression

(1) Student dress code: It is the goal of the District to ensure that every student has a safe environment in which to learn. Each student shall attend school clothed in a manner that is clean, not hazardous to the safety of him or herself or others, and that does not detract from or disrupt the educational environment. Clothing worn by students that in the reasonable opinion of the school administration is inappropriate is forbidden. Such clothing includes but is not limited to the following:

- Clothing that promotes gang affiliations;
- Clothing that promotes violence, discrimination or racism, or the use of tobacco, drugs, alcohol or weapons;
- Clothing that is revealing or has comments or designs that Il-10 Student/Parent Handbook are obscene, lewd, or vulgar;
- Clothing that presents a hazard to the student's safety or the safety of others;
- Clothing that causes distractions or inhibits the learning process.

An individual school may list in its student handbook other school rules for clothing consistent with this policy. Students who do not follow the rules will be excluded from school until such time that they cease wearing the clothing or items to school or school events.

(2) Buttons and armbands: Students may wear or display buttons, armbands, flags, decals and other badges of symbolic expression, unless the manner of expression materially or substantially interferes with the orderly process of the school or the rights of others. Items that are associated with gangs are deemed in and of themselves to substantially interfere with the orderly process of the school.

ASD Student Handbook. SECTION II: Rights and Responsibilities

II-9

## ANCHORAGE SCHOOL DISTRICT BYOD GUIDELINES

BYOD stands for Bring Your Own Device. Students may bring their own web-enabled device(s) to school for educational purposes. The Anchorage School District also provides wireless access for student devices.

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 Anchorage School District Internet Guidelines, the Student Internet User Agreement Form, and the Internet and Electronic Communication Guidelines.

Inappropriate use of electronic devices may result in disciplinary action in accordance with the student handbook.

### Expectations of Appropriate Use

- Silencing of devices during class-time
- Requesting permission to photograph or record the teacher, another student, or classroom activities
- Keeping the device clearly visible while in use
- Coming prepared with a charged device
- Keeping personal devices secure
- Using the school network for academic purposes

### Examples of Inappropriate Use

- Personal use of texting, calling, gaming, internet surfing, or social networking during class-time
- Photographing any class work with the intent to copy, cheat or distribute
- Photographing, recording or posting content with the intent to harm or disrupt
- Connecting to VPNs or other tools to bypass the District web filter
- Using the school network for personal downloads and personal file sharing

### BYOD Device Recommendations

Anchorage School District encourages students to bring a personal electronic device to school daily to use as a learning tool. In order for students to be efficient the device should meet these minimum requirements:

- Create/Edit files within Google Apps
  - Connect to the ASDbyod wifi network
- Chromebooks are a very cost-effective student device and will meet all of the above requirements.

### Expectations for Privately Owned Devices

Anyone who brings their privately owned device to Anchorage School District facilities is personally responsible for the equipment, which includes the following:

- maintenance and repair of the equipment
- installation of software and configuration of peripherals

- legal and authorized licensing of software
- security and storage of equipment

### District Rights with Privately Owned Devices

As it relates to privately owned devices being used in district facilities, school principals reserve the right to:

- Make determinations on whether specific uses of the device are consistent with the district's policies and procedure
- Deem what is appropriate and inappropriate
- Restrict access to district resources, such as printers and servers

Remove the user's access to the network and suspend the right to use the privately owned device in district facilities at any time if it is determined that the users are engaged in unauthorized activity or are violating district policies and procedures

Network administrators may review files and communications on ASD computers and networking devices to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private

**Disciplinary action for misuse of privately owned devices at district facilities shall be consistent with the district's policies and procedures. Any searches of student-owned devices shall be done in compliance with the district's search and seizure policy. Violations may be cause for removing the individual's access privileges, suspension of use of the privately owned device in district facilities and other disciplinary actions and/or appropriate legal action.**

## BUS RULES RIDING THE SCHOOL BUS IS A PRIVILEGE—NOT A RIGHT.

### ELIGIBILITY

Students who live more than a mile and a half from school, or miss a designated hazardous road area, are provided bus transportation. Students who are on time excursions must provide their own transportation to and from school, unless approved in writing by the transportation department.

### ALL-TIMES

1. Exercise good manners, caution and consideration for other people on the bus.
2. Follow the directions of the bus driver; his/her primary concern is for your safety.
3. Identify your self upon request. State both your first name and last name when asked.
4. The driver may assign student a seat.
5. Students must not put anything in their possession that may cause injury to another.
6. Students eligible for transportation must use the bus stop closest to their home.
7. Students must ride their assigned bus unless presenting a note to the driver from their parent/guardian that has been initialed by the principal or his/her designee.
8. Proper classroom behavior is expected of all students while waiting to and waiting for the bus.
9. Students will stand their doors at departure time at school. No tardy absences will be allowed to board while the buses are leaving. Students should be informed by buses departing the loading zone.
10. Stay out of the danger zone (15 feet from the bus in all directions) at all times.

### WALKING TO THE BUS STOP AND WAITING FOR THE SCHOOL BUS

1. Respect private property. Do not litter or trespass.
2. Walk on the left side of the road facing traffic.
3. Be at your stop five minutes ahead of time. Your school bus driver has a schedule to keep.
4. Stay a safe distance from the roadway.
5. Stand in front of the bus stop in front of the school bus when given the signal to get on the school bus.
6. Board the bus when the school bus approaches.
7. Wear your seat belt on the bus until the bus comes to a complete stop—don't lean or push others.
8. Let smaller children board first.
9. Students must use the same bus stop closest to their home, getting on and off the bus.

### BOARDING THE SCHOOL BUS

1. Do not push, crowd or disturb others.
2. Go directly to your seat and be seated.
3. Except for service animals, no animals of any kind are allowed on the bus.
4. Ice skates must have protective guards on the blades and be placed inside the backpack.
5. Ski poles, hockey sticks, ski/ski/ski, snowboards and other sharp-edged objects will not be permitted on the school bus.
6. The following musical instruments will not be transported on a school bus: guitars, cellos, baritone, double basses, French horns, trombones, saxophones (tenor & baritone) and drums.

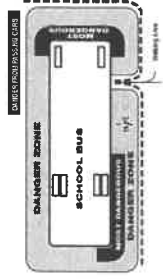
### CONDUCT ON THE SCHOOL BUS

1. Keep the aisle and exits clear.
2. Place bags and other gear in your lap.
3. Remain seated until the bus has come to a complete stop and get off only at your regular bus stop.
4. Avoid loud talking, talking on a cell phone or anything else that might distract the driver.
5. Never sit in the driver's seat or interfere with the driver in any manner.
6. Keep your seat and railroad tracks, so the driver can listen for trains.
7. Keep head, arms and hands inside the bus, not on the bus.
8. Do not throw objects inside the bus, out of the bus.
9. Chewing and drinking is not allowed on the school bus. Chewing, eating, or possessing alcohol, drug or controlled substances or chewing gum is prohibited on the school bus.
10. Windows may be opened two-fifths only, with the permission of the driver.
11. Seat belt from buckling or damaging the bus and always assist in keeping it clean. Students will be required to pay for any damage or vandalism of the bus, seats, or any other equipment.
12. All students must be seated, facing forward with feet on the floor.

13. In general, all students riding a school bus will observe classroom conduct.
14. The emergency door and exit controls may be used only during supervised drills or actual emergencies.

### GETTING OFF THE SCHOOL BUS

1. Remain seated until the bus has come to a complete stop and the door is open.
2. Students must show how to get off their regular bus stop.
3. Use the handrail and take only one step at a time.
4. Remember, pushing or crowding could cause an accident.
5. After leaving the bus, go directly home or to your assigned place. It is everyone's responsibility to denigrate good citizenship by cooperating with your school bus driver at all times so that your parents and school district officials can depend upon safe, timely and efficient pupil transportation to and from school.
6. When students are off loading, if you are not getting off, DO NOT leave your assigned seat.



### Sanctions for Bus Rule Violations

All students are expected to behave on the bus in a calm, quiet, safe manner and to abide by bus rules. Students who behave in an unruly and/or unsafe manner on the bus or at the bus stop may receive the following sanctions:

#### 1st and subsequent offenses

- warning conference; parent notification
  - suspension of bus privileges
  - revocation of bus privileges
  - detention/work detail
  - suspension
- Sanctions range from warning to suspension depending upon the severity. If any student's safety is in jeopardy, the student's bus privilege may be revoked at that time for the remainder of the school year, and/or suspension from school for the duration of the building administrator.

#### REMEMBER

1. Riding on the school bus is a **PRIVILEGE** and not a right.
2. If the pupil's conduct is such that the health, safety, comfort or well being of others is jeopardized, on or off the bus, a school district official may deny the privilege of riding the bus.
3. All school rules apply to students on school buses and at school bus stops. Safety, discipline and the welfare of students fall under the jurisdiction of the school district. Students must follow the bus driver's directions and must abide by the assigned bus.
4. To ensure student safety on the bus, no adults, other than school or pupil safety officials, are allowed to board the bus at school bus stops.
5. It is acceptable for a parent to utilize public transportation for their student(s). However, parents/guardians must put their decision on writing and the school will keep a copy on file. The parent/guardian should clearly state the start and end date their student will use the school bus or any other mode of public transportation. Parents/guardians must also state they understand there is no supervision provided by their student while they are waiting to be picked up. The public transportation letter must be removed each year. See 7-10-1 Exception/letter form for conditions.

**Gruening  
Middle School  
2019/2020**  
MONDAY Bell Schedule



**Colts**

Period	Times
Advisory 40	8:15 – 8:55 (Pledge & announcements to start class)
1 40	9:00 – 9:40
2 40	9:45 – 10:25
3 40	10:30 – 11:10
4 40	11:15 – 11:55
1 <sup>st</sup> Lunch 30	12:00 – 12:30
5 40	12:00 – 12:40
2 <sup>nd</sup> Lunch 30	12:45 – 1:15
5 40	12:35 – 1:15
6 40	1:20 – 2:00
7 40	2:05 – 2:45

**Gruening  
Middle School  
2018/2019**  
Bell Schedule



T W T H F

**Colts**

Period	Times
1 50	8:15 – 9:05 Pledge & announcements to start class
2 45	9:10 – 9:55
3 45	10:00 – 10:45
4 45	10:50 – 11:35
1 <sup>st</sup> Lunch 30	11:40 – 12:10
5 45	11:40 – 12:25
2 <sup>nd</sup> Lunch 30	12:30 – 1:00
5 45	12:15 – 1:00
6 45	1:05 – 1:50
7 50	1:55 – 2:45 Possible end of day announcements @ 2:40