Dear Parents/Guardians/Students,

My name is John Groenke and I am excited to be the principal at Sandburg Middle School. It is an honor and privilege to join Robbinsdale Area Schools and Sandburg community. I welcome each of you to the 2018-19 school year and look forward to meeting you.

I am the proud father of three children and have an amazing wife who is also an educator in Robbinsdale Area Schools. I have spent my career fulfilling my passion for education as a teacher, principal, and educational consultant. I believe fully in Robbinsdale Schools mission to inspire and educate all learners to develop their unique potential and positively contribute to their community. I am ambitious about the work we are going to accomplish together to achieve this mission for our students.

2018-2019 is going to be a phenomenal year for the Lions and I am eager for the students to arrive. As we gear up for the school year, there are a few events I want to highlight for you:

**All SMS Students and Families:**
- Open house is August 29th from 6:00-8:00 pm
- First Day of School is September 4th

**6th Grade Students and Families:**
- Meet with our 6th grade team and administration prior to open house on August 29th at 5:30.
- 6th Grade WEB Orientation is August 31st from 8:00 am – 12:00 pm (students only)

I will be hosting other opportunities this fall for us to meet and connect. I will communicate dates to you once I have them scheduled. I encourage all of you to view our website for important information and follow Sandburg and me on Twitter and Facebook (@GroenkeJohn and @SandburgMS281).

Our staff is committed to doing whatever we can to help your student’s dreams come true. We are fortunate to be able to join you in making this happen. Do not hesitate to call, email, or stop by introduce yourself, visit, or talk about whatever is on your mind.

Go Lions!

John Groenke

John_groenke@rdale.org
The Sandburg Lions Staff Welcomes You Back to School!

When: Wednesday, August 29th
Time: 6:00pm-8:00pm (5:30 for 6th grade families)
Where: Sandburg Middle School

Agenda
★ General Information Session for 6th Grade families 5:30 pm
★ General Information Session 6:30pm-7:00pm
★ Visit classrooms/teachers open house style 6:00-8:00 pm
  (Families are welcome to come and go as they please to tour the building and meet staff members).

Highlights include:
★ General information about Sandburg Middle School
★ Meet and greet Sandburg administrators, teachers and support staff**
★ Purchase lunch credits
★ Self-guided tour of the building
★ Sign Chromebook User Agreement and pay user fees

We look forward to seeing you!

**This is a great night to get a broad understanding of the upcoming school year – individual concerns will be addressed at conferences, you can also contact your child’s teachers directly after school starts.

*Lifetouch Picture Day is Sept. 13th.

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Pick up your Chromebook
2018-2019
Sandburg Middle School

Each student will be provided with a Chromebook to personalize & support learning inside & outside of the classroom.

SIGN ACKNOWLEDGEMENT CARD
Signing the acknowledgement card means that you have discussed responsible use & appropriate care of the device with your student, reinforcing the use of the device for educational purposes. Your child will be held responsible for adhering to the District Safe Acceptable Use Policy (524) and Bullying Prohibition Policy (514) as outlined in the Student Handbook: Rights and Responsibilities. Return card when picking up Chromebook or during Open House. Copies available during distribution dates and Open House event.

PAY INSURANCE FEE
The insurance fee is $37 per year per student or $22 if the student qualifies for educational benefits. To pay online, register for a Parent Portal account at rdale.org/parents/Parent_Portals, then go to campus.rdale.org. You may also pay at distribution dates or the Open House event.

PICK UP CHROMEBOOK
Chromebooks will be distributed to 7th & 8th grade students at the events listed below. 6th grade Chromebooks will be distributed after school starts. Chromebooks will not be distributed during Open House. Students will not receive a Chromebook until the acknowledgement card is signed and insurance fee paid.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday August 21</strong></td>
<td>Chromebook distribution for 7th &amp; 8th grade only @ Sandburg Library Media Center</td>
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<tr>
<td>3:00 - 8:00 PM</td>
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<tr>
<td><strong>Thursday August 23</strong></td>
<td>Chromebook distribution for 7th &amp; 8th grade only @ Sandburg Library Media Center</td>
</tr>
<tr>
<td>5:00 - 8:00 PM</td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday August 29</strong></td>
<td>Insurance fee may be paid and acknowledgement card may be signed</td>
</tr>
<tr>
<td>6 - 8 PM</td>
<td>at Open House event. <strong>Chromebooks will NOT be distributed during Open House event.</strong></td>
</tr>
<tr>
<td>(Open House event)</td>
<td></td>
</tr>
<tr>
<td>(Cards and fees only)</td>
<td></td>
</tr>
<tr>
<td>From August 1 to the start</td>
<td>Insurance fee may be paid and acknowledgement card may be signed</td>
</tr>
<tr>
<td>of school</td>
<td>in the SMS main office. Save time by paying online.</td>
</tr>
<tr>
<td>Daily 8:00 AM - 2:00 PM</td>
<td></td>
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<tr>
<td><strong>September 4-7</strong></td>
<td>6th grade Chromebooks will be distributed in classes during school.</td>
</tr>
</tbody>
</table>

Find forms and more information at PerL.rdale.org
School Supply List 2018-19

All Students Will Need:
- 3 Boxes - Facial Tissues (Additional donations welcome, especially in winter months.)
- 2 Container of Disinfecting Wipes (example Clorox, Lysol or other)

School Wide Binder:
- 1 Three-Ring Binder (2-inch with heavy duty metal rings.)
- 8 Dual Pocket Tabbed Dividers - OR - 8 basic tabbed dividers, plus dual pocket folders for each class (up to 8)
- 2 Packs - Loose Leaf Paper (Wide-Ruled)
- 1 - 12 Pack of Colored Pencils
- 1 - Handheld Pencil Sharpener
- Pencil pouch with three holes that fit into binder
- 48 - #2 Pencils
- Pens (Blue or Black)
- 2 - Highlighters
- 2 - Large/Jumbo Glue Sticks
- Earbuds (for use with school-provided Chromebook and Global Language)

Physical Education:
- Quality combination lock
- Shorts or athletic long pants (no jeans)
- T-shirt (black or gray)
- Tennis shoes with backs (no slip-ons)
- Swimming cap and goggles (optional)
- Swimsuit and towel
- Sweatshirt (for use on cool days)

PerL 1:1 (Personalized Learning)

All students at Sandburg Middle School are provided with a Chromebook to personalize and support learning inside and outside of the classroom. This technology will help students to:
- Set goals and monitor their own learning
- Give and receive feedback on their learning
- Have more choice and bring their voices into their learning experiences

Chromebooks will be distributed to students during the first weeks of school. Distribution dates and information will be communicated in our August back to school letter.

Chromebook Accidental Damage and Theft Insurance
The insurance fee is $37 per year per student. $22 if the student qualifies for free or reduced price lunch. (Online payment is available)

Go to PerLrdale.org this summer for more information.
Accessing Parent Portals: Infinite Campus and Schoology

Important student information is found in both Infinite Campus and Schoology. These resources are called Parent Portals. For most parents, accounts were created when your child(ren) enrolled in Robbinsdale Area Schools. In order for you to access Parent Portals, the school district needs a current email address on file.

Call or email Gretchen Cleveland (gretchen_cleveland@rdale.org, 763-504-8060) if you have any questions about your Parent Portal accounts.

Infinite Campus

This portal is used for attendance, transcripts (final course grades and credits), transportation, health, and behavior information.

There are two ways to access Infinite Campus. One way is to visit http://campus.rdale.org and login with your Parent Portal username and password. Alternatively, use the mobile app as described below.

Mobile App

Infinite Campus Mobile Portal is an app available for smartphones and tablets. It does not have all the features of the website.

When you log in for the first time, you will be asked for a 6-digit District ID. Enter: MHLVRD

Next, enter your Parent Portal username and password.

The Attendance and Schedule sections provide useful information. Please disregard the other links as Schoology is used for assignments and daily grades.

As shown in the image, you can set up attendance text notifications in the Settings area.

Guardians with a current email address on file with Robbinsdale Area Schools should automatically receive a weekly email summary. This can be customized when you login. Schoology use increases as students move from elementary through high school. Please ask your child’s teachers if you have questions about information that you see in Schoology.

Schoology

This portal is used for assignments, classroom updates, and some calendar events. Secondary students access grades here. This short set of videos will help you get started: http://gqo.qi/YLHV4

There are two ways to access Schoology. One way is to visit http://learn.rdale.org and login with your Parent Portal username and password. Alternatively, use the mobile app as described below.

Mobile App

Install the Schoology app on your smartphone or tablet. Open the app and click in the ‘School or domain’ box

Start typing ‘Robbinsdale Area Schools.’ Stop when you see the option display. Be sure that there is a green dot on the right side. Tap the ‘Robbinsdale Area Schools’ option.

You will see the district logo displayed along with boxes for your username and password. Type your credentials and tap the ‘Sign in’ button.

Next, enter your Parent Portal username and password.

The Attendance and Schedule sections provide useful information. Please disregard the other links as Schoology is used for assignments and daily grades.

As shown in the image, you can set up attendance text notifications in the Settings area.
Acceso a Parent Portal (Portal de los Padres): Infinite Campus y Schoology

Los sitios web Infinite Campus y Schoology contienen información importante sobre su hijo. Estos recursos se llaman Parent Portals (Portal de los Padres). Las cuentas para la mayoría de los padres fueron creadas cuando su(s) hijo(s) se inscribieron en las Escuelas del Área de Robbinsdale. Para que usted pueda tener acceso a Parent Portals, el distrito escolar necesita tener en sus archivos una dirección de correo electrónico válida.

Si tiene preguntas sobre las cuentas de Parent Portals, llame o envíe un correo electrónico a Gretchen Cleveland (gretchen_cleveland@rdale.org, 763-504-8060).

Infinite Campus

Este sitio web contiene información sobre asistencia, calificaciones finales de los cursos y créditos obtenidos (expediente académico), transporte, salud y comportamiento.

Hay dos maneras de acceder a Infinite Campus. Una es ir a http://campus.rdale.org e iniciar la sesión ingresando su nombre de usuario y contraseña del Parent Portal. La otra es usar la aplicación móvil de la forma descrita a continuación.

Aplicación Móvil

Infinite Campus Mobile Portal es una aplicación disponible para smartphones y tabletas.

Cuando usted ingrese por primera vez, se le pedirá su “District ID” de 6 dígitos. Escriba: MHLVRD

Luego escriba su nombre de usuario y contraseña del Parent Portal.

Las secciones sobre Asistencia (Attendance) y Horario (Schedule) contienen información muy útil. Por favor ignore los otros enlaces de Schoology, ya que estos se usan para las tareas y las calificaciones diarias.

Como se muestra en la imagen, a través del menú “Settings” usted puede configurar su aparato para que le envíe mensajes de texto sobre la asistencia de su hijo.

Schoology

Este sitio web se usa para las calificaciones (6-12), tareas, novedades de la clase y algunos eventos. La serie de videos cortos del enlace siguiente le ayudará entender cómo funciona: http://goo.gl/jYLHVI

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Aplicación Móvil

Schoology tiene una aplicación disponible para smartphones y tabletas.

Paso 1 – Cuando inicie la sesión con la aplicación, elija "Username Login" (nombre de usuario para inicio) y busque “Robbinsdale”. Paso 2 – Escriba “Robbinsdale” en la primera casilla. Paso 3 – Elija “Robbinsdale Area Schools” o su escuela, si está en la lista y si tiene una flecha verde. Paso 4 – Aparecerá una ventana del distrito para iniciar su sesión, lo que confirma que usted está en el lugar correcto. Para ingresar, escriba su nombre de usuario y contraseña del Parent Portal. A continuación encontrará imágenes de las pantallas de las ventanas correspondientes de la aplicación:

Si tiene dudas, pídale al maestro de su hijo que le explique cómo usan Schoology.