

# Hanshew Middle School Guidelines

10121 Lake Otis Parkway  
Anchorage, Alaska 99507

## Table of Contents

HANSHEW MISSION STATEMENT.....	1	IDENTIFICATION CARDS.....	3
HANSHEW SEL MISSION STATEMENT.....	1	LIBRARY.....	3
HANSHEW MIDDLE SCHOOL COLORS AND MASCOT.....	1	LIMOUSINE/PARTY BUSES.....	4
OFFICE HOURS/CONTACT INFORMATION.....	1	LOCKERS.....	4
HANSHEW IS A CLOSED CAMPUS.....	2	LOST AND FOUND.....	4
BACKPACKS/PURSES/BAGS/COATS.....	2	LUNCH TIME REMINDERS.....	4
BASIC SCHOOL EXPECTATIONS.....	2	PARENT-TEACHER ASSOCIATION (PTA).....	4
BUS ROUTES/BUS PASS.....	2	PARKING AND STUDENT DROP OFF/PICK UP.....	4
COMPUTER USE.....	2	PHYSICAL EDUCATION CLOTHING.....	4
CONSEQUENCES OF INAPPROPRIATE ACTIONS.....	2	STUDENT HANDBOOK.....	4
DANCE AND ASSEMBLY.....	2	STUDENT PLANNER.....	4
DRESS CODE.....	3	TARDIES.....	4
ELECTRONIC DEVICES.....	3	TELEPHONES.....	4
FOOD ORDERS.....	3	TEXTBOOKS.....	4
HALL PASSES.....	3	THROWING ITEMS.....	4
HEALTH OFFICE/NURSE.....	3	VENDING MACHINES.....	5
HOMEWORK REQUESTS.....	3	VISITORS.....	5
		VOICEMAIL/EMAIL.....	5
		WEBSITE FOR ASD MIDDLE SCHOOL STUDENT HANDBOOK.....	5

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

Telephone..... 907-742-9930  
Fax..... 907-349-2835  
ASD Pupil Transportation..... 907-742-1200  
Reliant Transportation..... 907-278-4287  
Website..... <http://hanshew.asdk12.org>

## **Activities and Sports Schedule**

Hanshew 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, 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 18 months. All paperwork is due on or before the first day of practice.

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

## **Hanshew 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 the ASD 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 staff approved 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 am, 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 pm. 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 Hanshew. You also must follow Anchorage School District and Hanshew Middle School 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 discretion with classroom management/consequences within their individual classrooms or on different academic teams. Across the school the most common consequences may include school lunch detentions, teacher classroom detention, parent conference, or restorative justice. Failure to serve disciplinary action such as detention may result in further disciplinary actions such as work detail, alternate passing, or if necessary, suspension from school. Students have 2 days to serve school lunch detentions. Students assigned OSS (Out of School Suspension) may not attend the next dance calendar.

## **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 a school identification card and/or must be identified by their team teachers to get into the dance. Dances are for Hanshew students only—NO guests. Once you leave the dance you may not return. Students serving suspensions prior to the dance will lose the privilege to attend the next dance. Dances are from 3-4:30 pm. Students must be picked up no later than 4:45 pm.

## **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, 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 midriffs, low-cut tops or sides, strapless, spaghetti straps, no tank tops, 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 hip bones without a belt are too baggy.
- During the snow season, appropriate footwear needs to be worn. Flip-flops, open-toed shoes or slippers are not permitted. This is a safety hazard 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 742-0698 and speak to the Assistant Principal.

## **Electronic Devices**

Electronic devices and any listening devices must be turned off and put away from **8:00 am until 2:45 pm**. Speakers are not permitted at school or on the school buses. 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 with a pass from a staff member. Students who have their phones out/on at their lockers, rest-rooms, lunchroom, PE locker room, or any other common area will have their phones confiscated. After each confiscation, a parent/guardian will have to pick up the phone/device at the main office.

## **Food Orders**

Please remember that students are not allowed to order food from any restaurants, fast food locations, Grubhub, DoorDash, and etc. during school hours. We also ask parents to please not order food and have it delivered to school. This is not only a safety concern but it also disrupts the learning environment. You are welcome to bring your student lunch and drop it off at the front office.

## **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/Nurse**

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 yourself to school staff members or ASD/Reliant transportation 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 am (with staff/security approval to 2:45 pm for student use. Most often 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 permitted. 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. 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 staff at the sign out table. Students should remain at their destination for the rest of the lunch period.

## **Parent-Teacher Association (PTA)**

During registration and open hours, volunteers will encourage parents to join and to volunteer time throughout the year. Parent support and involvement in PTA 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 am . All students are expected to exit the building by

3pm, unless they are in a school-sponsored activity supervised by a staff member. Middle school students are not permitted to drive a motorized vehicle, scooter, cycle on campus, unless the student has a valid Alaska Learners Permit and be accompanied by a parent/or appointed guardian.

## **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/guardians 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, upon request, 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 teachers. on a regular basis. Please encourage your child to use the assignment planner daily.

## **Tardies**

Classes begin at 8:15 am, 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:

The Start on Time process. There are tardy stations on each level of the building. 1st floor is outside of the library, and 2nd floor tardy station is outside of the security office. Students in the halls after the bell will be assigned a lunch detention to be served within a 2-day period. Students with excessive tardies or refusal to serve lunch detention will have a referral to the office for disciplinary action.

## **Telephones**

Telephones are for emergency contact calls only. Classroom phones are for teacher use. An office phone may be used with a 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 text- books show undue wear and tear, or are lost or stolen. All other supplies are the student's responsibility.

## **Throwing Items**

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

### **Vending Machines**

Vending machines are available for student use during select school hours. Proceeds support 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 ASD Middle School Student Handbook**

<https://www.asdk12.org/students/handbooks/>