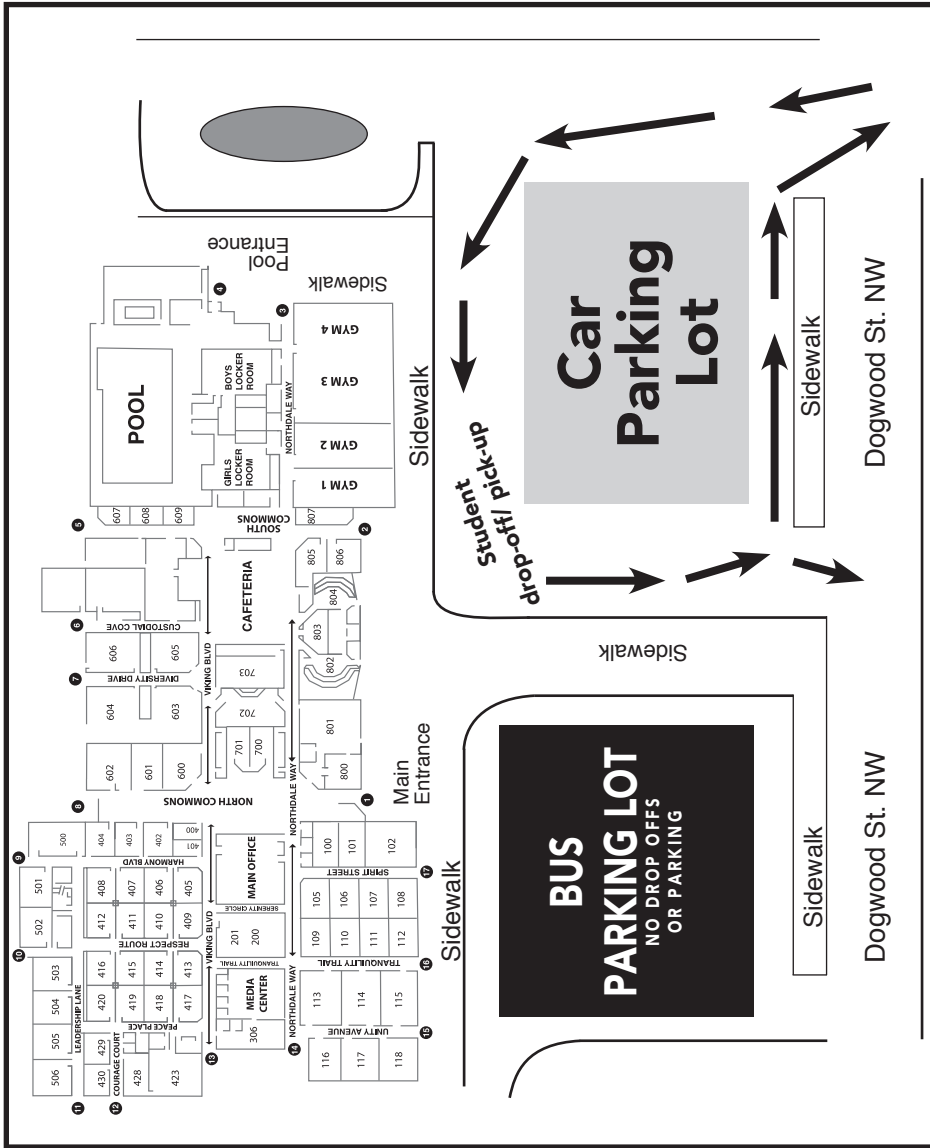


Student Drop-off Map



Northdale Middle School Parent/Guardian Communication Handbook

11301 Dogwood Street NW • Coon Rapids
(763) 506-5400

Lost and Found

If something has been lost, a student may inquire at the Main Office. Please note that valuable property such as band instruments, sports equipment and technology should be insured against loss. Clothing should be marked with proper identification. Students are responsible for personal items as well as books and school materials. Students must keep lockers locked and must not share lockers or their locker combination numbers. According to MN State Law, keeping found property without making a reasonable attempt to return it, is considered theft. Charges may be filed with the school resource officer if theft is discovered.

Physical Education Uniforms

Students are not required to wear a PE uniform, however it is recommended that students change into more typical PE clothing such as a t-shirt and shorts or athletic pants. White t-shirts and navy/blue shorts are available for purchase through the PE department. In addition, tennis shoes must be worn and tied tightly for safety.

Safety Drills

Fire/tornado/evacuation and lockdown drills are held periodically throughout the school year. It is the duty of the student to become acquainted with the proper route for exit from each classroom. Information is posted in each classroom. Teachers will inform the student about drill procedures. Attendance is taken during safety drills and following directions is crucial. If a student does not adhere to directions, disciplinary action will be taken. Safety and crisis response is very important at Northdale.

School Supplies

Students are responsible for bringing the needed supplies and materials to class that are necessary to successfully complete assigned work. These materials include books, paper, pencils, pens, etc. If students are unable to purchase supplies please contact the child's administrator.

Student Dress and Appearance

Student dress should not interfere with, or create a disruption to, the educational process at Northdale Middle School. If there is a concern a staff member will speak with the student privately and come to a resolution together.

- Jackets and other outerwear should remain in lockers during the school day.
- Items such as pajamas and costumes will be reserved for designated dress-up days during the school year.
- Clothing or accessories containing images or promoting gangs, alcohol, tobacco, drugs, and guns are not permitted.

Textbooks and Library Books

Textbooks and library books are available for students to use throughout the year. They need to be handled carefully and respectfully. Some departments at Northdale have purchased new textbooks in the past few years. We're excited to be able to give our students the opportunity to learn from the most up-to-date materials available. Your child may be assigned one of these books to use during the school year. The replacement cost of textbooks can cost as much as \$100. Replacement costs for lost, stolen or damaged textbooks and library books are the responsibility of the student and parent/guardian. Normal wear is expected.

Water Bottles

Students are allowed to carry water with them throughout the day. Water must be kept in a clear bottle with a tight lid. If the water or bottle becomes a distraction or a disruption, students may be asked to dispose of the water and the issue could result in disciplinary action.

IMPORTANT INFORMATION

Backpacks

Students may have backpacks and bags on the bus, but they must remain in the student's locker during the day. They are not allowed in classrooms, hallways or the cafeteria once students arrive at school. This policy has been a large help to alleviate space problems in the classrooms and halls and monitor safety problems in the hallways. It helps us take extra caution with safety issues that can arise with backpacks and bags in school and we appreciate your support with this concern.

Food Service/Cafeteria

For 2023-24 all students can receive one free breakfast and one free lunch. Any additional purchases will require money being deposited into the student's meal account. Students should bring their lunch money or check and place it in drop off box located in the cafeteria by 10:30 a.m. Any deposits after 10:30 a.m. will not be available for use until the next school day. Lunch money can also be deposited online through the AHConnect System.



Each student will use their student identification number to go through the checkout station. Cash must be put into a sealed envelope with the student's first and last name and the PIN number. Checks should have the student's first and last name as well as their student identification number on the check. Snack items are not included in the price of the meal. It is the responsibility of the parent/guardian to keep their lunch account up to date. In addition to the lunch program, breakfast is available from 8

8:25 a.m. and the Grab & Go breakfast from 8 to 8:20 a.m.

Please remind your student to turn their money in to the lunchroom or cash box immediately in the morning. All food and beverages must remain in the cafeteria (exception for "Grab & Go" breakfast). Pop is not allowed in school or lockers. Call 763-506-5411 with any questions.

Fundraising (not for school)

The selling of items at school for non-school fundraising is not permitted. We ask that students not bring candy bars, coupon books, etc. as they are distractions that interfere with the school day. Frequently, when these things are brought to school, they are lost, misplaced or stolen. Therefore, we ask for your cooperation and support of this policy.

Lockers - Hallway Locker / P.E. Locker

Each student is assigned an individual hallway locker which is NOT to be shared with anyone. Lockers assigned to students are to be used to store only those items related to the educational programs and activities of the students. Locker combinations are not to be released to anyone (including best-friends!) If the locker is not functioning properly, it should be reported to the office. No change of locker or combination will occur for any reason.

Locker checks will be made periodically throughout the year, and lockers are to be kept in good condition at all times.

Do not leave money or other valuables in lockers. Physical Education lockers are to be locked when not in use.



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Welcome to Northdale Middle School,

We are excited to begin another new school year. The students and families at Northdale Middle School are an integral part of our learning community. Northdale's mission is to effectively educate each of our students for success. We believe that a strong collaboration between the school, community, and family is an integral part of student success.

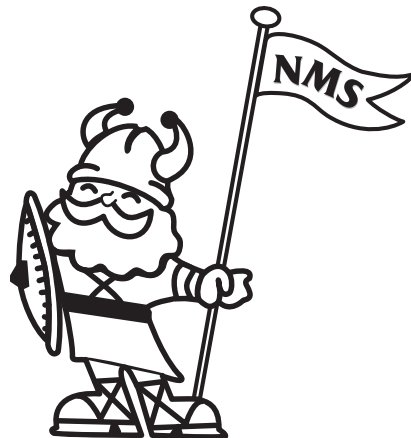
The parent/guardian handbook is designed to provide information about Northdale's procedures, policies, expectations and services. Please take time to review and discuss the information in this handbook with your child. We look forward to a fantastic school year.

The teachers, principals and support staff at Northdale Middle School are here to help your child have a successful school year. Please do not hesitate to give us a call at anytime.

Sincerely,

Mr. Jeff Leach

Northdale Middle School Principal



COMMUNITY EDUCATION

Middle school students are encouraged to get involved in extra-curricular activities and discover community education! Participating in extra-curricular activities and athletic programs is a great way for students to engage in their school community as they meet friends and learn new things.

Community education offers a wide variety of unique activities in the evening, on the weekend and after-school - designed for teens - to enhance their academic and social experience:

- Athletics: Team and individual sports (Requires a "Sports Qualifying Physical")
- Play: Recreation and fitness
- Express: Arts, cooking and music
- Learn: Safety awareness and certifications
- Explore: Fun, off-site activities for youth and families



Any questions may be directed to the Community Ed office at 763-506-5412.

Check out the website for more information. www.discovercommunityed.com

Athletics

All students are encouraged to participate in athletics regardless of their skills. The emphasis will be placed on skill development with full participation for all. These activities are intended to enhance the educational opportunities for students outside the school day especially in areas of teamwork, leadership, social growth, team spirit and respect for others. Students will have the opportunity to participate in an interscholastic athletic program with the other District middle schools.

Sports Qualifying Physical (Valid for three years from date of exam.)

Remember all students must have a sports qualifying physical on record at Northdale in order to participate in athletics. One physical is valid for the three years the student attends middle school. All students need to bring a copy of the sports qualifying physical form to the Health Service office in order to be cleared for athletics. Students are urged to get their sports qualifying physical as soon as possible so he/she will not miss any practice time. Call the Community Education office for a form or if your student has a physical form on file. NMS Community Education Office 763-506-5412.

Eligibility Form

Each student athlete at Northdale is required to read and sign a waiver form which contains a minimum set of standards for eligibility to participate in the athletic program. These standards are enforced by the coaches of all athletic programs offered at NMS. Any student found in violation of the standards outlined will be referred to the athletic board for official action. Register and pay online at www.discovercommunityed.com

VOLUNTEERING

Northdale offers a variety of volunteer opportunities for parent/guardians, grandparents and members of our community. Volunteers are an important asset to our school. Your time and talent will enhance the student curriculum and promote partnership between families, community and the school.

We urge you to volunteer and become involved. Also, in the event you are scheduled to volunteer, but are unable to meet your commitment, we ask you to let us know by calling 763-506-5400. If you have any questions about our volunteer program, please call our Volunteer Services Coordinator Sara Evans, at 763-506-5432.



Becoming a volunteer is easy.

- Simply go to the NMS website
- Click on the **Involvement** tab
- Scroll down to **Volunteer Opportunities**
- On the right-hand side of the screen you will find **Forms**
- To volunteer at NMS, a **NMS volunteer online application** and **NMS criminal record release form** must be completed

Seventh Grade Immunization Requirements

Minnesota state law requires seventh-grade students to receive updated Tdap and Meningococcal vaccines to enter seventh grade. Your student could need one or more vaccinations or a legal exemption to meet these requirements. You may check your student's Immunization records in AH Connect. Please check with your private medical provider if you are unsure which immunizations your child is lacking. Letters have been mailed to your home if immunizations are required for seventh grade. Please contact your private medical provider for an appointment to obtain additional immunizations. Send or fax documentation of immunization shots your child has received to the Health Office at Northdale Middle School. Our fax number is: 763-506-5403. For other ideas on where to obtain vaccinations, please see MN Department of Health vaccination finder.



Minnesota state law requires the following immunizations for all students:

- Hepatitis B – children must have received 3 doses of vaccine following the recommended schedule.
- Varicella – children must have received 2 doses of vaccine following the recommended schedule. If a child had varicella disease prior to 2010, a parent or guardian may provide the month/year of disease. If a child had varicella disease after 2010, a provider's signature is required.
- Polio – children must have received 4 doses of vaccine following the recommended schedule.
- DTaP – children must have received 5 doses of vaccine following the recommended schedule.
- MMR – children must have received 2 doses of vaccine following the recommended schedule.
- Tdap and Meningococcal – vaccine updates are required for all students entering 7th grade.

The covid vaccine is NOT a required immunization.



If your child has not received any of these shots for medical reasons or because of your conscientiously held beliefs, written proof of exemption is required. This exemption must be signed in front of a notary. The completed form should be brought to health services. For questions about this information please call the Northdale Health Office at 763-506-5404, check with your medical provider, or you can find information at the MN Department of Health.

NMS MISSION AND VISION STATEMENT

It is the primary **mission** of Northdale Middle School to effectively educate each of our students for success.

To fulfill this mission our school's **vision** is to:

- Equip students with the tools to be life-long learners in a technologically changing world,
- Respect, celebrate, and become more aware of individual differences,
- Increase achievement through individual growth, rigorous curriculum, and student success,
- Create a safe, supportive environment for students to learn, and
- Work collaboratively with and among parent/guardians, staff, students and the community.

What are the Key Characteristics of Northdale Middle School?

- Advisor-Advisee Program
- Balanced Curriculum
- A Broad Exploratory Program
- Comprehensive Support Systems
- Varied Instructional Strategies
- Parent/Guardian and Community Involvement



Equal Opportunity Policy

It is the district's policy to provide equal educational opportunity for all students. No student shall be discriminated against on the basis of race, color, creed, religion, national origin, sex/gender, marital status, disability, familial status, status with regard to public assistance, sexual orientation or age. The district does not deny any student access to the benefits and opportunities of its educational programs. The district also makes reasonable accommodations for students with disabilities.

Any student, parent or guardian having any questions regarding this policy should discuss it with the building principal or the Title IX Coordinator/Equity Coordinator: Title IX Coordinator/Equity Coordinator; Mailing address: 2727 N. Ferry St., Anoka, MN 55303

Telephone: 763-506-1000

Email: titleIXcoordinator@ahschools.us

OFFICE PHONE NUMBERS

Main Office	763-506-5400
FAX	506-5403
Absence/Attendance	506-5406
Registration	506-5407
Health Service (nurse)	506-5504
Community Education	506-5412
Food Service	506-5411

Web Sites:

. www.ahschools.us/nms
. www.facebook.com/northdalems

Administrative Team:

Jeff Leach, Building Principal	506-5400
Bryan Carlson, AP for 6th grade	506-5424
Laura Hendricks, AP for 7th grade	506-5429
Mike Driscoll, AP for 8th grade	506-5420

Student Support-team:

Rebecca Augustine, Counselor	506-5532
Lauren Ferrera, Counselor	506-5577
Breanna Smith, Social Workers	506-5531
Peace Mitchell, Student Achievement Advisor	506-5435

Resource Officer:

School Resource Officer	506-5472
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Parent/Guardian Volunteer Coordinator:

Sara Evans	506-5432
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Community Education:

Jamie Law	506-5522
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HEALTH SERVICES

The Health Service provides assistance to students and parent/guardians with health concerns or problems. Students who wish to visit the Health Service should request a pass from their classroom teacher. If parent/guardian needs to be contacted because of a health emergency or illness, this will be done in the Health Service office. Please do not contact your students on their cell phone.

Phy Ed Restrictions

If students need to be excused from physical education activities, a note from the parent/guardian should be brought directly to the Health Service office before the school day begins. If the injury/illness requires more than three days out of physical education, a physician's note is needed.

Medications During the Day

Prescription Medication Administration:

Medication authorization from needs to be signed by physician and parent/guardian. This form needs to be completed each school year. They do not carry over from year to year. Medication should be brought directly to the Health Service in the original prescription bottle, complete with current prescription label. The container should be sealed with tape with the number of pills clearly written on it. The number of pills will be verified by Health Services.



Inhalers:

Inhalers are prescription medications. Inhalers may be carried by students with agreement from physician, parent/guardian, student, and nurse. Students may also keep their inhalers in the Health Service office. Please contact Health Services for more information.

Nonprescription Medications:

Over-the-counter medications may be kept in Health Services with permission forms signed by parents. Students may also self-carry and self-administer up to two doses of non-prescription medication. Certain restrictions apply. Please contact Health Services for further information.

Students may carry cough drops brought from home for relief of cough, sore throats, and cold or allergy symptoms.

Health Services will not administer any diet supplements, herbal products, or any products not regulated by the Food and Drug Administration.

After school Medications:

Health Service staff are not available to give medications after school hours. Students may bring their inhalers from home or get them from Health Services before the end of the school day if necessary.

Is my child well enough to go to school

Remember that a child, ill with an infectious disease, can spread the disease when in contact with others in the family and community. The following information is intended to help with this decision. If a student has an oral temperature of 100 degrees or higher indicating a fever, the student should stay home for a minimum of 24 hours after the temperature returns to normal without fever-reducing medication. If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode. If a student has had any rash that may be disease-related or the cause is unknown, check with the family physician before sending the student to school. If a student is ill, please call Attendance (763-506-5406) daily to report illness.



Harassment / Hazing / Bullying Policies

The Anoka-Hennepin school district is committed to a safe, harassment-free environment. The district will discipline and could potentially expel students who show a pattern of harassing behaviors. Harassment will not be tolerated. Anyone who believes he or she is being harassed should report incidents to a Northdale staff member or administrator. We also do not allow hazing at Northdale Middle School, and incidents of such should be reported to a Northdale staff member or administrator as well. Finally, our school district has a clear anti-bullying policy intended to keep our schools safe. Again, incidents of antibullying should be reported to a Northdale staff member or administrator. Cases of harassment, hazing, or bullying can result in suspension and possibly expulsion. For complete policy details, please refer to the Anoka-Hennepin Schools "Policy Handbook".

Dangerous and Nuisance Articles

Students are not to bring to school any articles which may be dangerous or which may be classified as nuisance articles. This includes such things as cameras, squirt guns, rubber bands, pins, knives, firecrackers, radios, headsets, skateboards, sharpies, pagers, laser pens, etc. Such articles will be confiscated and disciplinary action will result. **Bags, purses, and backpacks must remain in your locker during the school day. Body aerosol spray or cologne must not be brought to school due to the possibility of allergic reasons by other students.**



Miscellaneous

A copy of the District's policies and procedures are available on NMS website and district website, "Policy Handbook", and are contained in the District's "Focus on Anoka-Hennepin" newsletter. Please refer to the District publications for information regarding the following policies:

Bus and Transportation, Code of Student Conduct, Controlled Substance Policy including the Transmission of Chemicals and Possession with Intent to Distribute or Sell, Harassment (Sexual, Religious, Racial and Disability) and Bullying Policy, Physical Aggression and Fighting Policy, Policy and Procedures Concerning Promoting, Instigating, and or Aiding Physical Aggression, Search and Seizure Policy, Hazing Prohibition Policy, Student Dismissal Policy, Technology Use Policy, Weapons Policies and Procedures, Disruptive Student Policy, Student Threats to Staff Policy, Student Records Policy, Photo and Video Policy, Language of Harassment Policy, Reasonable Force Standard, Use of Law Enforcement and Guidelines Regarding the MN Immunization Law.

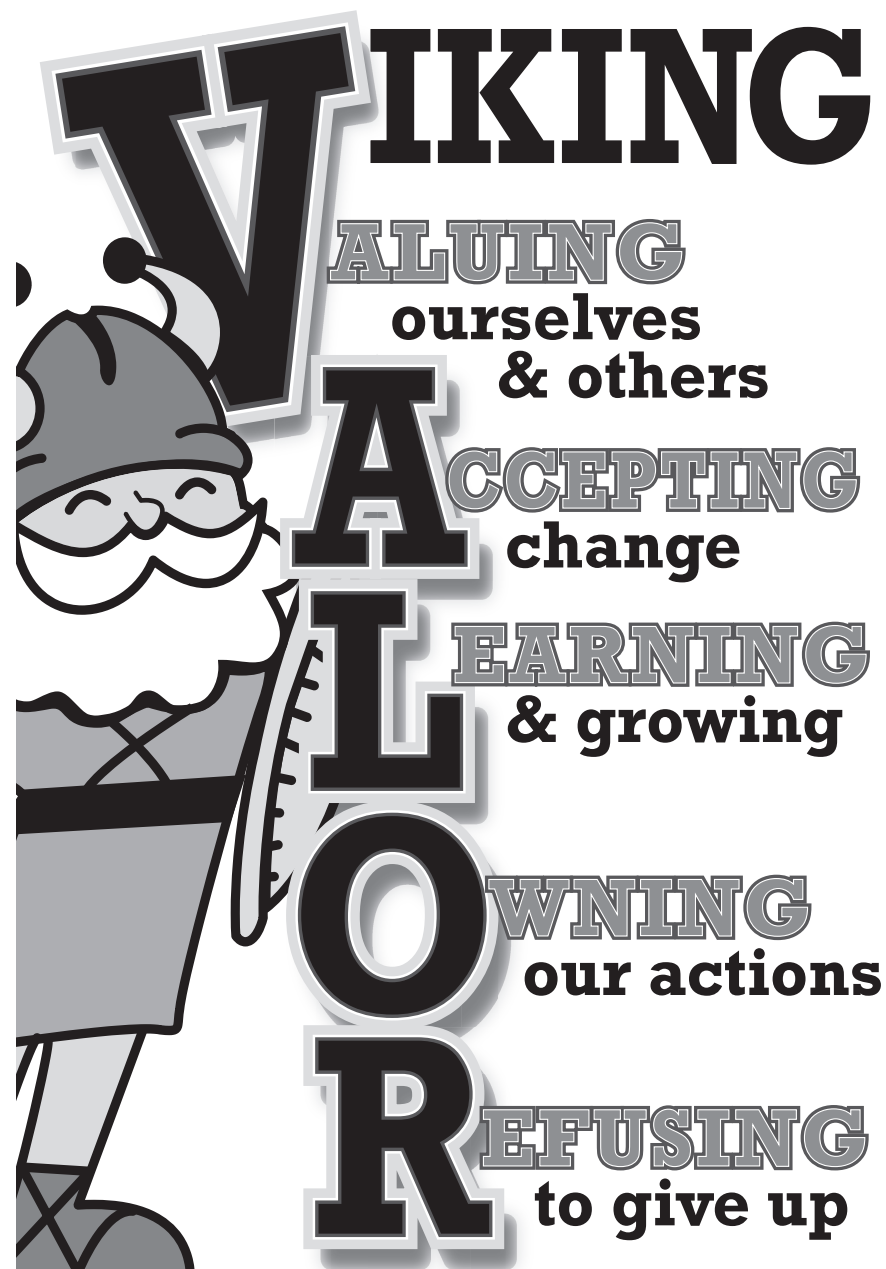
If there are topics that have not been addressed, please call and we can discuss them with you. We want to keep the lines of communication open between the home and the school in order to make your child's experience at Northdale rewarding and successful.

This document is available in alternative formats, such as large print, Braille, audiocassette, etc. Please contact Northdale at 763-506-5400 to make such a request.

If parent/guardians or guardians require accommodations to participate in the education of their child or to communicate with school, please contact NMS at 763-506-5400 to make a request. Examples of accommodations may include but are not limited to: TDD at the school office, Sign Language interpreter, assistive listening device kit, written materials converted into large print/Braille/audio tape, or architectural accessibility at the school.



ANOKA-HENNEPIN
SCHOOLS
A future without limit



NORTHDALÉ MIDDLE SCHOOL BEHAVIOR TARGETS

DAILY CLASS AND LUNCH SCHEDULE

<u>PERIOD</u>	<u>CLASS TIMES</u>
VIKING HUDDLE	8:25 – 8:49 (24 min) (2 minute attendance)
MOVEMENT MUSIC	8:27 – 8:29 (2 min) (2 minutes movement)
PERIOD 1	8:53 – 9:39 (46 min)
PERIOD 2	9:43 – 10:29 (46 min)
PERIOD 3	10:33 – 11:19 (46 min)
PERIOD 4 – 5*	11:23 – 1:25 (122 min) (see below)
PERIOD 6	1:29 – 2:15 (46 min)
PERIOD 7	2:19 – 3:05 (46 min)

* During period 4 and 5, students follow the schedule below based upon their lunch assignment.

A	LUNCH A 11:23 - 11:45	PERIOD 4 11:49 - 12:35		PERIOD 5 12:39 - 1:25
B	PERIOD 4 11:23 - 11:46	LUNCH B 11:48 - 12:10	PERIOD 4 12:12 - 12:35	PERIOD 5 12:39 - 1:25
C	PERIOD 4 11:23 - 12:09		LUNCH C 12:13 - 12:35	PERIOD 5 12:39 - 1:25
D	PERIOD 4 11:23 - 12:09	PERIOD 5 12:13 - 12:35	LUNCH D 12:37 - 12:59	PERIOD 5 1:01 - 1:25
E	PERIOD 4 11:23 - 12:09	PERIOD 5 12:13 - 12:59		LUNCH E 1:03 - 1:25

NORTHDALÉ BEHAVIOR TARGETS

Northdale Student Discipline Policy

Anoka-Hennepin Schools discipline policies are supplemented by rules for Northdale Middle School. All rules are consistent with district policies. In addition, teachers will have expectations for conducting their classes and activities that follow district and building procedures.

Discipline at Northdale Middle School is established through a set of policies and procedures established by the administration with input from the students, parent/guardians and staff.

Students are expected to follow all rules and regulations. The school zone is the area surrounding school property to a distance of 300 feet or one city block, whichever distance is greater, beyond school property.

Many classroom issues are addressed by the teacher. Parent/guardian contact recommended. Administration will be contacted if issues persist in AH classroom.

The purpose is to allow students to reflect on their behavior and make responsible decisions leading to appropriate behavior.

The behavior and citizenship of Northdale students has been, and we expect will continue to be, outstanding. These discipline policies are furnished so that you will know what behavior is acceptable and unacceptable. Your help and support as parent/guardians in providing a positive, cooperative school atmosphere is needed, expected and appreciated.

Cell Phone Policy

The new middle school guidelines, which will be in place for 2023-24, state: At all six middle schools in the district, electronic devices must be concealed and shall not be powered on or used in any way during regular operations of the school day, during other school-sponsored and supervised group activities during the school day (e.g., during student assemblies, field trips, events, or other ceremonies, ect.), or when their use is otherwise prohibited by school personnel.

Student Violations of Rules of Conduct

A student in violation of school policies, rules and regulations, or involved in inappropriate bus behavior, possession of dangerous and nuisance articles, tobacco, intoxicating beverages, drugs, vandalism, truancy, excessive tardiness, harassment/bullying or other inappropriate behavior is subject to disciplinary action. Such action may be detention, in-school suspension, off-site suspension, out-of-school suspension, referral to the School Board for expulsion, referral to police liaison officer, social worker, juvenile court and/or other agencies with which the school cooperates. In all cases, parental/guardian involvement and assistance will be requested.

Detention

Before and After School: Students may be assigned detention as a result of unexcused absences, tardiness and inappropriate conduct. Teachers may assign detention or refer the student to the office for more serious infractions. All students assigned to detention are to bring appropriate study materials with them.

Teacher Detention: Teachers will inform students of the detention and include the time, length and location. Typically if a student fails to show up for a teacher assigned detention, the student receives a referral to the office resulting in Office Detention.

Office Detention: Students may be assigned office detentions as follows: Monday, 3:10 to 4:10 p.m. or Wednesday, 3:10 - 4:10 p.m. Early and late bus transportation is provided to students who typically take the bus. Students may not return to their lockers after detention; they should be sure they have their jackets and belongings with them. Administrators will also utilize lunch detention—students having lunch in a smaller area supervised by an adult.



Homework

Homework is an important part of middle school. While your child may not have homework every night, expect homework on a regular basis.

Please help us to monitor your child's homework by asking them to see google classroom. You may also check with individual teachers for assignments or access the online Parent Vue Parent/Guardian Communication System.

Student planner/agenda book

Students will no longer have a paper planner. Students can manage assignments via google classroom.

Viking Huddle - Homeroom

Viking Huddle is an Advisory time where we: address issues of community, promote open communication, know and care about each other, closely monitor academic progress, problem solve, improve academic performance, and function as a community of learners.

Pledge of Allegiance

The "Pledge of Allegiance" is recited once a week during Viking Huddle. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

WEB Program

Northdale offers a WEB (Where Everyone Belongs) sixth grade transition program. The overall goal of WEB is to help all incoming sixth grade students successfully transition from elementary to middle school by developing positive relationships with their peers, teachers, and an eighth grade mentor.

The WEB program invites all incoming Northdale sixth graders to participate in a half-day orientation that helps kids get to know NMS and each other through interactive activities. The program also has a mentoring component in each sixth grade homeroom in which eighth graders will facilitate fun activities to build community, and help to answer many of the questions that the new students may have.



SCHOOL DAY

School Hours: 8:25 a.m. - 3:05 p.m.

- If students arrive before 8 a.m. they will report to the cafeteria.
- Students are not allowed into the classroom area until 8:08 a.m.

Main Office Hours: 7 a.m. - 4 p.m. (daily) • Community Education: 9 a.m. - 5:30 p.m.

Parking and Parent Pick-Up

NO parking is allowed in the north parking lot during student drop-off and pick-up times (7:45 - 8:45 a.m. and 2:30 - 3:30 p.m.). **DUE TO SAFETY, NO CARS SHOULD ENTER DURING THESE TIME SLOTS OR ANY TIME WHEN BUSES ARE PRESENT. SEE MAP ON BACK COVER.**

Bicycle Parking

Bicycles are to be parked in one of the bicycle racks outside the school and are to be locked securely to the rack. It is advised that all bicycles be licensed, insured and locked. Please be aware that the school is not responsible for theft and damage.

Staying After School

Students are expected to clear the building by 3:15 p.m. daily unless accompanied by an adult/supervisor.

- If your child does not ride the bus, please make other arrangements.
- Students are not allowed to remain on school property for extended periods of time after school.
- **Students can ONLY attend an after-school event if they are accompanied by a parent/guardian.**
- Students are not allowed to leave campus and return to catch the activity bus.
- Students must be with a supervised Northdale activity to be eligible to ride the activity bus.

Curriculum for Middle School

	Required
Grade 6 Courses	English Language Arts
	Mathematics
	Physical Science
	Minnesota Studies
	Art
	Health
	Music (Band, Choir or Orchestra)
	Physical Education

	Required	Electives
Grade 7 Courses	English Language Arts	Art
	Mathematics	AVID
	US Studies	Exploring World Language
	Life Science	Music (Band, Choir or Orchestra)
	Family & Consumer Sciences (FCS)	Physical Ed and Physical Ed Fitness
	Industrial Technology	Project Lead the Way

	Required	Electives	Electives
Grade 8 Courses	English Language Arts	Art	Family & Consumer Sciences (FCS)
	Mathematics	AVID	Health
	World Geography	Computer Exploration	Music (Band, Choir or Orchestra)
	Earth Science	Creative Innovations	Physical Ed and Physical Ed Fitness
		Design and Manufacturing	Project Lead the Way
		Exploring World Language	
	Homework	French, German, Spanish	

Student Supports

Student Support Services supports the efforts of students to succeed academically, socially, and emotionally.

Grade Level Administrator

All students are assigned an administrator by grade. The role of the administrator is to create a safe and secure learning environment as well as to work through disciplinary actions.

Counselor

Our counselors are available to support students with academic, social, emotional, and behavior needs. Counselors provide services through individual, group, and classroom guidance. Counselors support with academic and behavioral interventions. The role of the counselor is to provide a link between school and home while working collaboratively with students, school staff, and families to identify supportive resources.

Social Worker

Our social worker acts as a liaison with community social services resources to aid families with basic needs. Additionally, they provide services for families in transition and coordinates basic needs.

Student Achievement Advisor

The SAA works directly with students while working with staff. Services include providing academic support, facilitating groups, and conducting peer mediation.

School Nurse

Our licensed school nurse advocates for students, health, and safety in the school setting. They work with students, families, physicians, and staff to enable students health conditions to be successful in the classroom.

School Based Mental Health Services

The therapist provides on-site assessment and therapy services. Counseling is private and available to all students struggling with social or emotional issues. Services are paid for by individual insurance. Referrals through staff and parent request.

School Resource Officer

The school resource officer ensures the safety of students, school and family. Our resource officer is a detective with the Coon Rapids Police Department. They are available to all students upon request.



ACADEMIC PROGRESS

It is the belief of the Northdale staff that students be challenged academically and that expectations for performance should be high. We want to make every reasonable effort to help students meet both individual goals and school expectations. Success at middle school is preparatory work for succeeding in high school.

Grading Policy

The Anoka-Hennepin Middle School Philosophy states, “we are committed to create an environment in which the wide-ranging and unique characteristics of early adolescents are appreciated and developed to promote strong academic skills and social responsibility.” The following statements reflect a vision for middle school reporting:

- Reporting/grading will be based on the demonstration of what you know and are able to do.
- Reporting/grading system will consider and respect individual developmental stages. The system of reporting will be based on clearly articulated expectations for student achievement and critical learning in each discipline.
- The system of reporting will provide clear communication to parents, students, and educators. Each department will develop a plan for student expectations, interventions, accountability, and parent communication.

Course and State Assessments

What are the purposes of tests? Assessments of students are necessary to monitor their learning. Anoka-Hennepin Schools has a plan that uses a variety of assessments to continually improve the education of all students. Some assessments are used by teachers on a daily basis in the classrooms to determine student progress and help in planning future instruction. Assessments are also used at the end of units to evaluate how well individual students have learned a concept.

The district also uses scheduled, large-scale assessments to:

- Evaluate progress towards MN Graduation Standards (MCA)
- Diagnose and place students in appropriate programs (MAP, ACCESS)
- Evaluate and revise curriculum and instruction (Writing Sample, MCA)
- Determine course outcomes and standards (common summative assessments)

More info about each of these assessments can be found on the district website under the RET department.

Grade Reports

Grades will be posted to Parent Vue to view online. If you are not familiar with your Parent Vue login information please contact 763-506-HELP (4357). If you do not have computer access, please contact the school to request paper copies. Viking Huddle (homeroom) advisors will continue to discuss academic progress with your child.

Mid-trimester Grade Reports - Mid-trimester reports will be available on Parent Vue. Notification from school will be sent when reports are ready to view.

End of Trimester Fail Notification - If your child has dropped two grades after the mid-trimester grade or is failing or in danger of failing, a notice from the teacher will be provided to you three weeks before the end of the trimester. Please be aware that a grade may drop after this two week window (due to a major project, as an example). Teachers will make their best efforts to notify parent/guardians of a drop of two letter grades.

Report cards - At the conclusion of each trimester, report cards will be available on Parent Vue informing you of the grades they received for the previous grading period.

Transferring to Another School

If you are moving out of the Northdale attendance area, contact the office and let them know when the last day your child will be in school. On your child's last day they will get a check-out sheet from the office and bring it to each teacher. During the check out process, students must turn in all books, receive a grade for work done to that date, and go to the office before leaving the building. When you arrive at your new school, have them contact us, and we will send your student's records to them.

Truancy

Any absence that is unexcused is considered a truancy and students are subject to consequences ranging from detention to referral to the courts for truancy charges. Missing the bus, oversleeping or choosing to stay home will be viewed as trancies by the school and Anoka County officials. Your support in assuring your child is in school is the first and fundamental step in building achievement. School attendance is mandatory in the state of Minnesota. The law considers a child age 12 to 18 truant if he or she is absent without legal excuse beginning with one or more class periods on three days. Our school is required to report these absences to the county attorney's office.

Vacations

Please understand that taking a family vacation during the school year may place a great deal of stress on your child. We realize that sometimes this is unavoidable because of your schedules, but we want you to be aware of the demands it places on the child.

It is very difficult for teachers to have all the work ready for a student before a vacation begins. So much happens in class each day that it is difficult to anticipate with accuracy what will take place when a student is gone. Many teachers use "hands-on" assignments that are difficult for students to complete other than in the classroom. As a result, students may be asked to complete those assignments when they return from their trip. Also, although a student may complete all missed assignments, class discussions and demonstrations can never be duplicated. Grades are often affected as a result of missing the interaction that takes place in the classroom. Please note it is very important your child be in attendance for all state-testing days and end of trimester required district summative assessments.

Please give this decision serious consideration when planning vacations. However, we understand and respect the fact that this is a family decision.

COMMUNICATION

Parent Vue

Parent Vue provides parent/guardians easy access to school information
<https://ahconnect.anoka.k12.mn.us>

Access to school information about your child is available at your fingertips through Parent Vue, a secure on-line service that provides access to a wide variety of student information.

Parent Vue allows parent/guardians to easily locate information that otherwise might require phone calls, paperwork or a visit to school. Just a few of the features include:

- Current trimester assignments and grades
- Bus route information
- Lunch account balances
- Emergency contact information
- Student's current schedule
- Link to the teacher's e-mail from student schedule
- Attendance absence dates and codes
- Secondary grade history
- State and district standardized test results
- Immunizations

All secondary teachers will post electronic grade book information throughout the school year.

Questions about Parent Vue may be directed to district staff through Parent Vue by calling 763-506-4357.

Emergency Closing of Schools

The district will share information about school closings in a variety of ways. In the list below, **the first five communication vehicles are the quickest** ways to be alerted:

- Phone, text or email message from AHLert system (for Anoka-Hennepin parents/guardians only).
- District and school websites.
- District and school social media pages (e.g. Facebook and Twitter).
- District and school e-newsletters (e.g. Backpack Online).
- Dial the district office at 763-506-1000 or any other Anoka-Hennepin phone number to hear a recording.
- Media outlets including WCCO, KSTP, Fox 9, Kare 11, CCX (also known as Northwest Community TV), WCCO radio and Star Tribune newspaper.

Messages from School

Northdale utilizes an automated phone calling system. One of the helpful services it offers is in the support of student attendance. The service will automatically call homes of students who are absent and no call has been received from a parent/guardian. A recording will tell the parent/guardian their child is absent and remind them to call the school with the absence reason. If you do not call the school, the absence will be recorded as an unexcused absence.

NMS eNews

Northdale delivers electronic messages to your email inbox to keep parents/guardians connected to events and important information going on at NMS. When you provide your email address to us at the start of the school year, we will use that email address to send you electronic newsletters.

Parent/Guardian Contact During the Day

Whenever possible, parents/guardians should arrange to meet with and/or talk with their child outside of the school day.

1. During the school day, if it's an emergency, you can call the main office and office staff will get messages to students. Please do not communicate with your child via text messages or social media during the school day. Students' technology should be turned off from 8:25 a.m.-3:05 p.m.
2. Visitors will use the security checkpoint at the school's main entrance during normal school hours. Visitors will need to show a driver's license or other government issued ID in order to receive a visitor's badge and enter the school. All doors to the school will remain locked during the school day.
3. Parents/guardians may not go to classrooms, the cafeteria or other school locations unless they first check into the Main Office and receive permission to do so.

Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher Conferences are scheduled three times during the school year to give you information about your child's progress. These are part of our commitment to provide you with information and help you be involved in your child's education. This year conference dates/times are:

Oct. 12, 2023	3:30 - 8:00 (Virtual/In-person)	Oct. 17, 2023	3:30 - 8:00 (In-person ONLY)
Jan. 23, 2024	3:30 - 6:30 (Virtual/In-person)	Apr. 25, 2024	3:30 - 7:40 (Virtual/In-person)

We want to keep you involved in the education of your child and we are also happy to have you meet with your child's teachers as needed.

Middle School Activity Calendar

We offer parent/guardians an on-line electronic version of NMS's school calendar. This calendar offers updated information including dates and times for concerts, Parent/Guardian-Teacher conferences, pictures, and community education events.

The middle school activity calendar will be a handy tool to keep students and parent/guardians abreast of school events. You may access the site through the NMS webpage (ahschools.us/nms) under "Activities" click on the calendar.

ATTENDANCE

We ask all parents/guardians to call the school when their child is/will be absent from school. The Northdale attendance line is 763-506-5406. Attendance is very important in achieving academic success. Students will be excused from school due to illness or family emergencies. Please have your child stop in the main office prior to leaving on family trips during the school year. We can assist in helping students keep up with school work. If absences are excessive, a doctor's excuse will be required or truancy may be filed. We encourage students to attend school each day they are physically able and healthy to maintain achievement and success.

Students' home addresses must be within the Northdale attendance area. If not, parent/guardians will be informed that they must enroll their child at the appropriate school. Application for in-district transfers must be made within the districts established timeline.

Absences

Please call the school (763-506-5406) to report the absence. Parent/Guardians need to call in the morning of the absence. Please leave the following information:

- ✓ Name of student - spelling of name - grade
- ✓ Reason for the absence
- ✓ Person reporting the absence

The school determines if an absence is excused or unexcused. All other absences are to be prearranged by bringing in a signed note from parent/guardian prior to the appointment.

Please Note: A student cannot participate in any after school activities on a day in which they miss more than one-half of the school day. Exceptions will only be made if prior administrative approval is granted.

Appointments

Students may need to leave school to attend medical or dental appointments during the school day. Although we encourage you to try to schedule appointments after school hours, we realize this is not always possible. Please send a note requesting that your child be excused from school, stating the time of departures and the time of return to school and the reason for their leaving (e.g., dental appointment). The student is to bring this note to the office before school where they will receive a pass that will allow them to leave class and meet a parent/guardian in the main office at the appropriate time. This will help us to keep better track of your child's attendance at school and assure your child's safety. Before leaving the building, students must be signed out by a parent/guardian in the main office. If someone other than the parent/guardian is picking up your child, please notify the front office.



Make-up Work

After an absence, it is the student's responsibility to contact teachers for the work missed. Students can get help before school, during Viking Huddle, during class and after school, providing they make arrangements beforehand. As a parent/guardian, you can help monitor your student's progress by assuring they complete missing assignments.

Tardiness/Late to Class

If a student arrives late for school, they are to report directly to the office. If they are tardy to any other class, the teacher will address the issue with the student.

1st Tardy:	Communicate tardy process with student. Inform student they are being marked tardy.
2nd Tardy:	Student completes tardy reflection sheet.
3rd Tardy:	Communicate with parent. (Share snapshot of reflection sheet with parents.)
4th Tardy:	Connect with case manager and support staff. (Share reflection sheet)
5th Tardy:	Office referral
6th Tardy:	Support staff and admin. will work with teacher and student to make a plan.