



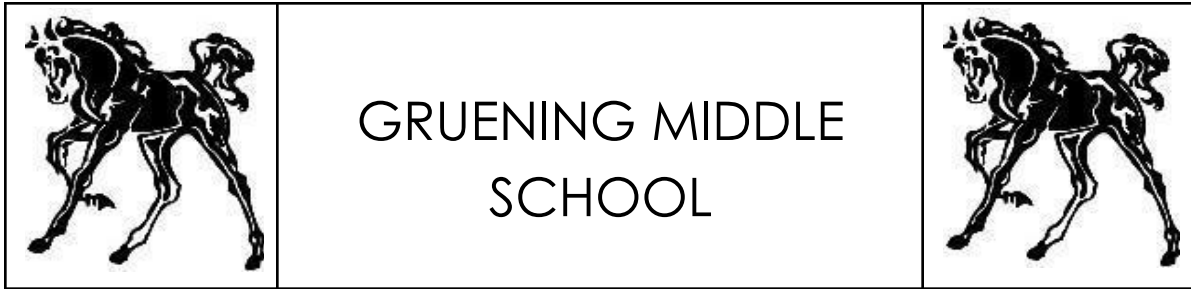
2024/2025 Campus Information

2024/2025 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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Students,

Welcome to Gruening Middle School, our 40th Anniversary! Mr. Burningham and I are happy to have you joining our school community. We look forward to getting to know you individually and to helping you become the best person you can be.

This handbook provides essential information for you to read in order to understand the expectations Gruening Middle School has for our students. We take pride in creating a positive learning environment that leads towards academic success. Please familiarize yourself with and make sure you understand the information in this handbook, as well as the [Anchorage School District handbook](#) for middle school.

Being involved in different school activities like interscholastic sports, intramural sports, academic activities, clubs, or other school enrichment programs, will help make your experience in school enjoyable. We encourage all students to participate in a program that we offer.

It is of utmost importance that we treat each other with respect and all follow the rules. By doing so, we set the course to all have an outstanding school year. This is especially true as our number of students are increasing with the addition of 6th grade. Personal space will be monitored closely in the hallway.

High school is just around the corner and we encourage you to do your best now to ensure a bright and successful academic future. Challenge yourself, and you might be surprised with what you can do.

Looking forward to a great year! Go Colts!

James Bell, Principal

School Colors: Royal Blue & White
Mascot: Colt

Community Expectations

- **Be Respectful**
- **Be Resilient**
- **Be Responsible**
- **Be Safe**

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
- ❖ Sprays/smells: due to allergies perfumes colognes and body sprays are not permitted in the building.
- ❖ Be courteous
- ❖ Be on time for class
- ❖ Respect other people and property
- ❖ Bring required materials to class every day (including your charged Chromebook)
- ❖ Have a pass when out of the classroom
- ❖ Do not lean over, place items on, or throw items over the railings
- ❖ Use indoor voices in the building – don't scream or yell or use obscenity or profanity
- ❖ 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 it 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.*)

Attendance: Students who come late to school are to report to the attendance office immediately. Please come with a parent/guardian note or have them call the office right away.

Blue Passes/Closed Campuses: All ASD Middle Schools are closed campuses. 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. The student will be issued a blue pass for the time they need to leave, then they show that to the teacher at the appropriate time. When the student returns to school, they should bring the blue pass to the office.

Backpacks, Purses, Handbags: Must be stored and locked in individual lockers. Exceptions to carrying a backpack during the day can be considered with Administrative approval. 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.

Building Hours: Building hours are from 8:30 am - 4:15 pm. Students arriving early to school are to wait on the hall ramps, in the cafeteria, open gym, or the library if open, and sit there until released at 9:15 am. Students not involved in a school-sponsored activity must be out of the building by 4:15 pm. Once the after-school activity is over, usually at 5:45 pm, students should be off campus by 6:00 pm. Hanging out in the school without adult supervision is not permitted.

- Mondays will be a PLC delayed start schedule. Students dropped off before the class start time are to wait in a designated location as mentioned above.

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.

Students with Zone Exemptions:

Students 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. 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.

*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 **BEFORE** lunch).*

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

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.

Counselors: 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: We are committed to preparing our students to engage in an educational setting preparing them for High School and beyond. In an educational setting, students must dress in a neat, clean, and appropriate manner and in clothing that encourages an atmosphere conducive to learning, work, and discipline. Students will not wear any article of clothing or display any insignia, logo or branding that promotes violence, discrimination or racism, or the use of tobacco, drugs, alcohol or weapons; or sign that shows disrespect for any person, creed, race, color, sex, or nationality, or that may lead to a disruption of the learning environment.

As staff enforce this dress code, they are aware of Gruening’s desire to keep students in the classroom to the maximum extent possible. Therefore, if a student’s dress is non-conforming to the dress code but not disruptive to the learning environment, the teacher or administrator should address this issue discreetly with the student in a way that minimizes lost instructional time.

Hats/Head Coverings: Hats, visors, and other head coverings (including sunglasses) may not be worn in school.

- **Exceptions:** Head coverings that have a religious significance (approved by an administrator).
 - Head coverings worn for medical reasons (approved by an administrator).
 - Special events and/or circumstances that receive administrative approval.
- **Shirts, Tops, T-Shirts, Hoodies:**
 - Shorts may not bare midriffs when arms are raised.
 - Halter and spaghetti strap tops and dresses are not permitted unless covered.
 - Undergarments must be completely covered.
 - Sleeveless shirts with revealing armholes are not permitted.

➤ **Pants, shorts, skorts, skirts, and dresses:**

- Hemlines of all shorts, skorts, skirts, and dresses (including slits) must not be higher than the middle of the thigh.
- Pants or jeans that have holes above the middle of the thigh may only be worn if opaque tights, leggings, or shorts are worn beneath.
- Holes in pants may not reveal the student's hips, bottom, or undergarments.
- Pants must be secured at the waist.
- Students may not wear pajamas (except for special events and/or circumstances that receive administrative approval).
- Undergarments must be completely covered

➤ **Other:**

- 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.

➤ **PE Dress Requirements:**

- Students are expected to dress out for PE every day. "Dressed Out" means the GMS PE uniform: a gray or blue Colt t-shirt, black PE shorts, or athletic pants. **PE shorts must be no higher than mid-thigh.** Athletic (running) shoes that are laced and tied appropriately.

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

Hall Passes: These are assigned by a teacher, they 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 5 or last 5 minutes of a class. The five-minute passing time is ample time to use the restroom, not during class.

Hallways: These are extremely busy places. Students should not congregate in the halls and should be moving swiftly to their next class. Students 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 their teacher during class time.

Helmets: 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. During absences students should check for current assignments and resources on CANVAS for each class they miss. Communicating through CANVAS messaging with the teacher is advised. Homework Help may be available after school from 4:15 - 5:45 (Homework Help days to be determined).

Horseplay: Horseplay accounts for most accidents and fights at middle school. Usually, it begins with students who were "just playing around". 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: Internet use is a privilege and is monitored. 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.

Library: The 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: Lockers are assigned to all GMS students. Depending on students' schedules, a student may have up to 3 lockers (hall, PE & band) each with a different combination and different dimensions. Random locker searches will be conducted all year in the hall lockers and the PE lockers. 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.
- ❖ Perfumes, colognes, and other scents are not to be at school and not stored in lockers or backpacks due to health reasons. Gruening is a scent-free school.
- ❖ 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.
- ❖ Liquids stored in lockers must be in a container that is unopened or can be tightly sealed to avoid any spills.

- ❖ Decorating lockers is limited to the inside of the lockers only, using magnets, NOT tape. Tape or glue is not allowed. (*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 (avoid 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, they 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 quarter.

Lunch: Lunch occurs in three shifts. Student lunch times are determined by student schedules. All students must report to the cafeteria during their assigned lunchtime. During lunch, students must remain in the cafeteria unless they have a pass from a teacher and have signed out. Students must sign out to leave the lunchroom to use the restroom. Once out of the lunch room on a pass, students must remain at their destination for the rest of the lunch period.

- A calm demeanor is expected in the lunchroom. Students must remain at their assigned/selected tables.
- Lunchroom staff may move a student to a different table/location if needed.
- The lunchroom needs to remain calm in actions and volume.
- Staff may call for the attention of the lunchroom for announcements or to address the students. Failure to give the speaker quiet attention may result in disciplinary action.

Safety and Security Officer(s): They 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 goods: Selling or exchanging goods or services for money by students is not allowed on campus without administrative approval.

Snowballs: Snowballs are not okay at school. Throwing snow, rocks, ice or any other object is an unsafe act 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. Gruening Middle School is a scent-free school. This also carries over to the school bus. Items confiscated will be released to parents in the office.

Substitute (Guest) Teachers: All guests 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.

Textbooks: Class sets are available, and many resources are online through CANVAS

Visitors All 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. ***

*** Electronic devices are not allowed to be out during lunch ***

ENTER	EXIT
Enter the cafeteria appropriately: <ul style="list-style-type: none"> ✓ walk and use indoor voices. ✓ be prepared with: your lunch, lunch, money, coat, pass. 	Exit the cafeteria appropriately: <ul style="list-style-type: none"> ✓ when an adult dismisses you. ✓ Go directly outside or ✓ Go directly to your next class.

LUNCH LINE: You can't 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 can't 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 trashcan – get up and walk to it.
Throwing items toward the trash is not allowed.
Clean the area where you were sitting.

GOING OUTSIDE/OPEN GYM: When this is an option. **NO food or drink outside**. Clean & quiet tables in the section allowed to go, are dismissed first. You cannot return to your locker to get anything or put anything away. When outside, you need to stay in the designated area only. Always stay off the snow berms and keep the snow on the ground.

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.

LUNCH DETENTION: Report to the assigned location. Go to the student center with your lunch if not sure where to go.

Cell Phones & Electronic Devices

Cell phones and all other electronic devices, including headphones, earbuds, and gaming devices must be **off and out of sight from 9:15 am - 4:00 pm** Devices that are out may be confiscated by any staff member and turned into the front office. NO devices are allowed at lunch in the lunchroom.

- First time – student may pick up at the end of the day
- Second time – parent pick is 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 in to the PE teacher immediately upon entering the locker room if a student forgot to leave it in their 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.

GRUENING MIDDLE SCHOOL COLTS

Tardy Policy

Unexcused tardies are cumulative per SEMESTER

- 1st Tardy Warning from teacher
 Classroom discipline
- 2nd Tardy 1 Detention
 Teacher notifies parent/guardian
- 3rd Tardy 2 Detentions
 Teacher notifies parent/guardian
- 4th Tardy 1 Work Detail
 Security notifies parent/guardian
- 5 +Tardies Office Referral = more work detail,
 ISS, or other consequence as determined by admin.
 Administration notifies parent /
 guardian

Subsequent Tardies = Parent Conference

**All Tardies are cleared each semester.
Consequences for tardies will be assigned either
before, during, or after school.
Please see security for details.**

Activities

For middle school interscholastic sports schedules -- [Middle School Activities Handbook](#)
For info on sports fees, eligibility, registration <https://www.asdk12.org/Page/5459>.

Middle school is a time for students to branch out 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: Many are available throughout the day at GMS. The library is often open before school for students to get books, quietly read, or finish homework. Library lunches also include Books Cafe day and quiet reading days. 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: They 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: A Gruening tradition, are held immediately after school from 4:15 pm - 5:45 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 parents/guardians. Students must be picked up promptly by 6:00 pm. There **is no activity bus for dances.**

Honor Roll: Includes all 6th, 7th, and 8th grade students who obtain a 3.0 grade point average or above, *with no grade below a C.*

Junior Honor Society: GMS has 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, meet the required GPA, *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.

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 eleven interscholastic sports: co-ed baseball, cross-country running, debate, girls’ basketball, girls’ volleyball, wrestling, boys’ basketball, cross-country skiing, Indigenous Games/Native Youth Olympics (NYO), track & field, and girls’ softball. These sports compete against other middle schools in the school district. A sports physical, participation form, and activity fee are required for participation.

Cross-country Running	Monday, Aug 19th
Boys’ Basketball	Monday, Aug 19th
Debate	Wednesday, Aug 26th
Co-Ed Baseball	TBA (Outsourced Sport- American Legion)
Volleyball	Tuesday, Oct 15th
Wrestling	Monday, Jan 6th
Girls’ Basketball	Tuesday, Jan 7th
Cross-country Skiing	Thursday, Jan 9th
Indigenous Games/NYO	TBD
Track and Field	Monday, Mar 17th
Girls’ Softball Association)	TBA (Outsourced Sport- Anchorage Sports Association)

Intramural Sports do not compete across the district but do still require a physical, participation form, but no fee. Here are some possible offerings depending on staff availability and student interest.

Weight Training – TBD usually November

Sports Equipment or Clothing Athletes may need to purchase a GMS competition T-shirt. If the sport does not have a sport-specific competition jersey, this t-shirt will be worn for competitions. Check with your coach to determine if your student-athlete will need to purchase the competition shirt. 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 at Gruening Middle School, an ASD charter school, or ASD Homeschool program. (Gruening must be the students' zone of enrollment);
 - Pay a 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 good for eighteen months from the date the physical was done. **Physical must be valid until the end of the season.**
 - Have an Activity Participation Form signed by a parent/guardian for **each** sport.
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 pre-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 a 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

GMS Campus Information

leave with anyone other than a parent/guardian listed on the emergency contact list in Q. Please do not put our coaching staff in this compromising position.