

GLENDORA UNIFIED SCHOOL DISTRICT
SANDBURG MIDDLE SCHOOL

819 West Bennett Avenue
Glendora, California 91741
626 852-4530 Office/626 852-4521 FAX
www.sandburgspartans.com



We A.R.R.E. Spartans!

★Achievement★

★Respect★

★Responsibility★

★Empathy★

At Sandburg Middle School, we embrace diversity and commit to excellence. We will show kindness, grow academically, and take responsibility to be a better Spartan. We will demonstrate these traits ourselves and encourage them in our peers. We will find ourselves better for having been a Spartan.

Bell Schedules

REGULAR SCHEDULE

7:09 – 8:00	PERIOD 0 (PE)
7:15 – 8:00	PERIOD 0 (Spanish)
8:30 – 9:27	PERIOD 1
(Includes 6 min. homeroom)	
9:31 – 10:22	PERIOD 2
10:26 – 11:17	PERIOD 3
<u>11:17 – 11:52</u>	<u>FIRST LUNCH</u>
11:21 – 12:12	PERIOD 4A
11:56 – 12:47	PERIOD 4B
<u>12:12 – 12:47</u>	<u>SECOND LUNCH</u>
12:51 – 1:42	PERIOD 5
1:46 – 2:37	PERIOD 6



EARLY OUT SCHEDULE

7:24 – 8:00	PERIOD 0 (PE)
7:15 – 8:00	PERIOD 0 (Spanish)
8:30 – 9:12	PERIOD 1
(Includes 6 min. homeroom)	
9:16 – 9:52	PERIOD 2
9:56 – 10:32	PERIOD 3
10:36 – 11:12	PERIOD 4
11:16 – 11:52	PERIOD 5
11:56 – 12:32	PERIOD 6

Campus Map

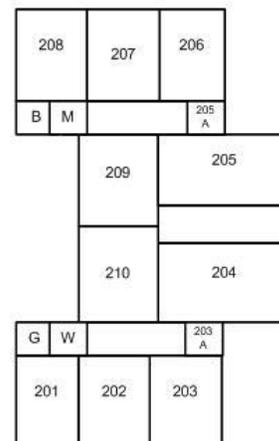
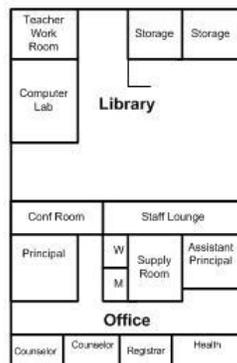
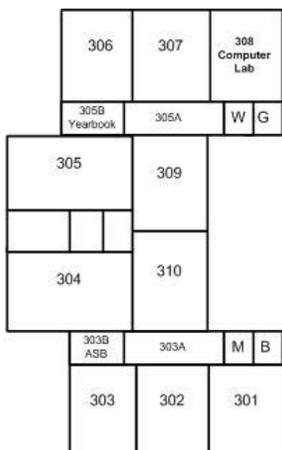
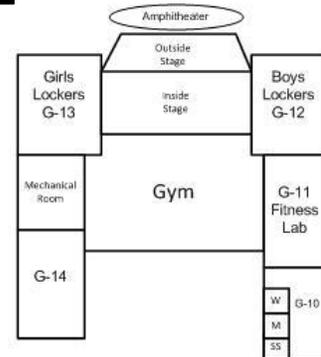
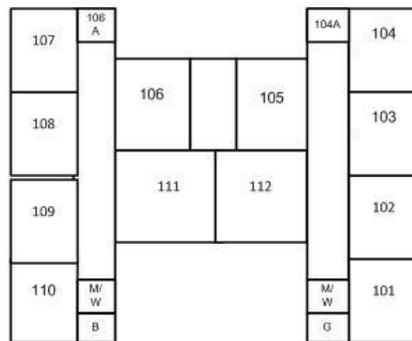
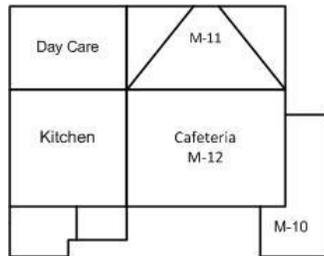


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WELCOME TO SANDBURG

Sandburg Middle School is your school and we want you to enjoy it, benefit from it, and protect it for yourself and others. Our school exists because the people of Glendora and the entire State of California believe in having the finest educational facilities possible, and are willing to work together to achieve them. Your part in this partnership is to do your best in school, take care of your school, and live by the Golden Rule.

HISTORY

Our school is named after one of the best known poets in American literature, Carl Sandburg. Born in 1878, he fought his way from obscurity to international fame in the best tradition of our country. He was at various times a soldier, dishwasher, harvest hand and newspaper writer. Mr. Sandburg is perhaps known as widely for his biography and his poetry, having written the famous Abraham Lincoln, The Prairie Years and The War Years.

Thirty-four colleges and universities, both here and abroad, have bestowed honorary degrees on Mr. Sandburg. In 1952 the American Academy of Arts and Letters awarded their Gold Medal for History and Biography to Mr. Sandburg. Our school is one of the many schools now bearing his name.

The entire nation mourned the death of Carl Sandburg on July 22, 1967. Tribute was paid to Mr. Sandburg throughout the country as well as abroad. This famous American who progressed from obscurity to fame is a good example for our students to emulate.

SCHOOL-PARENT COMPACT

A School-Parent Compact is an agreement that parents, students, and teachers develop together to ensure all students reach grade level standards. The compact will be referenced as a guide to show collaboration between parents, students, and teachers to ensure student success in meeting academic standards.

STUDENT RESPONSIBILITIES

1. Be prepared, attend school regularly, and be on time.
2. Follow all school rules and meet behavior expectations.
3. Take responsibility for completing all classwork and homework.
4. Demonstrate respect for self and others, both on campus and in the community.

SCHOOL RESPONSIBILITIES

1. Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's academic achievement standards.
2. Provide parents frequent reports on their child's progress.
3. Provide parents reasonable access to staff.
4. Provide parents opportunity to volunteer and participate in their child's education and school activities.

PARENT RESPONSIBILITIES

1. Provide a home environment that will encourage and stimulate learning.
2. Communicate regularly with my child's school and teachers.
3. Remind my child of the importance of being self-disciplined and motivated.
4. See to it that my child is at school on time every day, as long as he/she is healthy.
5. Encourage good character and help foster healthy relationships.

SCHOOLWIDE CLASSROOM EXPECTATIONS

- 1. I will arrive on time and be ready to learn.**
- 2. I will ask permission to get out of my seat.**
- 3. I will actively listen when someone is addressing the class, and I will be a positive participant.**
- 4. I will show respect to people and belongings by addressing others politely and using items appropriately.**
5. I will bring my required supplies to class.
6. I will remain on task and will communicate with the teacher if I have a question or need a break.
7. I will manage my time wisely and use passing periods for restroom breaks and/or social conversations.
8. I will follow all other Sandburg rules.

CHARACTER AND DISCIPLINE CARD

At Sandburg, we utilize a schoolwide system to encourage positive behavior choices and to document instances in which a student requires redirection. Students and parents are encouraged to review cards regularly to stay informed about campus behavior.

- When a school expectation is not met, documentation will be made on the student's card using the rule numbers listed above. This is commonly referred to as a "card pull".
- If a student receives three card pulls in one day for expectations 1-4, they will be assigned 30 minutes of teacher detention.
- If a student receives four card pulls in one day for expectations 1-4, they will be referred to an administrator and may receive a one-hour office detention.

Students are responsible for keeping their card in their possession at all times during the school day. There is a designated pocket in the back of the student planner for its safe storage. If a student loses their card, they must notify their homeroom (1st period) teacher as soon as possible to obtain a replacement. Loss, destruction, or defacement of the card may result in disciplinary consequences.

Cards will be collected and replaced every two weeks. Students without any card pulls will be entered into a "Clean Card Raffle" for opportunities to win prizes. Additional incentives will also be built into the academic year to encourage positive behavior and character choices.

SPARTANS ARE COLLEGE AND CAREER READY!

Make choices TODAY that give you choices TOMORROW!

“A-G” Minimum Subject Requirements University of California ♦ California State University

The purposes of the A-G / College Entrance Requirements are to ensure that entering students:

- Can participate fully in the first year program at UC and CSU in a broad variety of fields of study;
- Have attained the necessary preparation for courses, majors, and programs offered at UC and CSU;
- Have attained a body of knowledge that will provide breadth and perspective to new, more advanced studies; and
- Have attained essential critical thinking and study skills.

	GHS Graduation Requirement	A-G Required	A-G Recommended
“A” HISTORY Two years, including one year of world history, cultures, and historical geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.	3	2	3
“B” ENGLISH Four years of college preparatory English that includes frequent and regular writing, and reading of classic and modern literature. Only one year of English Language Development (ELD) 4 counts toward this requirement.	4	4	4
“C” MATHEMATICS Three years of college preparatory mathematics that includes the topics covered in elementary and advanced algebra, and two- and three-dimensional geometry.	3	3	4
“D” LABORATORY SCIENCE Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics	2	2	3
“E” LANGUAGE OTHER THAN ENGLISH Two years of the same language other than English	1	2	3
“F” VISUAL OR PERFORMING ARTS One year, including dance, ceramics, drama/theater, music, drawing/painting or other visual arts.	1	1	1
“G” COLLEGE PREPARATORY ELECTIVE One year (two semesters), chosen from additional “A-F” courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as “G” electives.	1	1	1



NAVIANCE

College and Career Readiness

Naviance is a web based account that allows students to explore their interests and strengths, research colleges and universities, and create academic and personal goals to pursue those interests. A link to Naviance can be found on our Sandburg homepage.

My Naviance log in information:

Email: _____@glendora.k12.ca.us Password: _____

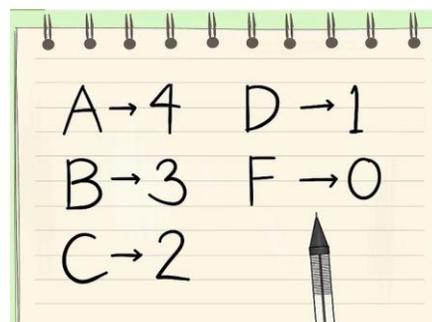
MY ACADEMIC "SMART" GOAL FOR THIS YEAR:

S pecific	What specific things will you accomplish?
M easurable	How will you know when you have achieved this goal?
A ttainable	Is this goal realistic? Do you have the tools you need to achieve it?
R elevant	Why is this goal important in your life?
T imely	When can you achieve this goal?

MY GPA TRACKER

GPA	4.0				
	3.5				
	3.0				
	2.5				
	2.0				
	1.5				
	1.0				
	0.5				
		Q1	Q2	Q3	Q4

HOW TO CALCULATE GPA:



MY GPA:

$$\frac{\text{points earned}}{\text{\# of classes}} = \text{GPA}$$



FOCUSED NOTES



One of the most important skills for success in school is taking good notes. You should take notes when a teacher or classmate explains something, when you watch a video, or when you read. An example is shown below and many of your teachers will review with you how to take these notes. If you forget, you can follow the steps from the model.

Topic: Focused Notes		Name: _____	
Essential Question: What is the process for taking good notes?		Class: _____	
		Period: _____	Date: _____
<i>How do I set up my paper to take notes?</i>	<ul style="list-style-type: none"> • Set up your paper: <ul style="list-style-type: none"> ○ Choose the appropriate format for the task – you may choose to use Cornell Notes, Sketch Notes, columned notes, a bulleted list, etc. ○ Write your name, date & period in the upper right corner ○ Write the topic of your notes on the top line ○ AFTER YOU FINISH taking notes, draw a horizontal line at the bottom for your summary/analysis 		
<i>How should my notes be organized?</i>	<ul style="list-style-type: none"> • Organizing your information: <ul style="list-style-type: none"> ○ Underline all headings so they are clearly visible ○ Put each new fact on a new line ○ Indent info for emphasis or to connect it to a previous idea ○ Skip a line between new headings • When you finish writing notes: <ul style="list-style-type: none"> ○ Within 24 hours, go back and review your notes, fill in missing information, highlight main ideas, and circle key phrases ○ Write detailed questions to guide your studying ○ Write a summary at the bottom of the page – the summary should address all of the main ideas and include academic vocabulary • After you have finished all steps: <ul style="list-style-type: none"> ○ Review and study – reread the summary or ask a partner to quiz you using the study questions you've written 		
<i>How do I know what to write down in my notes?</i>	<ul style="list-style-type: none"> • Write down: <ul style="list-style-type: none"> ○ Anything emphasized ○ Anything described in detail ○ Words in bold, italics, or caps with descriptions ○ Definitions ○ Anything repeated or restated ○ Specifics, such as dates/locations/names 		
SUMMARY/ANALYSIS:			
<i>The steps for taking good notes are: 1) set up paper, 2) take detailed notes, 3) revise and highlight, 4) write study questions, 5) write summary at bottom, and 6) study. Write down anything emphasized, repeated/restated, bolded/italicized, or defined.</i>			

DRESSING FOR SUCCESS

**Please use this information as you plan your child's school wardrobe.
The following standards apply each day that school is in session
with the exception of school-approved spirit days.**

Dress or grooming, whether in school or out, is the responsibility of the student and his/her parent/guardian. We feel that it is important that students are appropriately attired during school hours to facilitate academic success. When dress or grooming disrupts or interferes with the learning process, or causes a health or safety risk, it may become necessary to take corrective action.

The following are the standards of dress for students:

1. Clothing that presents a potential hazard when walking or running should not be worn to school.
2. Students should wear shoes that fit securely with non-skid soles. Tennis shoes are ideal. Sandals must have a strap securing the heel, regardless of the model or style.
3. Outer garments must conceal undergarments. Clothing that is skin-tight or revealing is not appropriate for school.
4. Swimsuits and pajamas are not appropriate school wear.
5. Shirts/tops should cover a student's stomach and cannot expose the side, back or midriff during regular school activities. Spaghetti straps, low cut tops, tube tops, and shirts that are off-the-shoulder are not appropriate for school.
6. All garments must be of an appropriate length to avoid exposing undergarments or private areas of the body. Please note that our school has stairs and students use them throughout the day. Sometimes, short clothing can be revealing on stairs, so students should be mindful of their attire.
7. Hats/beanies must be solid colors only with no logos. Hats/beanies may only be worn outside for warmth or sun protective reasons. Hats must be worn properly, with the bill facing forwards at all times. For safety reasons and purposes of identifying students on campus, hoods may not be worn on campus at any time.
8. Shirts/tops that advertise items illegal for minors (such as alcohol or tobacco), contain profanity or suggestive double meanings, violence, or feature any weapons (guns, knives, etc.) are NOT allowed.
9. Accessories or stylings suggestive of gang affiliation or violence (such as bandanas, wallet chains, studded cuffs, etc.) are not permitted.

The District takes a strong stance against gang-affiliated clothing and/or other styles of dress or grooming affiliated with gangs/hate groups due to safety concerns for students. Therefore, any clothing, signs, attire, or paraphernalia which are identified as being "gang related" or which cause an atmosphere of hostility or intimidation will be forbidden. Because of changing trends in such attire, specific clothing, jewelry, accessories and/or grooming style restrictions may change during the school year. Notice will be given to students and parents/guardians as soon as it is reasonably possible after these trends have been identified with the assistance of local law enforcement authorities.

If a student's attire is determined to be inappropriate for the school environment, the student will be given the opportunity to contact a parent/guardian for replacement clothing or to change into PE clothes for the remainder of the day.

Sandburg Spartans

ATTENDANCE AND TARDY POLICY

The state attendance laws require regular school attendance and punctuality. Both the school and parents/guardians have a responsibility for enforcing these laws. Regular attendance is a key factor in the success a student achieves at school. Attendance means more than coming to school. It means coming to school on time and getting to and from class in a timely manner. Our goal is to support students in developing good attendance habits. The following information is provided to ensure a clear and consistent understanding about our school's standards and policies regarding attendance.

ABSENCE POLICY

Reasons for Absences

The California Education Code defines the following types of absences:

Excused Absence: Acceptable reasons verified by a parental note or phone call include illness, medical appointments, funerals, religious holidays, court appearances, and justifiable personal reasons as approved. Credit for make-up work will be given for these types of absences.

Unexcused Absence: Absences for any reason not delineated above, including truancy, are considered unexcused absences. Make-up assignments are at the teacher's discretion.

Reporting Absences

Parents or legal guardians must notify the school of their child's absence(s) on the day(s) of the absence(s). This applies to both full and partial day absences. Please, include the student's name, grade, absence day(s), and reasons for absence(s). Reporting absences can be accomplished by any of the following means:

- Call the front office - (626) 852-4530
- Email the school registrar using the link on sandburgspartans.com
- Provide a written note to office personnel

Chronic Absenteeism

A student is defined as chronically absent when they have missed 10% or more of the enrollment period, regardless of the reason for their absences. When a student is identified as chronically absent, an official notice will be mailed home and a conference may be scheduled to address attendance concerns.

TARDY POLICY

Students who are not in their seat when the bell rings are considered tardy unless they have a valid pass. The tardy policy is cumulative with respect to disciplinary action and grading purposes, on a quarterly basis. The office handles any tardy to the first scheduled class of the day. The following consequences will be applied to any unexcused tardy for periods 2 - 6:

- | | |
|--|--|
| 1st unexcused tardy: | The teacher counsels and reviews the tardy policy with the student. |
| 2nd unexcused tardy: | The student may be assigned a 30-minute detention under the supervision of a teacher. |
| 3rd unexcused tardy: | The student may be assigned a 30-minute detention under the supervision of a teacher. A notice indicating that the student may receive an "N" in citizenship will be sent home by the teacher. |
| 4th unexcused tardy: | The student may be referred to the office for excessive tardiness and 1 hour office detention may be assigned. |
| 5th unexcused tardy: | The student may be referred to the office. The office will contact the student's parent/guardian and the student may receive a "U" in citizenship. |
| 6th unexcused tardy: | The student may be referred to the office and a parent conference will be requested. The student may be placed on an attendance contract (SART). |

ACADEMIC SUPPORTS

A number of tutoring and academic support opportunities are available for Sandburg students.

- A list of GUSD teachers who tutor
- A list of GHS students who tutor
- After school teacher-recommended programs
- Title I workshops and tutoring
- AVID after school tutoring
- Homework Club
- Morning tutorials

ATTENDANCE

1. It is the belief of the GUSD Governing Board as well as Sandburg Middle School administration and teaching staff that regular and punctual attendance at school is an absolute necessity for academic success.
2. Students are required by law to attend school punctually and regularly. Absence is excusable only for very specific reasons as outlined by the State of California. Please refer to the Attendance and Tardy Policy (see Table of Contents).
3. If a student is absent from school for any reason it is necessary to give notice to the school. All absences are accountable under school law and excessive absences may result in a referral to the School Attendance Review Team (SART) or the School Attendance Review Board (SARB). All students MUST check in with the office BEFORE attending any classes.
4. Students should not arrive before 8:00 a.m. unless they have a zero period class. Zero period Spanish starts at 7:15 a.m. and zero period P.E. starts at 7:09 a.m.
5. If a student is absent for zero period, but is present for periods one through six, the absence will be considered a cut from the class.
6. Students may not leave the school campus without administrative permission. This restriction covers the entire day, from the initial arrival on campus to departure at the end of the school day. A student is considered truant if he or she fails to follow this rule and may face disciplinary action.
7. District policy requires that a parent or other identified adult who is to pick up a student during school hours must sign the sign-out sheet in the office. Parents/guardians are not to go to the classrooms without a visitor's pass.
8. In case of absence, students should check sandburgspartans.com and their Aeries Portal for assigned work. Students may also e-mail teachers to request work. If homework is not requested, it is the student's responsibility to obtain and complete the work they missed promptly upon their return.
9. Students arriving tardy after 8:30 a.m. must check in with the office with a note or excuse from their parent to obtain a pass to first period. Between classes, students have 4 minutes of passing time, which is enough time to reach any part of the campus. Please refer to the Attendance and Tardy Policy (see Table of Contents).

BEHAVIOR EXPECTATIONS (CITIZENSHIP)

OUTSTANDING – “O”

Student consistently arrives to class on time and prepared to learn.

Student stays on task and puts forth effort.

Student listens and follows directions and rules the first time.

Student is responsible and respectful to other students and the teacher.

Student actively participates in class and does not require correction by the teacher.

SATISFACTORY – “S”

Student consistently arrives to class on time.

Student is consistently on task.

Student listens and follows directions and rules with few reminders.

Student is usually responsible and respectful to other students and the teacher.

Student participates appropriately in class and seldom needs to be corrected by the teacher.

NEEDS IMPROVEMENT – “N”

Student needs reminders to arrive to class on time.

Student has to be reminded regularly to stay on task.

Student often needs reminders to follow directions and rules.

Student often needs reminders to be responsible and respectful to other students and the teacher.

Student frequently interrupts class through disruption.

UNSATISFACTORY – “U”

Student has frequent unexcused tardies to class.

Student makes no effort to be on task.

Student does not follow directions and rules.

Student is negative and disrespectful towards the teacher and/or other students, and makes no attempt to change behavior.

Student consistently disrupts class interrupting other student's right to learn.

Citizenship marks are used as a component to determine eligibility for the following student activities.

These include, but are not limited to, interscholastic athletics, Nakamura exchange, science camps, student of the month, ASB elections, special field trips, recognition events, and elective course registration.

BIKES, SCOOTERS, AND SKATEBOARDS

If bicycles, scooters, or skateboards are ridden on school grounds, they will be confiscated for 24 hours or held until picked up by parents. A locked bike rack and skateboard rack is provided for students. Bicycles, scooters and skateboards are never to be ridden on school grounds before, during or after school. School grounds include all parking lots, play areas, and sidewalks. Do not bring bicycles, skateboards, or scooters into classrooms, hallways, or onto the blacktop. The school is not responsible for any theft or damage.

BIRTHDAYS/CELEBRATIONS

Students' birthdays are recognized through the morning announcements and students receive a card, birthday pencil, and song in their homeroom class. Additionally, families may choose to recognize student birthdays by purchasing space on the school marquee to commemorate the special day. We appreciate support in keeping all celebratory displays for special events (such as cupcakes, balloons, flowers, gifts, group lunches, etc.) off campus as these things often cause a distraction to the learning environment.

CANDY/DRINKS/FOOD/GUM

Food is to be consumed in the lunch area only. Students should not be in possession of large quantities of candy. Candy sold for personal profit or for fundraising is not allowed. Both the candy and money will be confiscated and a parent must come to school to retrieve it. Gum chewing is not allowed anywhere on campus before, during, or after school. Students who chew gum, will receive a 30-minute detention. Excessive gum chewing may result in a referral to administration for defiance.

CARE OF PROPERTY

Taxpayer funds are used to construct, purchase, and maintain buildings and equipment. Destruction of school property, vandalism, and graffiti may be grounds for suspension or expulsion. Monetary reimbursement may be required from the student and their family. If a student should damage something by accident, it should be reported to a teacher or to the office immediately.

CELLPHONES

Cell phones may not be used without the express permission of teachers or administration and only for the purposes of learning. The use of cell phones includes making phone calls, receiving phone calls, vibrating or generating sounds, playing music or video, text messaging, accessing the Internet, utilizing applications, checking time, capturing photographs or video, or using any other electronic function. If a cell phone or electronic device creates a disturbance in class, or causes a disruption during school activities, it may be confiscated by school personnel and disciplinary action may be taken. Parents are urged not to **telephone** or send **text messages** to students; all communication should be handled via the office. Sandburg Middle School is not liable for lost, damaged or stolen cell phones.

- 1st offense: Confiscation, student warning and phone returned at end of school day.
2nd offense: Confiscation, parent notification and phone held in the office until picked up by parent.
3rd offense: Confiscation, parent notification and phone held in the office until picked up by parent. Additionally, the student will serve 1 hour of detention. (also applies to all future offenses)

At no time should cell phones be used in the locker room or restrooms as these areas necessitate student privacy. Use of cell phones in these areas may result in suspension and/or referral to the School Resource Officer.

CHEATING POLICY

It is important for every student to develop a sense of honor and integrity, and to get the most possible out of school. Students learn nothing by cheating. Grades earned through dishonesty are meaningless. Any student caught cheating: (1) will not receive credit for the assignment (2) must write an apology note to their teacher (3) will receive two hours office detention for the first offense. Besides the obvious example of cheating on homework or a test, some other examples will include but not be limited to: allowing another student to copy your paper, adding points to a score that was not earned, forging a note, or cutting while running in P.E.

COMPLAINT POLICY

It is the philosophy of the Glendora Unified School District to secure at the lowest administrative level, equitable responses to complaints directed against employees by parents/guardians. Prior to filing a written complaint, the complainant should attempt to speak with the specific employee involved concerning the complaint.

COUNSELORS

Sandburg Middle School is committed to the needs of our students. We have counselors on staff to support each student's academic, emotional and social needs. Our counselors are dedicated to helping students develop a secure self-concept, positive interpersonal relationships and a healthy emotional foundation. Students may confer with a counselor by scheduling an appointment using a reverse call slip or by communicating via email.

DANCES/SOCIAL EVENTS

Because we feel that social events are an important part of our experience in middle school, we want them to be fun and safe for every member of the student body. We present the following guidelines to insure successful events.

1. Only Sandburg students presently enrolled are permitted at school dances/social events.
2. Students must be in attendance the day of the event and meet eligibility standards in order to attend the activity. Any student on the ineligibility list will be denied entrance to the event, regardless whether they have purchased a ticket.
3. Appropriate dress is required. Regular dress code rules apply.
4. All school rules are in effect at events. Any student behaving in a manner which causes substantial disruption or creates a safety risk will be removed from the event and will face disciplinary action. The student may also be excluded from future dances or social events.
5. Students will be notified regarding the hours and admission charge at least one week prior to the event. Students will not be admitted to the event more than one-half hour after it has started and all students must stay until the end of the event. Gates will be locked and doors monitored for security purposes.
6. Supervision is not provided after the event. Students should leave promptly at the end of the event. Students on campus more than 30 minutes after the scheduled ending time of the event may lose the privilege of attending the next dance or social event.
7. Food and drinks are not allowed in the gym. Please enjoy refreshments in designated areas only.
8. School cell phone policy applies at all school events and consequences will be issued accordingly.

DELIVERIES

In an effort to maximize instruction time and minimize disruptions to classes, delivery is discouraged unless it is an emergency. We will not disrupt a class to deliver any items. We will send notification to students informing them they can pick up deliveries between passing periods, at lunch, or after school. It is important that your child comes to school each day prepared for learning. For student safety, deliveries are only allowed to be made by adults listed in the student's emergency contacts; deliveries by vendors are prohibited. Parents are discouraged from bringing group lunches (no whole pizzas or take-out for group or parties). There is space at Sandburg Park off of Leadora that is ideal for group celebrations after school is dismissed.

DETENTION PROCEDURES

After school detention is used as a disciplinary aid in improving some of our students' behavior, tardiness, and truancy. A minimum of twenty-four hour notice is given to the student. It is the responsibility of the parent of each student in detention to make arrangements for his/her child's transportation needs at the end of the detention period. **It is the responsibility of the student to inform the parent or guardian of any assigned detentions.** Detention is to be completed as assigned.

- Students who are assigned teacher and office detention on the same day should serve teacher detention first.
- Students may not talk, get out of their seat, move around, make noises, etc., or go to the restroom during detention.
- If a student misses detention or causes a substantial disruption, additional detention will be added, and the student may be suspended for defiance.
- If the student is absent on the assigned detention day, the student will complete the detention upon their return to school (or on a day agreed upon by the teacher).

DISCIPLINE PHILOSOPHY AND POLICY

We believe that everyone should be treated with dignity and respect. Everyone benefits from an environment which promotes student learning and accountability. Instruction is more effective because teachers are able to spend time and effort helping students instead of dealing with behavior problems. Social events are more fun because they are not spoiled by unpleasant disruptions. Clearly defined guidelines and expectations enable students to work, play and live in a pleasant, safe, controlled atmosphere where they enjoy greater personal freedom without intimidation or fear. Students will be taught expectations and will be made aware of possible consequences. We believe a partnership between home and school is essential in meeting the needs of our students. Parents and educators must work together to help students develop the habits and attitudes needed for good self-control.

DRILLS

EARTHQUAKE

Stay calm and follow your teacher's instructions. If INSIDE classroom, get under table or desk if possible; DO NOT RUSH OUTSIDE. Teacher will give command to "duck and cover." When the earthquake is over, the teacher will decide when it is safe to evacuate to the second level. Safe emergency building exiting procedures are listed near each exit door. Follow instructions. If OUTSIDE, stay in the open. Move away from buildings, trees and wires. DO NOT RUN. Remember, STAY CALM, FOLLOW DIRECTIONS. If a fire drill or earthquake should occur after school or between classes, students are to proceed directly to the black top. Otherwise report to the teacher whose class you are in. If a fire drill or earthquake occurs before school, students are to report to the evacuation spot of their first period class. During a drill there should be no talking, running or pushing. The last person out should close the door.

FIRE AND DISASTER

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys directions promptly. The teacher in each classroom will give the students instructions regarding appropriate reaction for the drill.

LOCKDOWN/LOCKOUT

In the event you are made aware of a potentially dangerous situation, an unauthorized person on campus, seek safety in the nearest classroom or secure area. Follow all directions given to you by teachers or staff at this time.

DRUGS/ NARCOTICS/ ALCOHOL/TOBACCO

Students in violation of Ed. Code 48900, Section C, who "possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind" during any school activity on or off campus, will be suspended pending possible further disciplinary action by the district and/or the Glendora Police Department. Any student in violation of Ed. Code 48900, Section H, who "possessed or used tobacco, or any products containing tobacco or nicotine products" will be suspended. Students will also be held accountable to Sandburg's school suspension policy.

ELIGIBILITY STANDARDS FOR ACTIVITIES

To participate in extra-curricular activities, students may be required to meet specific standards related to minimum GPA (Grade Point Average), behavior/citizenship, work habits, or any other criteria that the administration or activity advisor deems necessary. Students who do not meet these requirements may be removed from the activity in which they are participating. Consult the school office or activity advisor for information about eligibility standards for specific extra-curricular groups.

Any student in violation of Ed. Code 48900, which includes any suspendable offense, may be restricted from all extracurricular activities and functions beyond the 8:30 a.m. to 2:37 p.m. school day for a period of 10 calendar days. This exclusion will include but not be limited to dances, interscholastic sports, club events, science camps, end-of the-year amusement park, 8th grade party, ASB elections, etc.

An ineligibility list will be generated after each reporting period. Any student earning two or more "N's" or one or more "U's" in citizenship will be placed on the ineligibility list until the next reporting period. Any student listed will be denied participation at dances, parties, and some school trips.

ELIGIBILITY STANDARDS FOR 8TH GRADE

Following are the Sandburg Middle School requirements for participation in the 8th grade farewell ceremony and year-end activities:

- Students receiving two (2) failing grades on each semester report card **will not** be permitted to participate in the farewell ceremony/activities.
- Students receiving three (3) failing grades on the Spring semester report card **will not** be permitted to participate in the farewell ceremony/activities.
- Acceptable citizenship grades are required for participation in year-end activities (More than one "N" or any "U's" will prevent your participation).

Any 8th grader who qualifies as "at risk" by the above definition/description may be assigned lunch study hall until the grades are raised to an acceptable level. Students who do not meet the citizenship requirements, but meet the ceremony requirements, will be permitted to participate in the farewell ceremony.

EMERGENCY INFORMATION/CONTACTS

Every student must have emergency information on file in the office. If your address or telephone number is changed, please see that the proper corrections are made online through the online registration site. Changes in emergency information should be provided as quickly as possible to prevent loss of time in case of an emergency. If a parent/guardian should be out of town, the school must be informed of the temporary guardian.

FIGHTING

Any student who assaults or fights with another student at school or on the way to or from school may be suspended. Fighting on the school grounds or on the way to or from school is not permitted. Prior to or during a confrontation, altercation, or fight; any student encouraging, verbally or physically, the participants will be held responsible and may be suspended. This includes yelling "Fight, fight, fight;" telling the combatants to hit, kick, or otherwise harm each other; or spreading rumors about students to have them engage in a confrontation. If you are a witness to any confrontation and use a camera or phone camera to record the incident, please be advised it may be confiscated and turned over to the police for evidence for any investigation.

FORBIDDEN ITEMS

Students are forbidden to possess drugs, a firearm, knife, or other dangerous objects at school or at any school activity. Other dangerous objects may include lighters or matches, vaping devices, pocket knives, Xacto knives, razor blades, slingshots, brass knuckles, ninja stars, firecrackers, and other explosive items. Other items that are considered dangerous will be left to the discretion of the school administration. This includes facsimile or look alike items. Possession of a weapon will result in suspension and possible recommendation for expulsion. A student in possession of a deadly weapon will be remanded to the custody of law enforcement authorities.

Additionally, items that may cause a distraction to the learning environment such as poppers, stink-bombs, portable speakers, stuffed animals, balloons, etc. are not allowed on campus. Permanent markers and paint pens are not permitted on campus. Aerosol cans and glass containers of any type will not be allowed. These items will be confiscated and held for parent pick up.

GAMBLING

Gambling on school grounds, including coin flipping, dice/card playing for money, etc., is not allowed and will be cause for suspension from school.

HALL PASSES

No student is to be out of any class without a pass. In cases where it is essential for a student to be out, the proper pass must be obtained from the teacher. If a student leaves any classroom, including the gym without a pass, the student will be considered to be cutting the class.

HARASSMENT/BULLYING

Harassment is defined as conduct sufficiently severe or pervasive enough to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. Some examples of harassment may include but not be limited to:

1. Unwelcome leering, flirtations, or propositions.
2. Unwelcome slurs, threats, derogatory comments, or degrading descriptions.
3. Unwelcome jokes, stories, drawings, pictures, or gestures.
4. Touching an individual's body or clothes in an inappropriate manner.
5. Purposely limiting a student's access to educational tools.
6. Retaliating against an individual who reports a violation.

The definition of bullying is: *Repeated actions or threats of action directed toward a person by one or more people who have (or are perceived to have) more power or status than their target in order to cause fear, distress or harm. (Bullying can be physical, verbal, psychological or any combination of these three. Bullying behaviors can include name-calling, obscene gesturing, malicious teasing, rumors, slander, social exclusion, damaging a person's belongings, threats and physical violence.)*

It is our goal that all students feel safe and secure and have healthy peer relations at school. If you feel that you are being bullied or harassed by another student, please report it immediately to the office. You may also speak to your teacher, counselor, or any staff member.

HOMEWORK

Some homework may be assigned for any of your classes. English, social studies, math, science and language classes will probably assign some homework every day. Learn to budget your time. Homework is more than doing the assignments; it is studying and learning each subject on a regular daily basis. Students are expected to record daily assignments in their weekly planner.

Students involved in extra-curricular activities such as athletics, musical performances, field trips, etc.; it is the students responsibility to complete assignments on the scheduled due date. The absence policy is not in effect for these activities.

Parents can assist by providing a quiet place to study with needed materials, encouraging a routine of completing work, reviewing assignments with students, and checking the planner on a daily basis. However, it is the student's responsibility to complete and turn in all homework.

In case of absence, students should check sandburgspartans.com and their Aeries Portal for assigned work.

HONOR SOCIETY

Honor Society is comprised of students who have maintained a 3.0 grade point average, or above, and have proven good citizenship and work habits (no "N's" and no "U's") for the first three quarters. Membership requires a commitment to engage in community service projects approved by the faculty advisors, as well as attendance at designated meetings.

ILLNESS/HEALTH SERVICES

The health office is located in the main office. Parents will be notified by phone if a student becomes seriously ill or injured. Students are not to call home on their own or leave campus without office knowledge or permission. All Physical Education medical excuses must be registered in the health office.

After receiving permission and a hall pass from your teacher, you should go to the office to see about:

1. Any personal health problems
2. First aid. In emergencies you should go directly to the office.
3. Permission to go home because of illness.

INSURANCE

Accident insurance to cover students while at school, traveling to and from school, or to and from any school activity, is made available to parents for purchase on a voluntary basis.

INTERSCHOLASTIC SPORTS

Interscholastic sports are athletic contests between Sandburg and students from other schools. Students must try out for the team. To participate, students must maintain at least a 2.0 grade point average. In addition, students must maintain appropriate citizenship marks; no more than one "Needs Improvement" and no "Unsatisfactory" marks. Unacceptable conduct may also be cause for removal. Should a student fail to maintain the above listed standards; the student will be removed from the team at the quarter.

Students must attend a minimum of three complete periods to participate in any extracurricular activity.

INTRAMURAL SPORTS

Sandburg sports are offered each quarter to all students. Sign ups will be through each teacher advisor and dates/times will be posted in classrooms and listed in morning announcements. Activities may include, but are not limited to, flag football, basketball, volleyball, softball, and archery.

LIBRARY RULES

The library is one of the most important and technologically advanced facilities at school. Appropriate conduct in the library is based on common courtesy and consideration for others. The library is to be a quiet place where people can work and study without distractions. Individuals who do not conduct themselves appropriately will have library privileges revoked.

Library books are checked out for 2 weeks at a time. Students are sent courtesy reminders if their book becomes overdue. After three reminders to return or renew their book, students will be given a fifteen minute detention in the library. Repeat offenders will be referred to the Assistant Principal for further disciplinary action.

LOST AND FOUND

Should you lose books, clothing or other articles, you may check in the office or cafeteria for them before school, at lunch or after school. It is important that you write your name on personal belongings. Remember, neither the school nor Sandburg staff members assume liability for lost, stolen, or damaged items, but will make an effort to help you find them.

LUNCH

Lunch is a time for eating, relaxing, and enjoying friendships. In order for lunch to be a positive experience for all, the following guidelines have been established:

1. Orderly conduct is expected. No running, shouting, throwing food, sitting or standing on top of tables.
2. No line-cutting or space-saving in the cafeteria lines will be permitted.
3. Arrive to the lunch area promptly and do not leave the lunch area without a hall pass or permission from lunch area staff. Yellow lines mark the out-of-bounds areas.
4. Littering is prohibited. Please, show respect for others and our campus by taking care of your space. Put all trash and recycling in the designated barrels as you leave your table.
5. Keep all food and drink items in the lunch area – these items are not to be taken to play areas.
6. Follow all directions given by noon duty aides.
7. Noon duty aides have the right and authority to enforce all of the above rules. Consequences of poor lunch area behavior include, but are not limited to:
 - Lunch area clean-up
 - Restriction of play area privileges
 - Referral to administrator
 - Lunch detention in office or other designated space

MEDICATION

School personnel may assist students who must take prescribed medication during the regular school day. The school must receive the district form entitled "Authorization to Administer Medication During School Hours" signed by both a physician and parent detailing the amount and time schedules by which such medication is to be taken. Medication must be in the original prescription bottle. A parent must bring in medication in the original bottle to the Health Office. Parent and Health Clerk will then verify medication. Parents may also complete the district authorization waiver which allows a responsible student to self-administer medication. Students may not carry medication of any type without the waiver form.

PAYMENT OF DEBT

All students are responsible for payment of any debt incurred at school. These may include, but are not limited to, library fines, lost book payments, etc. Failure to pay any money owed the school could result in withholding the pupil's grades (report card), yearbook, or transcripts in accordance with provisions of the Ed. Code 48904. When the minor and parent are unable to pay for the damages, or to return the property, Sandburg can provide a program of voluntary work for the minor in lieu of the payment of monetary damages.

PERSONAL PROPERTY/SPORTS EQUIPMENT

Because Sandburg cannot assume responsibility for lost, damaged, or stolen property, we discourage students from bringing to school objects of value or large sums of money. Such items only serve as a temptation to others. A simple rule to follow is; if it has significant monetary or sentimental value, don't bring it to school. Athletic equipment (basketballs, footballs, soccer balls, etc.) will be provided during designated recreation times and are not allowed to be brought to school.

PHYSICAL EDUCATION

By law, each student is required to take physical education. Students are expected to dress-out even if you are excused for medical reasons. All excuses must be in writing and given to the P.E. instructors. Students cannot be excused for more than three days without a note from a doctor. Only signed notes from parent/guardian or a doctor are acceptable. If a student continually does not dress-out in his/her uniform he/she will fail the course!

Students must have a uniform consisting of a P.E. approved shirt and shorts, tennis shoes and gym socks. A sweatshirt is optional, and is encouraged for cool weather. All articles must be plainly marked with the owner's name. A locker will be supplied by Sandburg. **NEVER** share or give your locker combination to anyone. Loss of the lock results in the student having to purchase a new one through the P.E. department.

PROGRESS REPORTS

Progress reports are sent home during the fifth week of each grading period. The purpose of this notice is to inform parents of negative student performance. If parents require further information, please phone the teacher or counselor for assistance. Not all students will receive a progress report.

PUBLIC DISPLAY OF AFFECTION

Students are discouraged from undue familiarity (displays of affection) on campus. Physical contact such as kissing, hugging, and/or embracing on school grounds is not permitted. Parents will be notified if this rule is violated. Continued violation of this rule may result in detention, Saturday school, or suspension for defiance.

REPORT CARDS

You will receive a report card at the end of each quarter. If you do not receive a report card after each quarter, contact the office.

RESTROOMS

Restrooms are to be used only for their intended purpose. Because loitering in restrooms results in inconvenience for other students, students are not to loiter in or around restrooms. Students are encouraged to use passing period and lunch breaks to use the restroom to avoid losing valuable instructional time.

SAFE SCHOOLS

Without a doubt, safety at school is a major concern for everyone. All students at Sandburg are encouraged to inform the administrators or counselor of any issue relating to safety. If at any time you are threatened, or harassed, please report it immediately so the offending student may be dealt with appropriately. If you hear rumors of potential problems (fights, theft, drugs, weapons, etc.) inform a teacher, counselor or administrator. All such incidents will be addressed immediately and discretely.

SATURDAY SCHOOL

Students may be assigned to Saturday school by the principal or assistant principal as a disciplinary measure in lieu of suspension. Students are to report to school on Saturday morning at the predetermined time. Students will typically be assigned campus clean up and participate in personal growth lessons during this time. Failure to serve will result in further disciplinary action with the possibility of suspension.

SISTER SCHOOL – NAKAMURA, MOKA, JAPAN

The City of Glendora is fortunate to have established a "Sister City" relationship with Moka, Japan. Sandburg Middle School has participated in this project for years. We are very proud to be a Sister School with Nakamura Junior High School. We know that both schools have benefited from this international relationship. As with any invited guest on campus, we trust that when representatives from Nakamura visit Sandburg, all of our students will treat them with respect and warmth.

STUDENT BEHAVIOR FOR SUBSTITUTES

Substitute teachers are guests on our campus and must be treated as such. Any student receiving a negative report from a substitute for any reason will be referred to the office and will serve 2 hours of office detention.

STUDENT GOVERNMENT

The business of the student body is conducted by the Associated Student Body (ASB) cabinet. The cabinet is composed of the 7 elected Student Body Officers. Elections for 7th/8th grade officers are held in the spring. 6th grade elections are held in the fall. All requirements for offices are set forth in the ASB Constitution. ASB students are required to adhere to the ASB contract signed by students and parents.

STUDENT RECOGNITION

The Sandburg staff is proud to recognize our students. The following are just a sample of the ways that we build intentional recognition into our daily practices. Additional recognition opportunities are incorporated into individual classrooms.

CLEAN CARD DRAWING

Discipline cards are collected bimonthly. To reward them for their positive choices, students with no card pulls will be entered into a drawing for prizes.

EXCELLENCE REFERRALS

Students showing excellence in achievement, effort, or citizenship, will occasionally be awarded an excellence referral. These positive forms of recognition are presented to students by the principal or assistant principal.

HONOR ROLL REWARDS/ ICE CREAM SOCIALS

Each semester, students who have earned Honor Roll designation are recognized with special rewards and events. In the past, these events have included ice cream socials, custom printed socks, stress balls, custom highlighters, yard signs, and more!

RECOGNITION BREAKFASTS/LUNCHEONS

Sandburg Middle School has three Recognition Breakfasts during the course of the year to honor some of our deserving students. Students may be invited by a staff member based on citizenship, grades, and/or their personal contribution to Sandburg.

SPARTAN SHOUT OUTS

Staff members will periodically recognize students with a "shout out" slip if they are meeting or exceeding campus expectations. Slips are entered into a bimonthly raffle.

STUDENTS OF THE MONTH

Each month six students (two students from each grade level) are honored by the staff for outstanding citizenship and achievement. When choosing these students, the staff considers whether the student:

1. Has a positive attitude
2. Accepts responsibility
3. Works up to ability level
4. Exhibits self-direction and self-discipline
5. Respects the rights of others
6. Is a positive role model
7. Is in good academic standing

STUDENTS OF THE YEAR

At the end of each academic year, each team of grade-level teachers chooses students who exemplify a Spartan scholar. These students are named Student of the Year and are recognized at the end-of-year awards ceremony.

SUGGESTED SUPPLIES

- Loose leaf notebook paper
- Pencils and pens (black, blue, and red)
- Colored pencils
- 3-ring binder notebook with six dividers
- Ruler (centimeter and inches)
- Reading Book
- Calculator
- Highlighter
- Student planner
- Gym clothes

SUSPENSION

Suspension is a legal disposition required whenever a student is not allowed to attend school. During suspension it is required by law that a student remain at home and/or under adult supervision for the duration of the school day. The student is not to be on campus or participate in school related activities on the day(s) of suspension.

In addition, any student in violation of Ed. Code 48900, which includes any suspendable offense, may be restricted from all extra-curricular activities and functions beyond the 8:30 a.m. to 2:37 p.m. school day. This exclusion will include but not be limited to dances, interscholastic sports, club events, science camps, field trips, ASB elections, etc. The rules are designed to correct poor behavior and to protect others. Good citizens will not be intimidated by the rules, they will be protected by them. Students may make up tests or any work missed (within reason) but it is his/her responsibility to do so!

The Education Code states that a student may be suspended from school if he/she:

1. Caused, attempted to cause, or threatened to cause physical injury or assaulted another person.
2. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
3. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
4. Possessed or used tobacco, or any tobacco products (including nicotine vaping devices).
5. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Possessed an imitation (fake) firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
6. Committed robbery or extortion. Caused or attempted to cause damage to school or private property or stole or attempted to steal school property or private property. Knowingly received stolen school property or private property.
7. Committed an obscene act or engaged in habitual profanity or vulgarity.
8. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
9. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
10. Any student who engages in the sexual harassment of anyone may be subject to suspension or expulsion.
11. Caused, attempted to cause, or threatened to cause, any form of hate violence.
12. Intentional engagement in harassment, threats, or intimidation against another.
13. Made a terrorist threat to commit a crime which will result in death or great bodily injury or property damage in excess of \$1,000.00.

TEXTBOOKS

Textbooks are provided for students. Books become the students' responsibility and fees are charged for lost/damaged textbooks, library books, and other school-issued supplies. **Transcripts, grades, yearbooks, and activity participation are withheld until all school textbooks and materials are returned or reimbursed (Ed. Code 488904). Please note: the average cost of a textbook is \$60.** A list of exact costs is available from the library.

VIDEO SURVEILLANCE

To assist in protecting the health, welfare, and safety of all students, staff, and visitors; and to safeguard campus facilities and equipment; video cameras/recording equipment may be used at various locations when deemed necessary.

VISITOR'S PASS

Parents or guardians of our students are encouraged to visit our school and observe our educational program. We ask that you stop by the main office, sign-in, and obtain a visitor's pass. Please arrange classroom observations with a teacher prior to visiting. We DO NOT, however, have the facilities to accommodate students from other schools to visit us during the school day or during various activities. School policy is to allow on campus only those visitors who are authorized by school officials and have legitimate business at school. **Parents and all other visitors must first register in the office and receive a visitor pass. Identification will be required. Any person on campus without permission is subject to arrest (Penal Code 653G and 636.8).**

WALKWAY RULES

1. Use your time effectively. Proceed from class to class without delay.
2. Show respect for property. Stay off the grass areas. Keep out of the planter areas. Use the walkways.
3. Be courteous and safe. The following activities are prohibited: playing games, littering, running, chewing gum, pushing, loud and unruly conduct, using sports equipment, standing on the benches.
4. Be aware of others. Stairways, ramps and main entrances in the front of the school must always be kept clear for visitors. Do not use the office or the gym as a walkway or passage from one side of the building to the other.
5. Monitor your time. Students are to leave the school grounds not more than 15 minutes after their last class, unless they are part of a supervised school activity, serving detention or working in the library.