



Northdale Middle School

Parent/Guardian Communication Handbook

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



2013-2014

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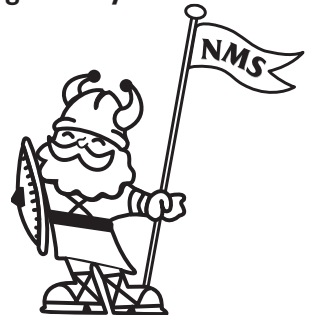
Welcome,

We are excited to embark upon a new school year and are committed to include parent/guardians as part of the Northdale learning community. In order to achieve academic excellence, a cooperative effort is required among students, parent/guardians, community and school personnel.

The culture at Northdale embraces respect, responsibility, diversity, integrity and compassion. By striving for these core values, we as a community increase our opportunity to become lifelong learners and full human beings. I am excited about this unique opportunity to help students understand this vision and strive for personal excellence and academic achievement.

This parent/guardian handbook is designed to provide information about Northdale's procedures, policies, expectations and services. Our handbook is intended to offer information in order to foster communication and understanding. Please take time to review and discuss the information with your child. Please refer to Northdale website for more information. Best wishes to you and your child in the upcoming school year.

**Sincerely,
Laurie Jacklitch, Principal**



Contact Information and Office Hours

Main Office	(763) 506-5400
FAX	506-5403
Absence/Attendance	506-5406
Assistant Principals	506-5400
Registration	506-5407
Health Service (nurse)	506-5504
Community Education	506-5412
Food Service	506-5411
School Announcements	506-5408

Web Sites: www.anoka.k12.us/nms
www.facebook.com/northdalesms

Principal: Laurie Jacklitch506-5400

Administrative Team:

Mike Broos	506-5420
Bryan Carlson	506-5424
Jenni Jones	506-5532
Julie Klund-Schubert	506-5429

Student Support Department:

Colleen Cashen	506-5431
Megan Lagasse	506-5427

Intervention Specialist/504

Tracy Ward	506-5426
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Parent/Guardian Volunteer Coordinator:

Gretchen Foht	506-5432
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School Hours 8:30 a.m. - 3:10 p.m.

Main Office Hours 7:15 a.m. - 4:00 p.m. (*daily*)

Community Education 9:00 a.m. - 5:30 p.m.

What is a Middle School?

- It's student centered.
- It's flexible scheduling to meet students' needs.
- It's learning to be self-directed, accepting responsibility and independence.
- It's a school designed specifically for the differences in the needs of students who are between the ages of 11 and 14.
- It's for students changing from childhood to adolescence.



Philosophy & Mission/Vision Statement

We of the middle school community pledge ourselves to create an environment in which the wide-ranging and unique characteristics of early adolescence are appreciated and developed. All aspects of our schools are focused on meeting the developmental needs of these students. We ensure a safe and caring place where the worth of each individual and mutual respect guide us. We are committed to developing a supportive, student-centered environment to promote:

- Strong academic and decision making skills
- Rich opportunities for exploration
- Individual strengths, talents, creativity and independence
- Social responsibility
- Appreciation of the arts
- Positive self-concept and relationships
- A partnership with home and community
- Respect for cultural differences
- Healthy living



NMS Mission 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

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the Anoka Hennepin School District.

II. GENERAL STATEMENT OF POLICY

- A. 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, 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.
- B. The district prohibits the harassment of any individual for any of the categories listed above. For definitions and information about the types of conduct that constitute violation of the district's policy on harassment and violence and the district's procedures for addressing complaints, refer to the district's Harassment, Violence, and Discrimination Policy. The district prohibits retaliation against anyone who brings a complaint or participates in an investigation.
- C. This policy applies to all of the academic and nonacademic programs of the district, including, for example, coursework, co-curricular and extracurricular activities, and other rights or privileges of enrollment. This policy will be enforced before, during, or after school hours on all school property, including the school bus, school functions, or events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students or employees to be free from a hostile school environment taking into consideration the totality of the circumstances on and off campus.
- D. It is the responsibility of every district employee (For purposes of this policy, "district employee" includes School Board members, district employees, agents, volunteers, contractors/vendors, or persons subject to the supervision and control of the district.) to comply with this policy, to intervene to attempt to stop any violations of this policy, and to report all violations of this policy.
- E. 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 North Ferry Street, Anoka, MN 55303, Telephone: (763) 506-1000, Email: titleIXcoordinator@anoka.k12.mn.us
- F. The reporting procedures set forth in the Harassment, Violence and Discrimination Policy shall be used to report violations of this policy.

A-H Connect

A-H Connect provides parent/guardians easy access to school information

<https://ahconnect.anoka.k12.mn.us>

Access to school information about your child is now available at your fingertips through A-H Connect, a secure on-line service that provides access to a wide variety of student information. A-H Connect 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 and student Pin numbers
- Emergency contact information
- Student's current schedule (available the first day of the term)
- Link to the teacher's e-mail from student schedule
- Attendance absence dates and codes
- Secondary grade history
- State and district standardized test results

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

Questions about A-H Connect may be directed to district staff through A-H Connect Contact Us or by calling 763-506-4357.

NMS eNews

Northdale uses iContact to deliver 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. You may also subscribe directly at our NMS homepage at www.anoka.k12.mn.us/nms and sign up in the area titled "Subscribe to NMS eNews."

"R-School" Communication Tool-School Calendar

We offer parent/guardians an on-line electronic version of NMS's school calendar. "R-School" offers updated information including dates and times for concerts, Parent/guardian-Teacher conferences, pictures, and community education events. If you do not have electronic access in your home, please call our main office and we will provide an option for you.

"R-School" will be a handy tool to keep students and parent/guardians abreast of school events. You may access the site through the NMS webpage (anoka.k12.mn.us/nms) under "Important Dates" click on the link to go to the searchable NMS school year calendar.

ParentLink

Northdale utilizes an automated phone calling system called Parent Link. 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.**



Parent/guardian Link will also be utilized in the event we need to contact all parents/guardians with a specific message, for instance, a reminder about upcoming parent/guardian conferences. Each home will be called automatically and receive the same recorded message.

Attendance

We ask all parents/guardians to call the school when their child is/will be absent from school. 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. Unexcused time will be made up after school. 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. Please refer to the "Vacation" section for additional information.

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 district's window of opportunity.

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 (i.e. *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.

Absences

The school will determine if an absence is excused or unexcused. Please call the school (763-506-5406) to report the absence. Parent/Guardians need to call in the morning of the absence. All other absences are to be prearranged by bringing a signed note.

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.

Tardiness/Late to Class

If a student arrives only few minutes late for school, they are to report directly to 1st hour. If a student arrives at school 10 or more minutes after the start of 1st hour they are to report immediately to the office. If they are tardy to any other class, the teacher will determine if lateness is excused or unexcused.

1 st Tardy:	Verbal Warning
2 nd Tardy:	Phone call home or note to parent/guardian
3 rd Tardy:	Teacher detention or other teacher consequence
4 th Tardy:	Referral to office. Assigned principal detention

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 truanies 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 12-18 truant if he or she is absent without legal excuse beginning with 3 or more class periods on 3 days.

Our school is required to report these absences to the county attorney's office.

Make-up Work

After an absence, it is the student's responsibility to contact teachers for the work missed. They can get help before school, during homeroom, during class and after school if they ask for this support, providing they make arrangements beforehand. As a parent/guardian, you can help monitor your student's progress by assuring they complete missing assignments. Following an absence, ask to see the student agenda planner to make sure your child has determined missed assignments.

Homework Requests Due to Absence

Homework requests can be made for students who have been absent three or more days. Please call the attendance office at 763-506-5509 and please allow the attendance secretary 24 hours to collect your student's assignments. Students who have been absent fewer days and want to get their assignments are encouraged to check A-HConnect or their individual teachers.

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 their student agenda planner which will indicate what is expected of them in class. Should your child have nothing written in the planner, please check with the teacher to find out what needs to be done. You may also check with individual teachers for assignments or access the online A-H Connect Parent/Guardian Communication System.



Academic Progress

How can I find out my child's current grades?

A-H Connect is an outstanding resource that helps you stay connected with your student at school. It provides parents and guardians with their child's current academic progress, lunch account information, health information, transportation, and activity participation.

To access login information for A-H Connect or to get help using the system call 763-506-HELP.

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.

Student planner/agenda book - Each student is required to have a student agenda/planner which is to be used to record assignments. Students will receive a new planner each trimester. These planners are used to help keep your child organized and to track their daily homework/class activities. In addition, teachers may include other comments or communication. Parent/Guardians should review their student's notebook on a regular basis and work with their child's teachers' communication plans.

Parent/Guardian Communication Envelope - A Parent/Guardian Communication envelope will be sent home with your child at specified times throughout the year (beginning of year, mid-trimester progress reports and end of trimester 1 & 2). Important information will be contained within this envelope. Please remove the contents of the envelope and sign your name on the front of the envelope. Instruct your child to return the envelope to his/her homeroom teacher the following day. The envelope will communicate important information including Back to School information, District policies (*including our Bullying policy*), bus information, and grade reports. Please expect your child to initially bring the envelope home at the end of the first week of school. There will be a \$.50 fee for a replacement envelope.

Grade Reports - Starting this year, we will no longer print out hard copies of grade reports every 2 weeks for your child to bring home. Grades will instead be posted to A-H Connect every other Wednesday to view online. If you are not familiar with your A-H Connect login information please contact 763-506-HELP. If you do not have computer access, please contact the school to request paper copies. Homeroom advisors will continue to discuss academic progress with your child on these dates.

Mid-trimester Grade Reports - Every student will receive completed progress reports on mid-trimester day. At the end of the day, all students are to bring their reports home. Please remind your child that you expect to see the reports on mid-trimester days. Please check the parent/guardian calendar for these three dates. Parent/Guardian communication envelope must be signed and returned to the homeroom teacher the next day.

End of Trimester Fail Notification - If your child has dropped two grades after the mid-trimester grade or is failing, a notice from the teacher will be provided to you two 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 sent home with your child informing you of the grades they received for the previous grading period. First and third trimester report cards will be mailed home. Second trimester report cards will go home with your child in the Parent/Guardian Communications Envelope.

Grade Definition Guidelines

- A** Indicates outstanding scholastic achievement
- B** Indicates above average scholastic work
- C** Indicates satisfactory course requirements
- D** Indicates minimum course requirements been attained.
- F** Indicates unsatisfactory fulfillment of course measurements.
- I** (Incomplete) Indicates core requirements are not met. If work is not completed within the established timeline set by the teacher, the grade will result in the grade listed next to the "I".
- NG** (no grade) Used for new students when there is insufficient data and information on which to base a grade.

Some classes including study hall and student service helper will be graded S (Satisfactory) or U (Unsatisfactory)

High School Credit Courses

A middle school student who earns credit for a high school course will receive high school credit that will count toward the student's graduation requirements. In Anoka-Hennepin high schools, students earn credit if the grade is a "D-" or better. The grade a middle school student receives for taking a high school course will appear on the student's high school transcript. The grade impacts the student's high school grade point average (GPA).

If a parent requests that the middle school grade not be placed on the high school transcript, only the teacher of the course at the middle school can change the grade for the course to a "P". Colleges and universities may interpret the "P" grade differently. Typically, a "P" is interpreted between a "C-" and a "D-" grade. Grades on transcripts can also impact college athletic eligibility. Students who earn an "F" will not have the grade or credit transferred to the high school transcript. If a student wishes to repeat the course in high school, both the middle school and high school course would be listed on the transcript with the letter grades, unless the middle school grade was an "F".

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:

October 10, 2013 ... 3:20 - 9:30	October 14, 2013 3:20 - 9:30
January 23, 2014 4:20 - 8:00	January 28, 2014 3:20 - 5:50
April 28, 2014 4:20 - 6:55	May 1, 2014 3:20 - 5:55

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.

Health Service

Health Service provides assistance to students and parent/guardians with health concerns or problems. Students who wish to visit Health Services should request a pass from their classroom teacher. If parent/guardians need to be contacted because of a health emergency or illness, this will be done in Health Services. Please inform us of any change in parent/guardian or emergency contact phone numbers during the school year.

If students need to be excused from physical education activities, a note from the parent/guardians should be brought directly to the Health Services before the school day begins. If the injury/illness requires more than 3 days out of Physical Education, a physician's note is needed.

Medication administration at school requires specific policies and procedures to ensure safety. All medications require parent/guardian permission, and prescription medications require physician signatures.



Prescription Medications:

1. All prescription medications must be brought directly to Health Services by the parent/guardian in the original, labeled container.
2. If this is not possible, the bottle must be sealed or placed in a sealed envelope with the number of pills clearly written on it.
3. The student must bring the medication immediately to Health Services where the amount of pills will be verified.
4. Parent/Guardians and Health Service staff will work together to ensure that an adequate supply of medication is available for each student.
5. All discontinued medication must be picked up by the parent/guardian or will be disposed of at school.

Nonprescription Medications:

All non-prescription medications require written parent/guardian permission and should be kept in Health Services. However, in some instances, parent/guardians/students may request to carry a 12 hour dose of non-prescription pain medication with them. This is a new policy for middle school students and state law requires very specific guidelines to be met in these situations. Please contact Health Services for further information about this new law. Students may carry cough drops brought from home for relief of cough, cold or allergy symptoms, or sore throats. Candy is not considered a cough drop.



Inhalers:

Inhalers are prescription medications. Students can keep their inhalers in Health Services or with a physician/parent/guardian/ student agreement may carry them. Please contact Health Services for more information.

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 the Health Service before the end of the school day if necessary. Please contact Health Service Staff for any questions you may have.

Sue Bindert, Health Professional: 763-506-5404
Terry Sullivan, Registered Nurse, Licensed School Nurse: 763-506-5504

Accidents

All accidents involving persons or property must be reported to the teacher and the nurse. The school does not provide an Accident Benefit Plan. A written incident report will be completed by Health Service staff.

Chemical - Use/Abuse

In today's society very few people live without the use/abuse of chemicals affecting their lives in some manner. We are concerned about our students and their families. Your grade-level administrator and/or Student Advocate have information available to help students look at chemical use/abuse and how it affects the lives of those they care about.



Parental/Guardian Contact During the School Day

The Anoka-Hennepin School District recognizes the rights of parent/guardians to have equal access to communication with their child during the school day. At the same time, the District realizes the importance of providing a learning environment that is free of distractions and disruptions. Whenever possible, parents/guardians should arrange to meet with and/or talk with their child outside of the school day.

In the event of an emergency which requires parental/guardian contact during the school day, the parent/guardian should telephone or go to the office of the building principal to:

1. Request that the student be called to the office to meet with their parent/guardian and/or to speak with him/her on the telephone.
2. The principal or designee may determine if the student may leave class at that time to meet or talk with their parent/guardian.
3. This policy and the procedures will be implemented equally with all parents/guardians whether they are custodial or non-custodial.

The school district recognizes that disputes often arise between parent/guardians; however, it is not the arbitrator of these disputes and will not assume that role. Accordingly, the Anoka-Hennepin School District will not enforce custody or parental/guardian visitation orders that are not specifically directed.

Procedure Regarding Parental/guardian Contact with Students During the School Day

1. The principal or designee may select the meeting place and determine the length of time the student may be away from class. If appropriate, the principal or designee may be present when the parent/guardian meets with their child.
2. 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. If parent/guardians wish to eat with their child, please call the office in advance and a parent/guardian-student dining area will be reserved for you.
3. When a non-custodial parent/guardian requests to take their child off school grounds during the day or to pick up their child at the end of the school day for the purpose of going off school grounds, written permission must be granted for this release by the parent/guardian with whom the student resides, and the school may contact the parent/guardian with whom he/she resides to inform them.

Before & After School

- If students arrive before 8:05 they must go to the cafeteria to quietly read, study or eat breakfast.
- You are not allowed into the classroom area until 8:13.

Parents/Guardians: NO parking is allowed in the North parking lot during student drop-off and pick-up times (7:45 - 8:45 a.m. and 2:45 - 3:45 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.** Students are asked to clear the building by 3:20 daily. No students are allowed to remain in the building after 3:20 unless accompanied by an adult/ supervisor. If your child does not ride the bus, please make other arrangements. **Students can ONLY attend an after-school event if they are accompanied by a parent/guardian.**

Transferring to Another School

If you are moving out of the Northdale attendance area, contact the Guidance Office and let them know. On your child's last day they will get a check-out sheet from the office and bring it to each teacher.

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.

Messages for Students

In the event of an emergency, we will get messages to students immediately. However, non-emergency messages will be delivered as quickly as possible given the availability of office workers and school personnel. Please be selective and use good judgment when making such requests.

We feel students should not be disturbed in class and often when messages are delivered, they are a distraction to the teaching and learning process. Also, a student's day does not permit them a great deal of extra time to make calls.



Visitors

All visitors to the building are required to register at the Main Office and wear a visitor badge. Any staff member who sees someone they don't recognize in the building is expected to either refer the person to the Main Office for a badge OR immediately report the person to the office. Because of crowded building conditions, student visitors will not be permitted. Students from other schools who are on school grounds will be asked to leave.

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.

Emergency Closing of Schools

Storms or other emergencies may cause the schools to close or be dismissed early. Therefore, it is imperative that arrangements can be made for care of the children until the parent/guardians return home. Each child should be thoroughly familiar with the arrangements made by the parent/guardians.

In the event of an emergency, parent/guardians may pick up their children at school, but are asked to PLEASE AVOID CALLING THE SCHOOL OR DISTRICT OFFICE. Radio stations WCCO (830) or television channels 4, 5, 9 or 11 will carry special announcements regarding school closings.

Announcement Line

Call the Northdale Daily Announcement Line at 763-506-5400 and press 8. You will hear the announcements your student hears each day and be better informed about what is happening at Northdale. (All announcements or distribution of material must be school or district sanctioned activities.) It will also include Community Education opportunities. Simply dial 763-506-5400 to stay informed and involved.

Promotion Policy

It is the belief of the Northdale staff that students be challenged academically and that expectations for performance should be high. At the same time we realize that our commitment must also be high. We want to make every reasonable effort to help students meet both individual goals and school expectations. The following criteria for promotion affects all students attending Northdale. (Note: Students enrolled at NMS on an active IEP or 504 Accommodation Plan will be evaluated for promotion by the teachers and administration.) Success at middle school is preparatory work for succeeding in high school.



Northdale expects students to work toward academic excellence. Failure to meet minimum requirements for any period such as mid-trimester or trimester's end will result in placing students on academic probation. Students on academic probation are required to attend a weekly, specialized academic assistance program to help students improve learning.

Intervention Plan

Students will receive specialized academic assistance to complete missing assignments and improve learning. The grade-level administrator may develop a plan so parent/guardians and school may work together to help the child achieve and be successful.

Any student who fails to successfully complete probation requirements will be considered for summer school.

Targeted Services Program

What: Targeted Services is an educational program for students who are having difficulty in school. The program will take place after school and during the summer. Each student will receive educational tutoring through small classes which are based on student needs. By providing after school tutoring, our goal is to increase student skills in academic areas as well as social, emotional and organizational areas. Students who are placed on Academic Probation will be required to attend the help sessions on a weekly basis.

When: In the fall of the school year, students will be identified to participate in the continuing program. Once a student is enrolled in the after-school program, he/she will be expected to attend on a weekly basis throughout the school year or until grades improve. Targeted services will be offered to students during the summer months for those students who continue to struggle.

Who: Students who are struggling in school and need assistance with academics as well as social, emotional, or organizational areas will be considered. Each student will have a Continual Learning Plan (CLP) which identifies specific learner goals.

If you are interested in receiving Targeted Services for your child, please contact your child's grade-level administrator.



Physical Education Uniforms and Outdoor Weather Policy

Uniforms: Students are expected to wear a basic uniform. Uniforms for Physical Education class include a plain white T-shirt and navy blue athletic shorts. These may be purchased through the physical education department. In addition, tennis shoes must be worn and tied tightly for safety. Soft soled dress shoes are not acceptable.

Outdoor Clothing: Students are to dress appropriately for any outdoor activities. During outdoor winter units, students will be expected to wear a hat, gloves, and other clothing deemed necessary for outdoor activity.

Curriculum for Middle School

The Middle School course of study consists of required and elective courses. The required courses are listed below, followed by the elective courses.

Grade 6 Required

ELA, Mathematics, Science, Social Studies, Art, Health, Music (*Band, Choir or Orchestra*), Physical Education

Grade 7 Required

ELA, Mathematics, Social Studies, Science, Family & Consumer Science, Industrial Technology

Grade 7 Electives

Art, Band, Choir, Orchestra, Physical Education, Physical Education: Fitness, Introduction to World Language

Grade 8 Required

ELA, Mathematics, Social Studies, Science

Grade 8 Electives

Art, Band, Choir, Computer Explorations, Creative Innovations, French I, Family & Consumer Science, German I, Intro to World Languages, Orchestra, Physical Education, Design and Manufacturing, Spanish I, Student Services, Study Hall, Health 8, Physical Education: Fitness

Testing – District and State Assessments

What are the purposes of tests?

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 test 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*)



Measures of Academic Progress (*MAP*)

These are achievement tests in mathematics, reading and language usage that are taken on a computer. Results from the MAP testing are used to focus instruction for students and monitor growth in student achievement over time. There is no “passing” score tied to MAP assessments.

ACCESS

Students who have a home language other than English or who have learned English outside of the United States may be identified to take this test. It measures how well students in grades 3-12 are making progress in academic English language skills.

Minnesota Comprehensive Assessment (*MCA*)

These tests are designed to measure the effectiveness of schools rather than the achievement of individual students. These tests are considered “high stakes” for schools and the results are extremely important to our school and our district. All students take reading and math; 8th graders also take an on-line science assessment.

Why do we test?

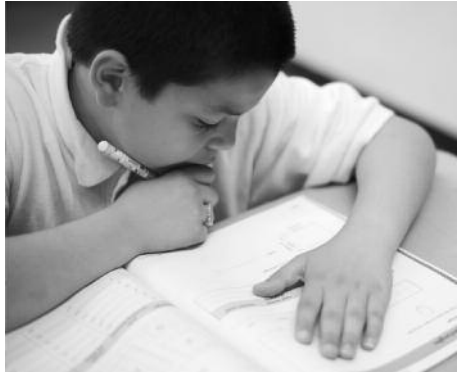
Assessments of students are necessary to monitor their learning. Anoka-Hennepin District #11 has a test plan that uses a variety of assessments to continually improve the education of all students.

Parent/Guardian Tips to Help Your Child Be Successful in Testing:

- Be aware of the testing dates and make sure your student is at school on those days.
- Help your students do his/her best by seeing that he/she has a good night's sleep and a healthy breakfast.
- Encourage your student to do his/her best. Students should take the tests seriously but not be over-anxious.
- Ask your student questions about his/her daily school work. Listen carefully and encourage him/her to expand on his/her thinking.
- Use your student's test results carefully. Be sure you read them thoroughly to understand what they are measuring and reporting. Ask your student's teacher(s) for clarification of test(s) and results.
- You are a role model for your child. Your views on testing are important to him/her. Let your child know you care how they perform.

Student Tips *(Please help your child with these suggestions.)*

- Know when the tests are occurring and be ready
- Be at school on the day of the tests
- Get a good night's sleep and eat a healthy breakfast
- Stay focused on the test
- Keep current on your school work to help be prepared for the test. Much of what you are learning is on the tests
- Listen carefully for any strategies your teachers may give to help prepare for the tests
- Listen carefully to the directions for the test and follow them
- Develop study habits so you can concentrate for longer periods of time
- Set aside time to read daily
- Do your best



Student Recognition

Students are recognized for their outstanding achievement or contribution to others. These students are nominated by their teachers.

We continue to try to expand school-wide recognition such as NMS Standout Students, certificates of achievement, news articles and other events.

The Northdale Renaissance Program will continue to celebrate student success and academic achievement.

Community Education

There are many after school opportunities available to students through Community Education at Northdale. Students are encouraged to explore such classes and activities as:



Ski/Snowboarding club
Golf team
Cheerleading
Seasonal sports clinic
Bowling
Chess club
Babysitting
“Good Morning Northdale” Show

Weight training
Firearm safety
Tae Kwon Do
Snowmobiling safety
Fencing
Strength training
Robotics

Each month these and more activities will be offered.

Students must watch for flyers at the Community Education office or the main office and listen for daily announcements for details of any upcoming classes, activities and events. Any questions may be directed to the Community Education office at 763-506-5412.

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

Remember all students must have a sports qualifying physical on record at Northdale in order to participate in athletics. One is good 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

Northdale Middle School 2013-2014 Athletics/Activities Schedule

Fall

<u>Sport/Activity</u>	<u>Grade/s</u>	<u>Dates</u>	<u>Fee</u>
Football-Boys	7 th & 8 th	Sept. 4 - Oct. 15	\$99.00
Tennis- Girls	6 th , 7 th & 8 th	Sept. 4 - Oct. 3	\$69.00
Cross Country Running	6 th , 7 th & 8 th	Sept. 4 - Oct. 9	\$84.00
Volleyball-Girls	7 th & 8 th	Sept 9 - Oct. 23	\$99.00
Short-side Soccer – Boys/Girls	6 th & 7 th	Sept. 9 - Oct 10	\$69.00
Volleyball- Girls	6 th	Oct 23- Nov 19	\$62.00

Winter

<u>Sport/Activity</u>	<u>Grade/s</u>	<u>Dates</u>	<u>Fee</u>
Wrestling – Boys	6 th , 7 th & 8 th	Nov. 13 – Jan. 9	\$99
Basketball – Boys	7 th & 8 th	Nov. 20 – Jan. 16	\$99
Basketball – Girls	7 th & 8 th	Jan. 21 – Mar. 6	\$99
Dance Team– Girls	6 th , 7 th & 8 th	Feb. 19 – April 9	\$102
Basketball – Boys/Girls	6	Mar. 18 – April 10	\$62

Spring

<u>Sport/Activity</u>	<u>Grade/s</u>	<u>Dates</u>	<u>Fee</u>
Baseball – Boys	6 th , 7 th & 8 th	April 14 – May 29	\$99
Fastpitch – Girls	6 th , 7 th & 8 th	April 14 – May 29	\$99
Track – Boys/Girls	6 th , 7 th & 8 th	April 14 – May 29	\$99
Tennis – Boys	6 th , 7 th & 8 th	April 22 – May 22	\$69

All the above activities require a “Sports Qualifying Physical”. Physical and registration forms can be found on the Northdale Middle School website under Middle School Activities and Athletics. Physicals are valid for three years from the date of the exam. Please call 763 506-5412 with any questions.

Evening Activities

There is a fall, winter, and spring brochure mailed home to all middle school students that includes activities at all District No. 11 middle schools. Any student is welcome to register for any of these evening classes or activities.

Northdale Middle School Activities

In addition to the Community Education activities, our school also offers a rich variety of activities for students. Please encourage your child to participate in any of the following activities. Materials are available to students and will appear on morning announcements.

Drama Club, Destination Imagination, Math Club, STEM Fair, Debate Club, Writer’s Breakfast, Kaleidoscope Literary Magazine.

Activity Nights

Activity nights are held for all students after school. Students can participate in dancing, food, variety of games, visiting with friends and many other special events. This is a great opportunity for students to mix socially with friends and meet new people.

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.

Every household should have received a Volunteer Information Form included in a packet mailed in August. 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, at 763-506-5432.



Fundraisers

NMS will be involved in the following fundraisers this year: Entertainment® books in the fall as well as a spring sales event. Otherwise, the selling of items at school for non-school fundraisers 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.

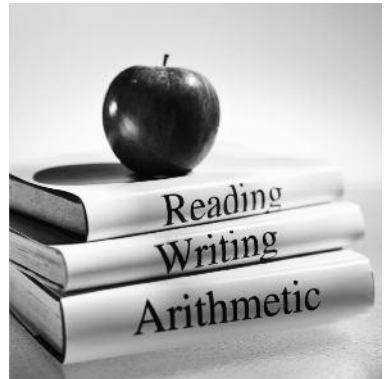
Lost and Found

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 police liaison officer if theft is discovered.

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 \$100⁰⁰. Replacement costs for lost, stolen or damaged textbooks and library books are the responsibility of the student and parent/guardian. Normal wear is expected.

Please discuss the value of these books with your child and encourage him or her to take proper care of these materials throughout the upcoming school year. All textbooks should be covered with a book cover for protection. Teachers will send messages home with your child regarding replacement costs. Unpaid fines will not affect academics, but could place a hold on extracurricular activities, field trip participation or yearbook distribution.





Food Service/Cafeteria

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 will not be available for use until the next school day.

Each student will have a secret P.I.N. They will code this as they go through the checkout station and at that time the meal cost will be deducted from their account. 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 PIN 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 7:45 a.m. to 8:25 a.m. Students must be in their homeroom by 8:30 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.

Northdale Middle School Student Discipline Policy

Anoka-Hennepin ISD #11 discipline policies (listed in each students' copy of the "Policy Handbook 2013-2014") are supplemented by rules for Northdale Middle School. All rules are consistent with district policies. In addition, teachers will have rules 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.

In many classroom management problems, the teacher can solve the problem individually by talking to the student. If this fails, parent/guardian contact is encouraged and recommended.

If the teacher has made parent/guardian contact and the student has not responded, the Assistant Principal will become involved.

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.

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.

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 bullying policy intended to keep our schools safe. Again, incidents of bullying 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 "Policy Handbook 2013-2014."



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 reactions by other students.

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.

For 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.

For Office Detention: Students may be assigned office detentions as follows: Monday 3:10 to 4:10 or 3:10 to 5:10 p.m., Wednesday 3:10 - 4:10 p.m. or 3:10 - 5:10 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.

Student Dress and Appearance

Northdale places importance on appropriate dress and appearance. Clothing should be in good taste, and not pose a distraction to learning or be a hazard to anyone's health or safety. Clothing should be worn as designed by the manufacturer. No writing or altering of clothing is allowed. Shoes must be worn at all times. Hats and jackets must stay in your locker during the day. Clothing, attire or personal grooming that disrupts the educational process or that violates common standards of decency, and/or any apparel, jewelry, accessories, or matter of grooming with by virtue of its color arrangement, trademark, or any other attribute denotes membership in an organized gang, as they apply to a school setting are not permitted. Upon approval of school administration, head coverings and hats may be worn for special events medical or religious reasons.

- Shorts/skirt length must be below fingertips when arms are straight at their side. Shirts that reveal stomach/low cut shirts are not permitted.
- Bare-back tops and/or halter tops that tie around the neck are not permitted.
- Any clothing depicting the following is not permitted: alcohol, tobacco, other chemicals, violent pictures or terms, "double meanings," sexually, morally and religiously offensive pictures or slogans
- Any clothing that reveals your undergarments or that poses a safety hazard/altered clothing is not allowed.

- No slipper shoes.
- Outdoor coats are not to be worn or carried to class. Caps, hats, heavy chains, or hoods may not be worn in the building.
- Any clothing that is offensive to others in the building or pose distraction to learning as determined by administration.

If you disregard the dress policy, you may be asked to turn your shirt inside out, put on a different article of clothing, or be sent home to change. Parents/Guardians may be called to bring appropriate clothing. If you have questions about clothing call the main office.

Hallway Conduct

Students are expected to act and speak respectfully and appropriately in the halls at all times. Running, pushing, tripping, book dumping and/or shoving, will not be tolerated even if students say “they were playing around.” Students in halls, at any time other than passing time, need a pass. Students and staff at Northdale take pride in maintaining a clean and neat workplace. At certain sections of the building and certain times of the day, one way traffic is followed to promote safety from crowding and to allow more efficient passing time to get to class.

Classroom Conduct

In the classroom students are expected to cooperate with all staff and to respect the rights of fellow students. Students are expected to show respect for teachers and to assume responsibility for their behavior in the classroom. They are expected to create and complete their own work. If a student uses or copies another person’s work or published work, it is plagiarism, which may result in alternate assignments and/or disciplinary consequences.

Guest Substitute Teachers

The substitute teacher takes the place of the regular classroom teacher during the teacher’s absence. Students are expected to behave in an appropriate manner and do the work assigned by the substitute teacher. We consider them guest teachers and expect students to maintain good behavior as they would with their regular classroom teachers. Students who are removed from a substitute’s class for misbehavior are subject to suspension.

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. Students are expected to pick up books and materials from their lockers before school and after lunch hour. Otherwise, they are not to go to lockers unless time permits.

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

Backpacks

Students may have backpacks 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 in school and we appreciate your support with this concern.

Gum and Water

Gum – Students are allowed to chew gum in certain areas. If it becomes a distraction or disruptive, students may be asked to get rid of their gum and the issue may result in disciplinary action. There are also certain rooms (i.e. computer labs, gyms, music rooms) where gum is not allowed. These rooms are identified by a sign. We encourage students to keep the buildings and grounds clean by throwing away gum in garbage cans.



Water – Students are allowed to carry water with them throughout the day beginning in the fall. Water must be kept in a clear bottle with a water 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. We encourage students to keep the building and grounds clean. Therefore, we ask that empty water containers are recycled or thrown away when appropriate. If water is spilled, students should let an adult know and clean up the mess.



Telephone Use

School telephones are not to be used for personal calls by students except in case of an emergency. In case of an emergency, they must have the consent of office personnel.

Electronic Devices

The Anoka-Hennepin School District has adopted guidelines for bringing personal electronic devices to school. At the base of these guidelines is respectful and appropriate use of technology within the school setting.

Secondary students can use personal devices such as laptops, netbooks, tablets and smartphones to access the district's wireless network during the school day with instructor approval. The effort is part of Anoka-Hennepin's four-year technology plan calling for increased wireless access and its commitment to creating a 21st century learning environment which maximizes technology. Upon instructor approval, students will be able to use their devices as an educational tool in the classroom, which will not only foster digital citizenship, but also encourage collaboration amongst peers and instructors.

Students will have greater access to district resources such as:

- Online grades;
- A-H Apps (Google Docs for Anoka-Hennepin);
- eResources;
- Moodle classroom and/or teacher websites; and
- District subscriptions (ie. Discovery Education and Atomic Learning).

District guidelines apply to the use of portable electronic devices on school grounds

- Portable electronic devices may be used in the classroom with teacher or administrator approval.
- A portable electronic device may not be used to make phone calls or text messages during the school day.
- Students wishing to use portable electronic devices for educational purposes outside the classroom during the school day must have teacher and/or administrator approval.
- Taking pictures or video and audio recording other students or school staff is prohibited without the permission of a teacher or administrator per district guidelines.
- Portable electronic devices used without the appropriate approval, may result in disciplinary action.
- Student removal of a memory chip or battery from a phone in the process of being confiscated may be considered grounds for disciplinary action by school administration.

The Anoka-Hennepin School District is not responsible for lost or damaged devices.

Anoka-Hennepin Schools assumes no responsibility for lost or damaged personal electronic devices, whether in the possession of staff or students. The district bears no responsibility for, nor are its employees obligated to investigate, the theft of any personal electronic device.

Northdale Middle School's phone policy

Cell phones and other electronic devices are not to be used during school hours - this includes cameras or text messaging. They should be turned off from 8:05 - 3:10 unless being used in classroom for educational purposes only. Ear buds should be put away. The following consequences will apply:

1st offense: student can pick up the device at the end of the school day (3:10) from the office.

2nd offense: parents need to pick up the device from the Assistant Principal.

3rd offense: Privilege of electronic device is reviewed.

* A possible consequence for any electronic device may be assigned at any time if the learning environment at NMS is disrupted.



Study Hall

Study halls are to be used to do school work, research or reading. Students are expected to bring work materials to study halls. Failure to use study hall time constructively may result in disciplinary action. Students wishing to leave study hall must have passes. Library, locker and bathroom passes may be obtained from the study hall teacher. Students leaving study hall must return 5 minutes before the end of the period.

WEB

Northdale offers a WEB (Where Everyone Belongs) 6th grade transition program. The overall goal of WEB is to help all incoming 6th grade students successfully transition from elementary to middle school by developing positive relationships with their peers, teachers, and an 8th grade mentor.

The WEB program invites all incoming Northdale 6th 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 6th grade homeroom in which 8th graders will facilitate fun activities to build community, and help to answer many of the questions that the new students may have.



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.

SHIP

Northdale supports students who choose to walk and bike to/from school in compliance with District Policy. Northdale will provide students with education and opportunity to learn basic bike maintenance skills.

Safety Drills

Fire/tornado/evacuation & 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.

Pledge of Allegiance

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.



Ways to Help Support Our School



- **TARGET** (Take Charge of Education Program) Open a Target credit card account and designate Northdale Middle School as your school of choice to donate 1% from your purchases. Target also offers a VISA credit card that would designate 1/2 % profit for our school. Applications and information are available at local Target stores, or Target.com



- **QSP.COM** Order or renew any of the magazines your family reads on QSP.com. Many friends and relatives read magazines anyway, so why not get up to 70% off the subscription price at QSP.com AND NMS will receive 40% of the proceeds! Supporters can follow the easy four-step process.

Step 1. Go to www.qsp.com.

Step 2. Select the magazines, books or CD-roms you wish to purchase.

Step 3. Select Northdale Middle School and fill in your name and address

Step 4. Check out!

What a great way to help us fund activities and supplies for our teachers and students! Also, remember that **MAGAZINES MAKE GREAT GIFTS!**



- **BOX TOPS FOR EDUCATION** There are now 3 ways to earn money for our school - Clip, Shop and Charge. Clip - Save Box Tops from more than 330 participating General Mills products. Send them to school with your student or drop them off in the office and the school can redeem them for cash - 10 cents/box, up to \$10,000 per year. Shop - Shop online at the Box Tops for Education Marketplace.

Go to boxtops4education.com and make purchases at stores like Barnes&Noble.com, EddieBauer.com and PetSmart.com. Up to 10% of your qualifying purchases will be donated to our school at no extra cost to you. Charge - The Box Tops of Education VISA card is accepted at more that 20 million locations worldwide and 1% of your purchases will be donated to our school, up to \$10,000 per year. There is no annual fee. To apply for the card, call 1-800-227-9605.

Miscellaneous

A copy of the District's policies and procedures will be sent in the mail, (entitled "Policy Handbook 2013-2014"), 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

Student Drop-off Map

