

TABLE OF CONTENTS

District Goals & School Statements	2	Withdrawing From School	15
Administrative Team	2	Arrival to School	15
School Hours	2	After School Policy	15
Sandburg Middle School Calendar	3	Student Rights, Opportunities And Responsibilities and	
2017-18 Holidays/Holy Days	4	And Discipline Policy	15
What is a Middle School?	5	Leaving the Building	16
Schedule Changes	5	Early/Late Student Pick Up/ Student Drop-Off Procedures	16
Allied Classes	5	Truancy/Skipping Class	16
Student Support Services	5-8	Dress and Appearance	16
Guidance Office/ Counselors	6	Valuables	17
Social Worker	6	Fragrance Policy	17
Psychologist	6	Corridor Pass	17
Equity Specialist	6	School Breakfast	18
School Resource Officer	6	School Lunch	18
Equity Specialist	6	Selling/Solicitation Policy	18
Nurse	6-7	Fundraising	18
Student Assisted Team (rti)	7	Religious Holidays	18
Other Support Services	7	Pledge of Allegiance	18
PBIS	7	Activity Buses	18
Important Information	8-11	Helping Your Child Succeed	19-21
Daily Announcements	8	Study Skills	19
Field Trips	8	Grading	19
Visitors	8	Honor Roll	20
Student Guests	8	Report Cards	20
Hall Lockers	8	Student Progress Reports	20
Personal Electronic Devices	9	Parent/Teacher Conferences	20
Chromebook Care	9	Conference	21
Chromebook Responsible Use	9-10	Individual Conferences	21
Activity Nights	10	Team Conferences	21
Identification Cards	10	Need Help?	21
Lost and Found	11	Daily Rotation Calendar	22
Lost or Destroyed Textbooks	11	District Calendar	23
Media Center	11	Robbinsdale Area Schools' Sexual, Religious, Racial Harassment, Violence and Offensive Behavior/ Hazing Policy	25
Nuisance Objects	11	Nondiscrimination Policy	26
Physical Education Lockers	12	Activities Program	26-29
School Office	12	General information	26
Procedures	12-19	Seasons	27
Compulsory Attendance Law	12	Activities Descriptions	27-29
Absences	12		
Excused/Unexcused Absences & Tardies	12-13		
Tardy to Class/School	13		
Homework/Make-up Work	14		
School Closing Guidelines	14		

DISTRICT 281 SCHOOL BOARD Mission and Vision

Mission

The mission of Robbinsdale Area Schools is to inspire and educate all learners to discover their unique potential and positively contribute to their community.

Unified District Vision

Robbinsdale Area Schools is committed to ensuring every student graduates career and college ready. We believe each student has limitless possibilities and we strive to ignite the potential in every student. We expect high intellectual performance from all our students. We are committed to ensuring an equitable and respectful educational experience for every student, family and staff member, focusing on strengths related to:

- Race
- Culture
- Ethnicity
- National Origin
- Home or First Language
- Socioeconomic Status
- Sexual Orientation
- Age
- Gender
- Physical Appearance
- Religion
- Ability

SANDBURG MIDDLE SCHOOL VISION

Sandburg Middle School is an inclusive and student-centered learning community committed to academic excellence, authentic relationships, and meeting individual needs.

SANDBURG MIDDLE SCHOOL ADMINISTRATIVE TEAM

- Amy O'Hern, Principal
- Chris Meisch, Assistant Principal
- Becky Lowry, Building Secretary

SANDBURG MIDDLE SCHOOL 2017-18 HOURS

School Hours

8:00 AM – 2:45 PM

Office Hours

7:30 AM - 4:00 PM

Calendar 2017-2018

Sandburg Middle School

2017		2018	
AUG	30	Open House - 6:00-8:00pm	
SEP	01	WEB Gr 6 Orientation – 9:00am-1:00pm	
SEP	04	NO SCHOOL – Labor Day	
SEP	05	First Day of School	
SEP	14	Picture Day	
SEP	5-8	Chromebook Distribution	
SEP	14	Step it up for SMS Fundraiser	
SEP	19	SPA (Sandburg Parent Association) Media Center 6:00 Board Meeting 7:00 Parent Meeting	
SEP	20	6 th Grade Youth Frontiers	
SEP	25	Parent Teacher Conferences 3:00-7:00 pm	
SEP	27	7 th Grade Youth Frontiers	
SEP	28	8 th Grade Youth Frontiers	
SEP	29	Mid Quarters	
OCT	02	Parent Teacher Conferences	
OCT	05	Final Day for SMS Fundraiser	
OCT	13	Picture Retakes	
OCT	17	SPA Meeting – Media Center Board Meeting 6:00 -7:00 Parent Meeting 7:00-8:00pm	
OCT	19	NO SCHOOL – Ed. MN	
OCT	20	NO SCHOOL – Ed. MN	
NOV	03	End of Quarter 1	
NOV	02	Gr 8 Parent Preview Night @ AHS, 6:30 pm	
NOV	07	Election Day	
NOV	07	NO SCHOOL - Staff Development Day	
NOV	9	Activity Night, 6 th grade, 3:00-5:00 pm	
NOV	16	Activity Night, 7 th -8 th grade, 3:00-5:00 pm	
NOV	22	NO SCHOOL – Teacher Comp Day	
NOV	23	NO SCHOOL – Thanksgiving	
NOV	24	NO SCHOOL – Thanksgiving	
NOV	28	SPA Meeting – Media Center Board Meeting 6:00 -7:00pm Parent Meeting 7:00-8:00pm	
DEC	04	8th Grade Band(SMS & PMS) @ AHS	
DEC	08	Mid Quarter	
DEC	11	Gr. 6 Band, Orchestra and Choir @ SMS	
DEC	20	Gr. 7/8 Choir @ SMS	
DEC	18	Gr. 7 Band and Gr. 7/8 Orchestra @ SMS	
DEC	22-JAN	05 NO SCHOOL-Winter Break	
JAN	08	School Resumes	
JAN	11	Gr 8 Parent Registration & Course Info, @ AHS, 7:00pm	
JAN	15	NO SCHOOL - MLK Jr Day	
JAN	16	SPA Meeting – Media Center Board Meeting 6:00 -7:00pm Parent Meeting 7:00-8:00pm	
JAN	19	End of First Semester	
JAN	22	NO SCHOOL-Staff Development Day	
FEB	19	NO SCHOOL – President’s Day	
FEB	16	Mid Quarter	
FEB	20	Parent/Teacher Evening Conference 3-7 pm	
FEB	20	SPA Meeting – Media Center Board Meeting 6:00 -7:00pm Parent Meeting 7:00-8:00pm	
FEB	22	Parent/Teacher Evening Conference	
MAR	08	Activity Night, 6 th grade, 3:00-5:00 pm	
MAR	15	Activity Night, 7 th -8 th grade, 3:00-5:00pm	
MAR	23	End Quarter 3	
MAR	26-30	NO SCHOOL – Spring Break	
APR	02	NO SCHOOL-Compensatory	
APR	03	School Resumes	
APR	17	PPA Meeting Board Meeting 6:00 -7:00pm Parent Meeting 7:00-8:00pm	
APR	27	Mid Quarter	
MAY	14	Gr. 6 Band, Orchestra and Choir @ SMS	
MAY	15	Gr. 7/8 Choir Concert @ SMS	
MAY	21	Gr. 7 Band and Gr. 7/8 Orchestra @ SMS	
MAY	23	8th Gr. Band (SMS & PMS) @ PMS	
MAY	31	High Honors Ceremony, 6:30pm	
MAY	28	NO SCHOOL – Memorial Day	
JUN	06	Last Day of School	

2017-18 Holidays/Holy Days Calendar

*****School is not in session on the days highlighted in gray*****

September 2017	October 2017	November 2017
4 Labor Day	5-11 Sukkoth	7 Election Day (No School sponsored events 6-8 p.m.)
21-22 Rosh Hashanah	12-13 Sh'mini Atzeret/ Simchat Torah	7 Professional Learning Day (No School)
21 Muharram	19-20 Ed.MN (No School)	22-24 Thanksgiving Break
30 Yom Kippur		

December 2017	January 2018	February 2018
13-20 Hanukkah	8 School Resumes	14 Ash Wednesday
22-Jan 5 Winter Break	15 Martin Luther King Day (No School)	19 President's Day (No School)
24 Christmas Eve	22 Professional Learning Day (No School)	
25 Christmas		
26-Jan 1 Kwanzaa		

March 2018	April 2018	May 2018
11 Purim	1 Easter Sunday	16-June 15 Ramadan
26-30 Spring Break	2 Compensatory Day (No School)	20 Shavouth
30 Good Friday		28 Memorial Day
31-April 7 Passover		

June 2018
6 Last Day for Students
7 Commencement
10 Laylat al-Qadr
15 Eid al-Fitr

Note: Jewish holy days begin at **sundown of the day preceding the holiday** and end at **nightfall** on the final day of observance.

****Muslim students are most likely to be out of school on this day, in some cases for the next two days as well, according to staff at the Islamic Center of MN.**

The following days are Baha'i Holy Days and are to be considered "excused" absences when school is in session: October 20, November 12, March 21, April 21, April 29, May 2, May 23.

WHAT IS A MIDDLE SCHOOL?

- It's stressing organizational and academic skills
- It's focusing on the student and his/her development
- It's flexible scheduling to meet students' needs
- It's teachers skilled in teaching at this level
- It's learning how to learn
- It's learning to be self-directed, accepting responsibility and independence
- It's an opportunity to experience success
- It's interdisciplinary teaching where appropriate
- It's a school designed especially for the needs of students between the ages of 11-14
- It's for students changing from childhood to adolescence.

Schedule Changes

Changes to a student's schedule will be considered for the following reasons:

- The student is misplaced in the class (determined by school staff).
- Change in a student's program of study.
- Error in scheduling on the school's part.
- Student has an irresolvable course scheduling conflict.

Allied Classes

Sandburg Middle School has a variety of allied arts classes that students will take over the course of their career at Sandburg. Counselors take great care to assure that students get the opportunity to experience as many of the allied classes as possible. The allied classes students are scheduled for is based on the individual student's academic need, student's previous course experiences and the number of students in the grade level.

Allied Arts Course Offerings:

- Family and Consumer Science 6-8
- Technology Ed. 6-8
- Instrumental and Vocal Music 6-8
- Art 6-8
- Physical Education/ Health 6-8
- AVID 7-8 (application required)
- STEM 6-8

STUDENT SUPPORT SERVICES AT SANDBURG MIDDLE SCHOOL

Who We Are...

Guidance Counselors:

Deb Dragseth-Guidance Counselor - 763-504-8218

Rosinta Stromquist-Guidance Counselor - 763-504-8220

Regina Watson-Guidance Secretary - 763-504-8219

STUDENT SUPPORT SERVICES (continued)

As members of the educational team, we support students, teachers, and families to enhance academic success. We are here for *all* students. We work with students individually and in groups on a wide variety of issues, including academic planning, goal-setting, and problem-solving. Students who are in need of greater levels of support are referred to outside organizations. In addition to working directly with students, counselors are responsible for grade reviews to identify students who need more assistance, student registration, program placement, and coordination of standardized testing. Counselors also work closely with the grade level teams to begin interventions for special education or other support programs. We work closely with parents to facilitate communication (i.e. student/parent, teacher/parent).

Social Worker – Katie Kaminski

763-504-8204

The school social worker is involved in special education referral, assessment and support services. The social worker is available to all students, families, and staff for general support related to school, family, and personal problems and to provide referrals to community resources. The social worker is also responsible for monitoring attendance and truancy.

Psychologist – Paul Peterson

763-504-8221

The school psychologist collaborates with parents and staff to facilitate student achievement. Psychologist duties include: assisting staff in developing classroom interventions, performing academic and/or behavioral assessments for eligibility in special education, and communicates/interprets findings to parents and staff. The psychologist facilitates an understanding for staff and parents about how the special education process works and works with students with more severe behavioral and emotional issues to help them be more successful in school.

Equity Specialist - Anthony Taylor

763-504-8227

This person acts as a liaison between home and school, facilitating communication and building relationships. They also serve as a consultant to teachers and staff on issues of culture, heritage, and background ensuring that students and families are treated equitably. This person also works with students and teachers individually and in the classroom setting to support greater student achievement.

School Resource Officer –Scott Goebel

763-504-8217

Officer is in the building full time. The officer assists in classrooms by presenting information to students and teachers regarding a variety of topics. The resource officer is also available to parents and students when there are questions regarding safety

Nurse – Jana Schneider

763-504-8222 or 8223

The Health Office services students needing first aid, medication, and/or other treatments. The school nurse coordinates vision, hearing, and scoliosis screenings.

Health Services Information

It is important for students to attend class and they are encouraged to stay in class unless serious medical conditions are being experienced by a student. Students will be excused from class to see the health office staff during class if they are vomiting, bleeding, feverish, needing medication, or injured. The health office does not provide any medication or treatments, unless provided by the parent/guardian with written doctor orders, and written parent permission.

The medication must be in the pharmacy bottle or store bottle (over the counter medication) for the health office to accept it. Parents are responsible for obtaining this information.

Any student requesting to not participate in physical education class due to health concerns will need a written doctor's note for the nonparticipation to be excused.

All students' immunization (shot) records must be compliant with Minnesota state law throughout the entire school year. Written notification will be sent to the student's parent/guardian if the records are not compliant throughout the school year. **Exclusion from school will occur if records are not compliant.**

All phone numbers for parents/guardians must be kept current so the school health office may reach family or an emergency contact in case of illness or injury. Changes in phone numbers or other contact information can be made in the guidance office.

Any accidents that take place in the school or on school grounds should be reported immediately to a staff member or the nurse's office.

Student Assistance Team (MTSS)

Support staff, including administration and representatives from the Special Education Department, meet weekly to discuss individual student interventions and programming needs. Teachers are invited to attend the meeting when they have insight regarding a student concern. The MTSS meeting is where we coordinate student services and initiate interventions, assessments, and referrals. The MTSS team is one link in the referral process to: Special Education and other support services and programs. Teachers will decide as a team to present a student/issue to the MTSS team after they have done and documented their own interventions.

Student Behavior Expectations-PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to handling discipline in an educational setting. Our students come from a wide variety of backgrounds and cultures that view behavior in their own unique ways. With PBIS, student expectations for school are clearly defined and students are instructed in corresponding behaviors.

PBIS Behavior statement: Sandburg Middle School is a diverse, organized community of attentive learners, built on a foundation of respectful and responsible interactions.

Students are acknowledged when they meet expectations through a variety of reward and recognition programs. Consequences, in accordance with the district's discipline policy, are still given for inappropriate school behaviors.

P.R.I.D.E.

This is the tenant of expectations we have for all students. Students should remember this acronym and apply the principles to all aspects of school.

Persistence, Respect, Integrity, Diversity, Excellence

Advisory

Students will meet with their Advisory teacher weekly. Advisory period will give students another opportunity to create a personal connection with a staff member in the building. Students will work on community building during this time, as well as discuss a variety of topics from social media and bullying to organization. This time will also be used to provide students with additional classroom intervention and support as needed.

IMPORTANT PROCEDURAL INFORMATION FOR STUDENTS AND PARENTS

Daily Announcements

There are several ways a student and parents can find out about upcoming events, student activities, and other daily information:

- Daily announcements, will be read at the beginning of first period.
- Announcements, including sports cancellations, will be posted on the website <http://SMS.rdale.org/>
- Announcements can also be found displayed on the front office monitor.
- Facebook

Field Trips

Some field trips are a part of the curriculum or enhance the curriculum at Sandburg Middle School. All students who participate in scheduled field trips are expected to follow grade-level procedures regarding permission forms and behavior standards. Students who have questions relating to field trips should contact the front office. Scholarship support for these trips may be provided on an as-needed basis for those students receiving free or reduced lunch.

Visitors

Parents are always welcome to visit our school. Please bring picture ID for security purposes. Classroom visits will need to be arranged prior to arrival and done so by making an appointment via administration.

Student Guests

Only currently enrolled Sandburg Middle School students are allowed in the school building or at school sponsored events. Student visitors are not allowed on campus between the hours of 8:00 and 2:45. Please make an appointment with the guidance department if there is a need to come on campus.

Hall Lockers

Each student at SMS is assigned a locker, which **is not to be shared with anyone**. Lockers should be used to store only those items related to the educational program. **The school is not responsible for lost or stolen items; therefore... LOCKER COMBINATIONS SHOULD NOT BE SHARED WITH ANYONE, INCLUDING BEST FRIENDS!** Locker clean-outs are scheduled each quarter. A teacher will check lockers at these times to be sure only items needed for learning are kept in them.

Although lockers are assigned for student use, lockers are school property. They may be opened by the school administration should an inspection be warranted. Any items found that could disrupt the educational program at Sandburg Middle School may be confiscated.

Personal Electronic Devices

Students may **NOT** use their cell phones during the school day for phone calls or texting. Students who have their phone out will have their phone confiscated. If cell phone use is a recurring issue, students are subject to further consequences as outlined in the discipline policy.

Students are allowed to use classroom phones to call parents in an emergency situation with teacher permission. **Please make every effort to arrange after school activities and rides before school to keep classroom disruption to a minimum.** The phone for student use **AFTER SCHOOL** is in the front office.

Items such as cell phones, Ipods/mp3 players and cameras are prohibited for use in the building. If a student needs to use any electronics for a class assignment, they must have teacher or administrative permission. If a student is found using such an item without permission, staff members will confiscate the item and turn it into administration. Parents must come in to retrieve these items and appropriate consequences will be given. To protect the privacy of all students, we prohibit students from taking of pictures in school.

Chromebook Care

Each student at Sandburg Middle School will be issued a Chromebook to use during the school year. The goal of providing each student with a Chromebook is to improve student achievement by personalizing learning with the skills and interests of each student. Students will be responsible for the general care of their Chromebooks, they can be damaged if treated carelessly. Although students purchase insurance coverage, this coverage may not cover damage caused by careless treatment.

- Students should treat their Chromebook as they would any valuable electronic device.
- When not being used, students are required to store their Chromebooks in its case and in a secure place, out of sight.
- Don't touch the screen and be gentle with the keyboard, trackpad, ports and screen when opening or closing!
- Don't add additional stickers or markings to the Chromebook. Do not remove the school district stickers.
- Don't eat or drink near the Chromebook.
- Avoid keeping the Chromebook in extreme hot or cold places.
- Students should not lend their Chromebook to anyone. (Only registered users at Robbinsdale Area Schools will be able to login to the Chromebook and all usage can be monitored.)
- **Report any damage to your teacher or the Media Center immediately.**
- **Stolen or lost Chromebooks should be reported to the Media Center Immediately.**
- **Keep your Chromebook in its case when transporting it between classes.**

Chromebook Responsible Use

Digital citizenship is an essential 21st century skill. Over the school year, your teachers will be reviewing online behavior, cyber bullying, and the appropriate use of resources. We encourage families to maintain and dialogue about educational, recreational and social use of the Chromebook and other devices students may access. In School, Chromebooks are connected to a network that is filtered for inappropriate material, students and families are responsible for content that is accessed away from school. Chromebook use is monitored. Here are a few tips:

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments, before engaging in recreational activities.
- Ensure that your student understands that they should not give personal information to any person or website without checking with an adult first.
- Talk with your child about cyberbullying, encouraging them to be kind and communicate clearly online.
 - For more information about cyberbullying and how to protect your student online, visit www.netismartz.org. NetSmartz is a program created by the national center for missing and exploited children, they provide useful information and tools to use when talking with your children about how to protect their information online.
- Remind students that anything they post, text, or upload may be forwarded, copied and published to unforeseen audiences.

Identification Cards

All students at SMS receive a photo identification card (ID) and lanyard at the beginning of the school year. ID card guidelines:

- Student ID cards must be worn around the neck at all times.
- Students must show ID cards when asked by staff.
- Student ID is used to check out materials from the media center.
- ID card lanyards must be breakaway.
- Students without ID cards will be the last through the lunch line.
- Lanyards cost \$1 to replace.
- Lanyards and ID cards together will cost \$5 to replace.
- Student must not deface their ID card.
- ID card must be easy to read and student's face easily seen.
- Students may decorate the back side of their ID card.
- Keep ID card in a safe place (backpack) at home where it will not be forgotten.

Lost and Found

In order to keep Sandburg Middle School clean and to make sure that our storage rooms are organized and comply with the Fire Marshall orders, **lost and found** items will be handled in the following manner:

- A table for displaying lost and found is located in the hallway outside the Cafeteria (glasses, keys and student I.D.'s are kept in the office through the school year).
- Monthly the custodians will bag all lost and found items from the display table and place them in the custodial area for packaging.
- The following Friday these packaged items will be donated to a non profit organization.

Please remind your students to regularly check the lost and found. We cannot store these items over time as the volume is too great. **If students choose to bring items of important value (iPods or other electronics) or large amounts of money to school, Sandburg Middle School will not replace these items should they be lost, stolen or vandalized.**

- **We recommend that all student property is labeled or marked in some way to aid in identification.**
- **If a student accidentally brings a valuable item to school, they may drop it off in the office for the day for safe keeping.**

Lost or Destroyed Textbooks/Chromebooks

The school will charge an appropriate replacement fee for textbooks, workbooks, library books or technology equipment lost or destroyed by students. Please be responsible with school property and return any books you have used to the appropriate teacher or the media center. Textbook fines follow you to high school and you will not be awarded a diploma until all fines are paid. **Students must return the same textbook that was originally assigned to them.**

Only the Chromebook itself is covered by insurance. Any other accessories (charger, case, pouch and strap) that are damaged or last will result in a replacement charge.

Media Center

The media center is the resource center of the school, providing both print and non-print materials and equipment. These materials include books of all kinds, newspapers, magazines, pamphlets, digital media and computer access. Many classroom assignments will require the use of these materials. Computers as well as listening and viewing equipment are available for student use. The media center staff encourages all students to use the resources of the media center and to ask for help whenever it is needed.

- Students may come to the media center between the hours of 7:40 a.m. and 2:45 p.m. They may come in before school, with a class, or on an individual pass from a teacher.
- Most materials are available for check out for 2 weeks. A student can have up to 3 materials checked out at one time.
- If a student has materials that are overdue or lost, no additional materials will be checked out to that student until the materials are returned or paid for.

The media center staff encourages all students to use the resources of the media center and to ask for help whenever it is needed. It is a *privilege* to use the media center. If a student does not follow the guidelines as stated in the Student/Parent Handbook or the Acceptable Use Guidelines for Internet and Telecommunications, the media center privileges will be removed and the student may receive additional consequences.

NOTE: Please be assured that even if a student has had their media center privileges revoked, that student will always be able to come into the media center with their teacher if that is where class is being held. However, they may not be allowed to check out materials or sign onto a computer based on the individual student's situation.

Nuisance Objects

Any object that causes a disturbance or distraction from the learning process in school is considered a nuisance object. These objects may include: **idget spinners, balls, stuffed animals, cameras, cell phones, headphones, ipods.** Nuisance objects will be confiscated and held in the principal's office to be picked up after school by a parent. Consequences will apply as per the district discipline policy.

Physical Education Lockers

Each student at SMS will also be assigned a locker in one of the physical education locker rooms and **must bring a lock from home for his/her Phy. Ed. locker. Locks should be combination locks in the master lock style.** The

same policies outlined for hall lockers apply to physical education lockers. They are to be used only for changes of clothing necessary for Phy. Ed. and sports activities. Combinations for locks should be kept confidential. Valuables, including Chromebooks should **never** be left unsecured in physical education locker room or locker. **Sandburg Middle School is not responsible for lost or stolen items.**

Note: See Lost and Found Procedure.

School Office

The Sandburg Middle School office hours are: Monday – Friday, 7:00 a.m. to 4:00 p.m.

Please call the office to get messages to students **only if it is an emergency or if you have scheduled an appointment during the school day that your student does not know about.** The office will attempt to get urgent messages to students. **Parent phone calls will not be put through to classrooms except in emergency situations.**

PROCEDURES

Compulsory Attendance Law

Minnesota State law requires that all children between eight and eighteen attend school every day that school is in session. Parents/guardians are responsible to make this happen. State law requires schools to send written notice to parents when a student has 3 or more full or partial day unexcused absences. If truancy persists after parental notification, the school administration can make a referral to the Hennepin County Attorney's Office for appropriate legal action. Good attendance is essential to learning.

The law must and will be strictly enforced.

RESPONSIBILITY FOR COMPLETING MAKE-UP WORK LIES WITH THE STUDENT.

Absences

Appointments

- Send a note with your student stating the reason that she/he will be leaving, along with the date and time you will need to pick them up. Please include your name and phone number. Your student should bring the note to the front office before school to get a pass to leave class for the appointment. The person picking up the student from school will need to come to the front office to sign the student out.

Illness/Absence

- Call the attendance line at 763-504-8210 each day your student is absent. Please state the student's name, spell the last name, give the reason for the absence, and state your relationship to the student. If you do not call by 9:30 am, Sandburg Middle School staff will contact you to confirm the absence.

Athletics

- Send a note with your student stating the date, time, activity, your signature, your phone number, and the person allowed to pick them up from school (i.e. Coach, another parent, etc...)

- **ACTIVITIES:** A student may not participate in any activity or program if he or she has an unexcused absence from any class during the school day. If a student is suspended or removed from class, he or she may not participate in any activity or program that day. If absent for medical reasons, a note from a parent, or physician must be presented to clear the student for participation before the student participates in the activity or program.

Vacations

- **Advanced Arrangement for Excused Absences:** Arrangements are to be made in the front office with the attendance secretary at least four days in advance of family vacations, attendance at athletic events, etc. Students will receive an extended absence form to be given to each of their teachers for advance assignments. While we understand that circumstances sometimes require students to miss school for special occasions, we feel it is vital to their education to be in school whenever possible to maintain a high level of learning. When students are gone from school there is always the potential for lowered classroom achievement.

Excused/Unexcused Absences and Tardies

- **Make-up work** is required for all days a student is absent. Students will be given a minimum of 2 days for each day absent to make up work. It is the student's responsibility to contact his/her teachers to determine what work needs to be made up. Please call 763-504-8219 to request homework after 2 days of absence. **Teachers need 24 hours to gather homework for absent students.**
- **Excused Absences:** Sandburg Middle School reserves the right to determine if an absence is excused. The following are examples of excused absences: illness, death or serious family matter, medical or dental appointment, religious holidays, necessary court appearances, emergency conditions (fire, flood, etc.), official school outing, removal of student pursuant to suspension, noncompliance with state immunization requirements, **pre-approved** family vacation.
- **Unexcused Absences:** Skipping class (truancy), missed the bus, tired, overslept, no transportation, or anything **not** related to illness, medical appointments, or vacations. Please try to make appointments before or after school hours. When this is not possible, **a signed note must be turned in to the office before** the day of the appointment. A pass will be issued for your student to report to the office at the designated time to be signed out by the parent/guardian. Students may only leave school with this pass or when on a school field trip. Students are not allowed to leave the school property from the time of their arrival until the end of the day.
- **Tardy to Class:** Tardy means the student is not in the classroom and prepared to learn when the bell rings. Students are expected to be on time to class. Students who are tardy are subject to disciplinary action.
- **Tardy to School:** Students arriving tardy to school must have a signed note from his/her parent or guardian. Students arriving late should sign in with the office staff. If a student arrives at school after 8:00 AM with no note or phone call from a parent or guardian, disciplinary action may be implemented. Students **MUST** sign in at the office whenever they are late to school. School support staff will address chronic tardy issues. Please contact your grade level counselor if there are circumstances that may lead to chronic tardiness.

The school will determine whether a tardy is excused or not:

- **Excused Tardy to School:** A tardy is excused for the following reasons: Dr. or dental appointment; student is ill in the morning; family or health emergency (verified by a physician).

- **Unexcused Tardy to School:** A tardy arrival to school is **NOT** excused for the following reasons: missed the bus; overslept; can't find clothes; car doesn't start; alarm didn't work; etc.; or parent calls or comes in and states that it is their fault their student is late, missed bus, etc. Chronic or frequent unexcused tardies may add up to a half or full day unexcused absence.

Homework/Make-up Work

Homework is an extension of the classroom. Teachers will assign homework regularly. Daily homework should be completed and turned in on time. Parents should check Schoology for assignments and/or teacher comments. Parents may call the guidance secretary at 763-504-8219 to request make-up work after a student has been absent 2 days. Please allow 24 hours for a response to your request.

District 281 Winter Weather School Closing Guidelines

Decisions on school cancellations, late starts, and early dismissals are always given careful consideration. When it is necessary to cancel school or have a late start, the decision is usually made by 5:30 AM.

PLEASE DO NOT CALL THE SCHOOL FOR CLOSING INFORMATION.

Information about school cancellations are announced on:

- WCCO Radio 830 AM
- WCCO TV Channel 4
- KSTP TV Channel 5
- KMSP TV Channel 9
- KARE TV Channel 11
- Cable Channel 12
- www.rdale.org

SANDBURG MIDDLE SCHOOL is included under the **"ROBBINSDALE AREA SCHOOLS."**

If schools are closed because of weather conditions such as snow or ice, loss of heat or electricity in a building:

- All school-sponsored activities, field trips, performances, and athletics are cancelled.
- All community education classes and activities are cancelled.
- All preschool and ECFE classes and activities are cancelled.
- All district and school meetings are cancelled.
- All activities sponsored by non-school organizations in school facilities are cancelled.

If schools are closed because of wind chill or extreme cold:

- All daytime school activities are cancelled.
- All preschool and ECFE classes are cancelled.
- Evening activities, field trips, performances, and athletics are NOT cancelled.
- Community education classes and activities are NOT cancelled.
- District and school meetings are NOT cancelled.
- Non-school organizations make their own decisions about cancellations; check with them for closing notices.

Adventure Club families should check with their individual school for closing guidelines in all cases.

Withdrawing From School

A student withdrawing from school must bring a note from a parent or guardian to a counselor stating the reason for withdrawal, date of withdrawal, and next school to be attended, if known. The guidance office will give the student a withdrawal slip to present to teachers and the media generalist, who will sign it after all books and the student's ID card have been returned. A note for withdrawal should be brought in at least a week before the date of withdrawal. Chromebooks need to be returned to the Media Center on or before the student's last day of school. Chromebooks that are not returned will be reported as stolen.

Arrival to School

Students are to arrive at school between 7:35-7:50 am

There is no supervision for students who arrive before 7:35 am

Please do not allow students to walk to school or drop them off before 7:35 am. If there are special circumstances, call a principal to make special arrangements. Students dropped off between 7:35 and 7:55 should be dropped off at door #1 (the front door).

After School Policy

The safety and welfare of our Sandburg Middle School students is our first and foremost concern, and we feel it is imperative that no students be in the building unsupervised at any time. Students waiting for rides after 3:00 pm must check in with the after school supervisor. Students are allowed to stay after school **only** if they are with a teacher or in a supervised activity.

This includes all sports – Students must be supervised by their parents if they wish to stay to watch a sporting event.

We encourage you to impress upon your student NOT TO MISS THE BUS AFTER SCHOOL. Sometimes extenuating circumstances do occur and a student might miss the bus. In these cases students must report to the office to wait for a ride or the activity bus. Students will be allowed to use the phone in this room to call for a ride if necessary. Students who are waiting after school for a ride will be supervised in the after school room.

STUDENTS RIGHTS, OPPORTUNITIES AND RESPONSIBILITIES AND DISCIPLINE POLICY

This district publication was sent to all parents/students enrolled in a Robbinsdale Area School. We hope that Parents/Guardians have had an opportunity to review this with their student. During the week of September 5th through September 8th, SMS staff will also review the publication. Parents & Students are expected to sign the grey card that corresponds with the booklet.

SMS teachers will collect gray cards from all students. If the card is not returned to SMS by Friday, September 8th, the teacher will call home and send another gray card home. On September 11th, if the gray card is not returned, the student will be sent to an administrator. A phone call will be made to the parent. The student will be dismissed from school until both parent and student sign it.

Leaving the Building Before Dismissal

If a student needs to leave school before school is dismissed, a note from a parent or guardian requesting the release must be brought **to the main office** before 1st hour. This request should include the reason, time student is to be picked up, the date, and a parent signature. When the student leaves, he or she must be signed out in the office by a parent or guardian. Parents or guardians picking student up must show photo ID to an office staff member.

Students will be required to sign back into the building if they return during the school day. **A STUDENT MUST NOT LEAVE THE BUILDING UNLESS EXCUSED BY THE MAIN OFFICE OR THE NURSE.**

If you are picking a student up between 2:20 and 3:00 PM, you must park in the front parking lot. Please do not block the buses by parking next to the curb.

NOTE: A student will only be released to his or her parent or guardian. If other arrangements are necessary they must be made with the grade level principal. Adults other than parent/guardians picking up students must sign the student out with the grade level principal. **High school students may NOT pick up Sandburg students.**

Late Student Drop-Off Procedures

If a student arrives late to school they must sign in at the main office. Please send a note or call the main office to explain the late arrival.

To maintain a secure learning environment, all exterior doors at SMS are locked. Visitors to SMS need to ring the buzzer in the foyer to gain entrance into the building. For the safety of students and staff, all visitors will have their driver's license or other identification checked when visiting Sandburg Middle School. We appreciate your patience with these procedures. It is with your cooperation and support that we are able to maintain Sandburg as a safe place for all students to learn.

Truancy/Skipping Class

Truancy is any unexcused absence from class. Students must be in class at all times. Presence in all other locations (locker, lavatory, guidance, etc.) requires a pass signed by a staff member. If a student skips a class, appropriate consequences will be assigned.

Dress and Appearance

Sandburg Middle School students are expected to be appropriately dressed for school and not cause a disruption or distraction from the learning. In order to clarify the appropriateness of student dress, the following are **prohibited:**

- Wearing clothing that includes words or pictures that are obscene, vulgar, abusive, or discriminatory; convey sexual innuendo; or which promotes or advertises alcohol, chemicals, tobacco, or any other product that is illegal for use by minors.
- Wearing clothing or other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs.
- Wearing anything on the head (other than for religious purposes) or a jacket/coat (including outerwear vests) during the school day.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- The length of the skirt or shorts has to be appropriate even if you have tights or leggings underneath (see other provisions below).

- If you have clothing that is too revealing, you will need to change or cover it up. No spaghetti straps are permitted unless covered by a shirt. Boys must wear a t-shirt under a tank top or sleeveless jersey.
- Students must wear shoes at all times.
- Oversized baggy pants and pants worn below the hips are prohibited.

Other Provisions

- Sunglasses are not to be worn indoors during the school day.
- Gloves and bed slippers are not to be worn during the school day.
- No combs or picks are allowed to be worn in the hair during school.
- Shorts or skirts must extend below the fingertips when the arms are at the sides.
- Headphones, hats, and any other head covering (other than for religious reasons) must be removed upon entering the building.
- **Backpacks and purses are not allowed in the classroom or in the hallway during the school day. These items must be kept in the student's locker. Students may carry a string book bag during the school day. We recommend string back packs that are 18X14 with thick cords.**

Consequences for Dress Code Violations

1. The student will be asked to change or make arrangements to have different clothing brought from home. Students may receive disciplinary consequences or be sent home if the clothing is not changed.
2. Chronic violators of the dress code policy will be subject to further discipline as determined by the school administrators.

Valuables

Every year some students lose valuable or sentimental items. We discourage students from bringing these items and other valuable items to school. Please, **DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL!**

Sandburg Middle School has no way to replace stolen or lost money or valuables.

Fragrance Policy

Exposure to fragrances and scents can cause some of our staff and students to experience upper respiratory irritation, asthma, headaches and other symptoms. Sources of fragrance and scents include perfume, cologne, after-shave, hair sprays, and body lotions. Sandburg Middle School prohibits students from applying these products at school in the hallways, locker rooms or classrooms. Students applying these products may be subject to discipline as determined by school administration.

Corridor Pass

No student is to be in the hallway without a pass at any time when classes are in session. All staff members have the prerogative to stop students and ask to see that they have a properly issued pass. Students receive a hallway passport that provides them with a limited number of hallway passes weekly.

School Breakfast

Breakfast is served daily from 7:40 AM until **7:55 AM** for those who wish to participate. The cost is \$1.30. Students eating breakfast are expected to report to the cafeteria immediately upon arriving at school. Students should **not** go to their locker until they have finished eating. Please know that eating school breakfast in the cafeteria is a privilege. Students who eat breakfast are expected to be to their first class on time. Students who do not follow the school cafeteria rules will lose their cafeteria breakfast privileges.

School Lunch

We recommend keeping a balance of at least five lunches in your student's account, however you may deposit as much as you like. Account balances will be carried over to the next school year. Account balances may be used to purchase meals or a la cart items. Refunds will be given only when a written parental request is received. Due to the large number of unpaid lunches, charging is not allowed. The cost for middle school lunch is \$2.60.

Selling/Solicitation Policy

Sandburg Middle School students may not sell any items in school. Students are expressly prohibited from selling candy, gum, etc. during the school day. This includes any and all fund-raising items.

Fundraising

Students are not required to participate in SMS fundraisers. The Sandburg Parent Association organizes fundraisers for students at our school. You will receive information about the individual fundraising opportunities as they become available.

Religious Holidays

The school is happy to cooperate with churches, synagogues, and mosques in observance of religious holidays and special services. A student wishing to be excused for a religious service or holiday must bring a written excuse signed by a parent or guardian. The school district recognizes a student's absence from school on religious holidays as an excused absence, without penalty on scholastic or attendance records.

Pledge of Allegiance

Each Monday morning a staff member will lead the school in reciting the Pledge of Allegiance. Students are to stand and put their hand over their hearts while they recite the Pledge. Students may choose not to recite the Pledge of Allegiance. If they choose not to participate, they must stand and cause no disruptions to the recitation of the Pledge of Allegiance by others.

Activity Buses

Activity route transportation is only available for students participating in a supervised after school activity with a coach or teacher. Students must have a pass from the activity supervisor to board the activity bus. Activity buses will depart SMS at approximately 4:30 p.m., Monday through Thursday. Students participating in after school activities who choose not to ride the activity bus must be picked up by 4:30.

Students not participating in an after school activity will not be provided activity route transportation unless previously arranged through their grade-level administrator.

HELPING YOUR CHILD SUCCEED

Helping your child learn in school is a partnership between the student, staff and parents. Our shared goal is each student's success.

If a conflict should arise, please contact the teacher or staff member who is directly involved and can assist you. If you feel that this situation needs further attention, please feel free to contact an administrator. We feel that direct interaction with our staff usually results in a positive resolution for all people involved.

Study Skills

Developing good study skills is important for every student. Good study habits will help students improve their organizational skills, reach their full academic potential and get the most out of their educational experience. Students will have homework in most of their classes. These class assignments are recorded in the student's Schoology calendar. We encourage parents to check their student's Schoology calendar daily. Students are responsible for all homework that is assigned to them. The following are some study tips that may be helpful to your student:

- Choose a specific time and place to study and do homework.
- Make sure your student has the necessary materials to complete assignments, or contact the teacher for help in getting them.
- Students should ask teachers for help before or after class or school if you are uncertain about assignments.
- Students should complete every homework assignment.
- If no homework is assigned, students should read for one hour each night.

Grading

The grading system at Sandburg Middle School will be A, B, C, D, NC, and I. The numerical values assigned and the grade definitions are listed as follows:

A	=	4	
A-	=	3.67	
B+	=	3.34	
B	=	3	
B-	=	2.67	
C+	=	2.34	
C	=	2	
C-	=	1.67	
D+	=	1.34	
D	=	1	
D-	=	.67	
NC	=	0	No credit
I	=		Incomplete*

*Incomplete (I) will have no value in averaging grades. Pluses and minuses may also be given.

Each course for which a student enrolls, and the final grade received, will be carried on the permanent transcript and will be included in the final grade point average.

Honor Roll

- All courses are counted when determining the honor roll.
- Any student who has a grade point average of at least 3.0 but less than 3.8 qualifies for the honor roll.
- Any student who has a grade point average of 3.8 or higher qualifies for the high honor roll.

Students on the high honor roll or the honor roll are recognized quarterly. Their names are also printed on a banner located in the hallway across from the guidance office.

Any student who has been on the high honor roll will be invited to participate in a high honors ceremony at the end of the school year. Students who were on the high honor roll one quarter will receive a bronze medal, two quarters a silver medal and three quarters a gold medal. Students who were on the high honor roll will receive an invitation in the mail to attend the high honor ceremony.

Report Cards

Report cards are issued on a quarterly and mid-quarterly basis. Mid-quarter notices are sent home with students after they are printed. Quarter-End report cards will be mailed home to parents.

Quarter	Mid-quarter	Quarter End
1	09/29/2017	11/03/2017
2	12/08/2017	01/19/2018
3	02/16/2018	03/23/2018
4	04/27/2018	06/06/2018

Student Progress Reports

Progress Reports may be sent to parents whenever teachers deem it necessary. All parents will receive a report during the middle of each grading period which is sent home with their student.

Parent/Teacher Conferences

Sandburg Middle School provides arena style parent/teacher conference opportunities in both the fall and spring. Parents will have the opportunity to meet with their student's teachers to discuss student goals, test results, class studies, student attitudes and school in general. Conferences also offer an opportunity for parents to meet with administrators, counselors and other support team members.

Conference & Bookfair Schedule

Fall 2017

Conferences

Sept. 25 Evening
Oct. 02 Evening

Winter/Spring 2018

Conferences & Book Fair

Feb. 20 Evening
Feb. 22 Evening

Individual Conferences

You may call your student's counselor and request an individual conference at any time. This can be useful if you feel you need more specific feedback than what was relayed through your student's teachers at parent/teacher conference night.

Team Conferences

You may request a team conference or your student's team may invite you to a team conference. This is a conference where you can meet with most of your student's teachers at one time. It can accomplish a great deal in a short period of time and give you an overall picture of your student's progress

NEED HELP?

There are several options if your student needs extra help in school:

Team Conference – You can meet with your student's CORE teachers and counselor at one time. This type of meeting can accomplish a great deal in a short amount of time.

Individual Conference – You can call a teacher or your student's grade level principal or guidance counselor and request a conference at any time. You may expect a response to your voicemail or email message within 24 hours.

Support Staff – We have several support staff members who can help answer questions about your student's progress or behavior.

Progress Report Sheets – These are available from the guidance office at 763-504-8219. Progress reports are kept by the parent and sent to school with your student when you choose to do so. Space is included for grades and missing assignments to be written down.

Make-Up Work – If your student has been absent from school for 2 or more days, you may call the guidance secretary at 763-504-8219 to have work collected. Work will be available for pick up in the front office 24 hours after you call. Several teachers post work on Schoology, you can also check there for assignments.

Scheduled Contacts – At times, you and a teacher may arrange to communicate at a set time using e-mail, phone, or Schoology.

Targeted Services – This program is offered after school to help students build their math and reading skills. It is taught by Sandburg Middle School staff. Please call the guidance office 763-504-8219 for further information.

Parent Portal – You can look up class information for your student from an internet compatible computer. This information includes grades, assignments, lunch account balance, and school contact information. Go to <http://learn.rdale.org> and click to get started. You will be required to contact the District 281 Education Service Center (Gretchen Cleveland at gretchen_cleveland@rdale.org or 763-504-8060) to obtain a password after you have registered with Parent Portal.

SMS DAILY ROTATION

2017-18





DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SEP 5 - 8	X	1	2	3	4
SEP 11 - 15	1	2	3	4	1
SEP 18 - 22	2	3	4	1	2
SEP 25 -29	3	4	1	2	3
OCT 2 - 6	4	1	2	3	4
OCT 9 - 13	1	2	3	4	1
OCT 16 - 18	2	3	4	X	X
OCT 23 - 27	1	2	3	4	1
OCT 30 – NOV 3	2	3	4	1	2
NOV 6 - 10	3	X	4	1	2
NOV 13 - 17	3	4	1	2	3
NOV 20 - 24	4	1	X	X	X
NOV 27 – DEC 1	2	3	4	1	2
DEC 4 - 8	3	4	1	2	3
DEC 11 - 15	4	1	2	3	4
DEC 18-21	1	2	3	4	X
JAN 8 - 12	1	2	3	4	1
JAN 15 - 19	X	2	3	4	1
JAN 22 - 26	X	2	3	4	1
JAN 29 – FEB 2	2	3	4	1	2
FEB 5 - 9	3	4	1	2	3
FEB 12 - 16	4	1	2	3	4
FEB 19 - 23	X	1	2	3	4
FEB 26– MAR 2	1	2	3	4	1
MAR 5 - 9	2	3	4	1	2
MAR 12 - 16	3	4	1	2	3
MAR 19-23	4	1	2	3	4
APR 2-6	X	1	2	3	4
APR 9 - 13	1	2	3	4	1
APR 16 - 20	2	3	4	1	2
APR 23 - 27	3	4	1	2	3
APR 30 – MAY 4	4	1	2	3	4
MAY 7 - 11	1	2	3	4	1
MAY 14 – 18	2	3	4	1	2
MAY 21 - 25	3	4	1	2	3
MAY 28 – JUN 1	X	4	1	2	3
JUN 4 – JUN 8	4	1	2	X	X

Robbinsdale Area Schools 2017-18 Calendar

763-504-8000
www.rdale.org

- August 8  Primary Election*
- August 28–September 1 Teacher Workshop Week
- September 4 Labor Day (Holiday)
- September 5  First day of School
- October 19 No School - Compensatory
- October 20 No School - Teacher's Convention
- November 3 End of first quarter
- November 7  Election* - No School - Staff Development
- November 22 No School - Compensatory
- November 23-24 No School - Thanksgiving (Holiday)
- December 22–January 5 No School - Winter Break
- January 8 School Resumes
- January 15 No School - Martin Luther King Jr. Day (Holiday)
- January 19 End of First Semester
- January 22 No School - Staff Development
- February 19 No School - President's Day (Holiday)
- March 23 End of third quarter
- March 26–30 No School - Spring Break
- April 2 No School - Compensatory
- May 28 No School - Memorial Day (Holiday)
- June 6  Last day of school for students
- June 7 Commencement
- June 8 Compensatory day for teachers

*No school-sponsored activities may be scheduled between 6-8 p.m.

-  SCHOOL NOT IN SESSION
-  NO SCHOOL - PROFESSIONAL DEVELOPMENT/COMPENSATORY
-  LAST DAY OF QUARTER
-  SUMMER BREAK/WEEKENDS



June 20, 2017

JULY							JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												

AUGUST							FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28			

SEPTEMBER							MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31

OCTOBER							APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

NOVEMBER							MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30			27	28	29	30	31		

DECEMBER							JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31													

SEXUAL, RELIGIOUS, RACIAL HARASSMENT, VIOLENCE & OFFENSIVE BEHAVIOR POLICY

It is the policy of Robbinsdale Area Schools that no employee or student of the district shall be subjected to offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to an employee's or student's race, color, creed, religion, national origin, sex, affectional orientation, marital status, disability, age, status with regard to public assistance or membership or activity in a local commission dealing with discrimination. Offensive behavior prohibited by this policy also includes but is not limited to engaging in illegal, immoral or unethical conduct or retaliation for making a complaint.

One specific kind of illegal behavior is sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's education or participation in school programs or activities;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting that individual's employment or education;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive work or learning environment.
4. Employees, students and citizens should understand that this policy applies to each and every student, employee and citizen of the school district, including all full-time, part-time and temporary employees.

Each employee, student and citizen must operate with total integrity to create an environment free of discrimination and other inappropriate behaviors. Each supervisor shall be responsible for promoting understanding and acceptance of and ensuring compliance with state and federal laws and board policy and procedures governing offensive behavior and sexual harassment within his or her school or office.

DISCIPLINARY ACTION:

Offensive behavior will be cause for immediate and strict disciplinary action up to and including discharge for staff and up to and including expulsion for students.

REPORTS OF VIOLATIONS may be directed to:

School Principal or

Stephanie Crosby, Director of Human Resources, 763-504-8014

Robbinsdale Area Schools

4148 Winnetka Avenue North

New Hope, Minnesota 55427

NONDISCRIMINATION POLICY

Policy

Robbinsdale Area Schools is committed to a policy of nondiscrimination. We will not discriminate in any matters concerning staff, students, education programs and services and persons with whom the board does business.

In addition to compliance with all federal and state laws, the school district shall consider discrimination to be any overt or covert behavior that excludes participation in or denies the benefits derived from any education program or employment opportunity based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance and age.

In keeping with the school district's commitment and the requirements of law, the school district will establish and maintain a program designed to identify, remediate and prevent discrimination in employment, assignment and promotion of personnel; in education programs, services and opportunities offered students and staff, in location and use of facilities; and in education materials.

Contact Information

Stephanie Crosby, Director of Human Resources, is the designated coordinator under Title IX of the Educational Amendments of 1972 (nondiscrimination on the basis of sex in education programs and activities, including employment and admission). She is responsible for coordinating district efforts to comply with Title IX, including investigation of complaints alleging noncompliance or alleging any actions prohibited by Title IX.

Marty Voight, Director of Special Education, is the designated coordinator under Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap including admission, treatment or access to programs and activities, including employment in its programs or activities). She is responsible for coordinating district efforts to comply with Section 504.

Inquiries may be directed to:

Stephanie Crosby, Director of Human Resources, 763-504-8014

Marti Voight, Director of Special Education, 763-504-8070

Robbinsdale Area Schools

4148 Winnetka Avenue North

New Hope, Minnesota 55427

SANDBURG MIDDLE SCHOOL ACTIVITIES PROGRAM 2017-18

Mission Statement

Sandburg Middle School provides many opportunities for students to participate in athletics, fine art, clubs and community service. Students are given the opportunity to meet new friends, develop physical and social skills, and increase positive rapport with staff and gain new respect for themselves and others. All of this occurs while having fun in the activity. We would like to ask parents to encourage their students to become part of as many activities as their schedules allow. Our goal is for every Sandburg student to participate in at least one extra activity each year of their middle school careers.

Eligibility

Any student who would like to participate will not be excluded (cut) from any activity. Athletic teams participate in various levels of competition by ability and size (i.e. TEAMS A&B). Academic achievement is our primary goal at Sandburg. Students who are not meeting academic/behavioral and attendance (to include tardies) expectations may not be allowed to participate.

Activity Meeting Schedules and Locations

Meeting locations and times for the start of each activity will be announced through our daily announcements and on our web page. All coaches will provide students with a practice and competition schedule. Parents are encouraged to attend both home and away competitions. All of our athletic teams practice Monday through Thursday 3:00-4:15 p.m. Fridays are not part of the athletic schedule, unless necessary to schedule an event/game on a Friday for a make-up competition. **Student spectators at after school competitions must be accompanied by their parent/guardian or have a pass from their grade level administrator.**

Transportation

Only students in activities may ride the activity bus. Buses depart from the front of the building, routes are posted in the front foyer. All activity routes are planned to provide transportation within a reasonable distance from the students' homes. Students will obtain a bus pass from their activity advisor to ride on the bus. Students are expected to conduct themselves in a respectful and responsible manner at all times. **ON GAME DAYS PARENTS/GUARDIANS ARE RESPONSIBLE TO PROVIDE TRANSPORTATION** after an event, as no activity bus is available. Parents must pick up their child in a timely manner on game days. Assume your child will return to Sandburg Middle School by 5:30 p.m. Parent may take their student home from away events provided the coach is notified. Out-of-district students who receive special transportation must work with their coach to arrange for transportation.

Fees

The School Board requires an activity fee to help offset a portion of the program cost.

Fee structure:

Interscholastic athletics	\$46.00
Activities and clubs	\$20.00
Intramural athletics	\$20.00

Some activities may have additional cost for materials. This information will be shared with students during the informational sessions prior to signing up for the activity. There is a district fee maximum of \$700.00 per family. Once that amount is reached by a family, no further fees will be charged for the remainder of the school year. Students who receive free/reduced lunch rates will pay half of the scheduled fee.

Communication

Should parents have any questions relating to any of our activities, please feel free to call the coach or the activity's advisor. Questions relating to Sandburg Athletics policies should be directed to the Athletic Director.

Seasons

SMS has a four-season activity program. After school activities are subject to change due to student participation numbers. This format gives students an opportunity to participate in more activities and uses our facility more efficiently. The four seasons are: Fall, Winter I, Winter II and Spring.

Fall

QUARTER 1	GRADES
Co-ed Soccer	7 th , 8 th
Intramural Co-ed Soccer.....	6 th
Girls Tennis	6 th , 7 th and 8 th
Girls' Swim Club	6 th , 7 th , 8 th

- Strong swimmers may try out for the AHS team

Girls' Volleyball 7th, 8th

Winter I

QUARTER 2	GRADES
Boys' Basketball	8 th
Boys' Swimming AHS at Sandburg	7 th , 8 th

- Boys swim for the Armstrong swim team.

*Boys' Wrestling 7th, 8th
Girls' Basketball 8th

Winter II

QUARTER 3	GRADES
Boys' Basketball	7 th
Girls' Basketball	7 th
Intramural Coed Basketball.....	6 th

Spring

QUARTER 4	GRADES
Boys' Track	7 th , 8 th
Girls' Track	7 th , 8 th
Intramural Coed Track.....	6 th
STEP.....	6 th , 7 th , 8 th
Boys Tennis	6 th , 7 th , 8 th

Year Round

	GRADES
Chess Club	6 th , 7 th , 8 th
Destination ImagiNation.....	6 th , 7 th , 8 th
Math League	6 th , 7 th , 8 th
National Junior Honors Society	7 th , 8 th
Leadership.....	6 th , 7 th , 8 th
Yearbook	6 th , 7 th , 8 th

*Interscholastic Sports marked with an asterisk provide an opportunity for grade six students to practice and learn the skills of the sport. Opportunities to compete are determined by the opposing team's participants and their skills and size.

Activities Descriptions

Interscholastic Fall Sports - Quarter 1

CO-ED SOCCER

Equipment: Soccer Shoes, Shin Guards, Shorts, T-Shirt

Description: All 7th and 8th grade students who have an interest in soccer are eligible. Emphasis is placed on participation and developing skills. Workout, conditioning, and games are matched to level of play and ability. Students can expect to participate in conditioning, skill development and game tactics. Games are with other teams from the Classic Lake Conference.

GIRLS' VOLLEYBALL

Equipment: Tennis Shoes, Shorts, T-Shirt

Description: All 7th and 8th grade girls are eligible. Emphasis is placed on developing volleyball skills and participation. There are A and B teams, that play a schedule of games against other Classic Lake Conference schools.

GIRLS SWIM CLUB

Description: Girls from a variety of ability levels are welcome to join swim club. In swim club girls get the opportunity to develop basic skills, as well as perfect techniques they already possess. Girls don't compete, but have fun swimming in the Sandburg pool.

Interscholastic Fall Sports

Winter I and II

BOYS' BASKETBALL

7th Grade Season: Winter II - Quarter 3

8th Grade Season: Winter I - Quarter 2

Equipment: Basketball Shoes, Shorts, T-Shirt

Description: All 7th and 8th grade boys are eligible. Our program will give participants an opportunity to develop individual as well as team skills. Emphasis is placed on participation. Games are played against other schools from the Classic Lake Conference. All participants are placed on either the A or B team.

BOYS' WRESTLING

Season: Winter I - Quarter 2

Equipment: Tennis Shoes, Shorts, T-Shirt

Description: All 7th and 8th grade boys are eligible. All participants have the opportunity to wrestle based on weight and experience. Participants learn fundamental wrestling skills and procedures. Matches are against other Classic Lake Conference schools.

GIRLS' BASKETBALL

7th Grade Season: Winter II - Quarter 3

8th Grade Season: Winter I - Quarter 2

Equipment: Basketball Shoes, Shorts, T-Shirt

Description: All 7th and 8th grade girls are eligible. Our program will give participants an opportunity to develop individual as well as team skills. Emphasis is placed on participation. Games are played against other schools from the Classic Lake Conference. All participants are placed on either the A or B team.

Interscholastic Spring Sports - Quarter 4

BOYS' and GIRLS' TRACK and FIELD

Equipment: Running Shoes, Shorts, T-Shirt

Description: All 7th and 8th grade boys and girls are eligible. Students interested in developing skills in running and field events are welcome to join the track and field team. All competitors are encouraged to try many events. All participate in meets against other schools in the Classic Lake Conference.

Service Activities and Clubs

STUDENT LEADERSHIP

- National Junior Honor Society
- Student Council

YEARBOOK

Description: All 6th, 7th and 8th grade students are eligible. Announcements are made in the fall for students interested in being on the yearbook staff. The yearbook staff is always in need of students who are interested in photography, writing copy and planning layouts. Working on the yearbook is a great opportunity for students who are creative and like to work in groups.

Arts Fall/Winter

MUSICAL

Fee: \$20.00

Description: Students should listen for announcements of tryouts for the musical. In addition to acting parts, there are also opportunities for working backstage on scenery, costumes, lighting, sound, publicity and student direction.

CHESS CLUB

Description: Chess club is open to any student who is interested in learning how to play chess or is already an experienced player. Students will have a chance to play against other peers and socialize with others.

MATH CLUB

Description: Math Club is an after-school group that meets to hone their math skills, and compete in local and state events.

STEP CLUB

Description: Stepping or step-dancing is a form of percussive dance in which the participant's entire body is used as an instrument to produce complex rhythms and sounds through a mixture of footsteps, spoken word, and hand claps. Since its arrangements resemble military formations, students learn about teamwork, to work together with precision and uniformity to perform their routines. Step Club is open to all 8th graders. It may be opened up to 7th graders if space permits. Decisions to open Step Club to 7th graders will be made by the Activities Director and Step Coach, on a season by season basis.