

GLENDORA UNIFIED SCHOOL DISTRICT  
SANDBURG MIDDLE SCHOOL

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Glendora, California 91741  
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[www.sandburgspartans.com](http://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.*

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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.

This handbook is intended to serve as a guide to help students and their families come to know Sandburg's basic expectations and agreements. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics, and other topics. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses.

This handbook does not limit the authority of Sandburg Middle School to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its staff, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the administration.

## **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.

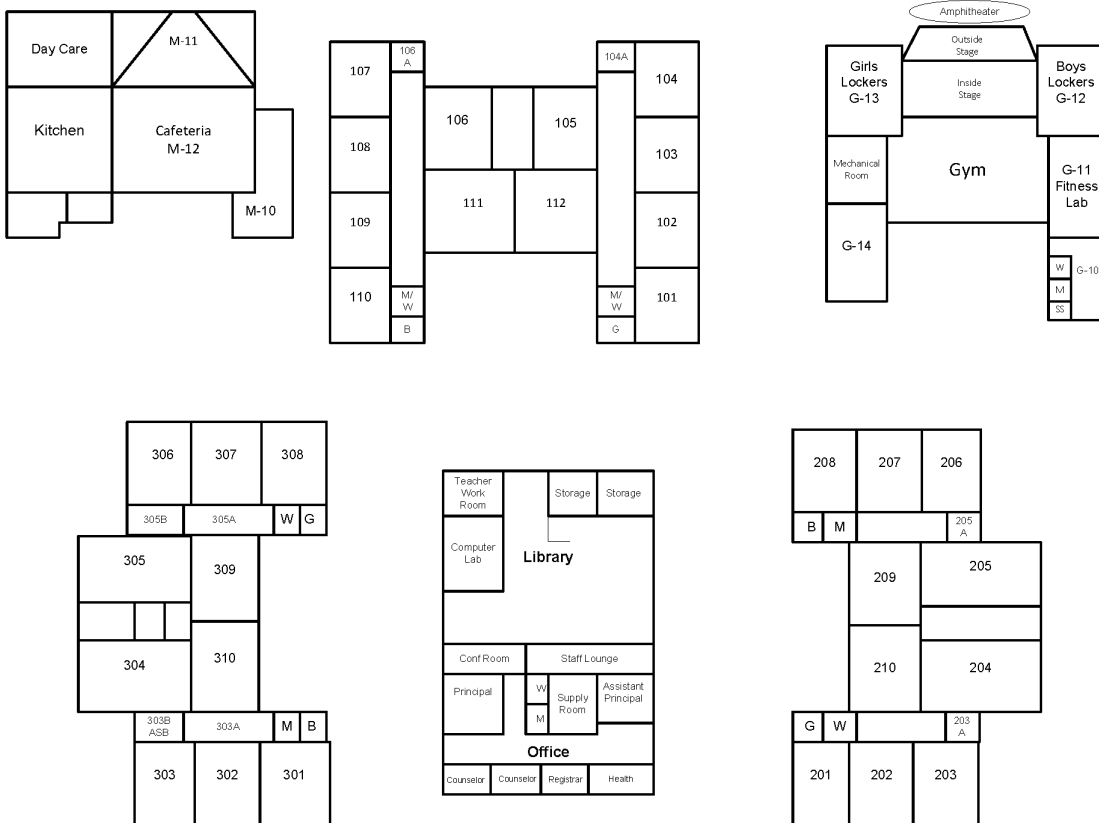
### **PARENT RESPONSIBILITIES**

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.

# CAMPUS MAP



Sandburg Middle School

Revised 5/24/21

# 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
<b>“A” HISTORY</b> 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>“B” ENGLISH</b> 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
<b>“C” MATHEMATICS</b> 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
<b>“D” LABORATORY SCIENCE</b> Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics	2	2	3
<b>“E” LANGUAGE OTHER THAN ENGLISH</b> Two years of the same language other than English	1	2	3
<b>“F” VISUAL OR PERFORMING ARTS</b> One year, including dance, ceramics, drama/theater, music, drawing/painting or other visual arts.	1	1	1
<b>“G” COLLEGE PREPARATORY ELECTIVE</b> 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



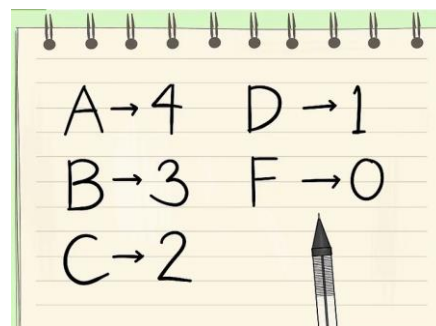
**MY ACADEMIC "SMART" GOAL FOR THIS YEAR:**

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

**MY GPA TRACKER**

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:**

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

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

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

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



## 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.

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

## **SANDBURG DRESS CODE POLICY**

**The following standards apply each day that school is in session.**

We feel that it is important that individuals are appropriately attired during school hours to facilitate academic success. Individuals are expected to respect the school community by dressing appropriately for a K-12 educational environment. Attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them.

Sandburg's dress code policy is rooted in the following beliefs:

- Dress and/or styling, whether in school or out, is the responsibility of the individual and/or their parent/guardian.
- Individuals should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Individuals have the right to be treated equitably.
- Individuals are responsible for managing their personal distractions.
- Individuals should not face unnecessary barriers to school attendance.

Individuals must wear:

- Top - secured by a strap over each shoulder (blouse, sweater, sweatshirt, tank, t-shirt, etc)
- Bottom - worn at waist (pants, shorts, skirt, etc.)
- Footwear - shoes must fit securely and have non-skid soles. Tennis shoes are ideal. Sandals must have a strap securing the heel, regardless of the model or style.

Individuals may not wear items that:

- contain threats, profanity, or sexually explicit or suggestive content
- promote illegal or violent conduct such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- demonstrate gang association/affiliation;
- expose a bare back or midriff or items that show private parts. Clothing must be opaque (not able to be seen-through) material and must conceal undergarments;
- conceal the individual's identity (hoods, full face masks, veils, etc.), except clothing/headgear worn for a religious or medical purpose; or
- present a potential hazard when walking or running.

Because of changing trends in such attire, specific clothing, jewelry, accessories and/or 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 and the following consequences will be applied to any unexcused tardy thereafter:

- |  |  |
|--|--|
| <b>1<sup>st</sup> unexcused tardy:</b> | The teacher counsels and reviews the tardy policy with the student.  |
| <b>2<sup>nd</sup> unexcused tardy:</b> | The student may be assigned a 30-minute detention under the supervision of a teacher.  |
| <b>3<sup>rd</sup> unexcused tardy:</b> | The student may be assigned a 30-minute detention under the supervision of a teacher. The teacher will contact the parent/guardian and a notice indicating that the student may receive an "N" in citizenship may be issued. |
| <b>4<sup>th</sup> unexcused tardy:</b> | The student may be referred to the office for excessive tardiness and 1 hour office detention may be assigned.   |
| <b>5<sup>th</sup> unexcused tardy:</b> | 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.   |
| <b>6<sup>th</sup> unexcused tardy:</b> | 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. Some examples of academic supports commonly offered are:

- 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**

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. 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).

1. 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).
2. In case of absence, students should check sandburgspartans.com and their GUSD 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.
3. Following an absence, all students **MUST** check in with the office **BEFORE** attending any classes.
4. 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.
5. Students who are absent from any class during the school day without a valid excuse will be considered truant and may face disciplinary action including, but not limited to, Saturday School.
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. Students should not arrive before 8:00 a.m. unless they have a zero period class. Students arriving tardy after 8:30 a.m. must check in with the office with a note or excuse from their parent and obtain a pass to first period.
9. 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, may receive a 30-minute detention. Energy drinks (Monster, Red Bull, etc.) are not permitted on campus and will be confiscated. Excessive rule violations 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 and smart watches may not be used without the express permission of teachers or administration and only for the purposes of learning. The use of these devices 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 devices.

- 1<sup>st</sup> offense: Confiscation, student warning and device returned at end of school day.
- 2<sup>nd</sup> offense: Confiscation, parent notification and device held in the office until picked up by parent.
- 3<sup>rd</sup> offense: Confiscation, parent notification and device held in the office until picked up by parent. Additionally, the student will serve 1 hour of detention and will be subject to a device check-in/check-out arrangement.

**At no time should devices be used in the locker room or restrooms as these areas necessitate student privacy.** Use of devices 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.

### CHROMEBOOKS/TEXTBOOKS

Textbooks and devices are provided for students. These materials become the students' responsibility and fees are charged for lost/damaged textbooks, library books, devices, 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).** A list of exact replacement costs of most items is available from the library.

### 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 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 ensure 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. **Students must attend a minimum of three complete periods to participate in any extracurricular activity.**
3. Students must 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.
4. Appropriate dress is required. Regular dress code rules apply.
5. 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.
6. 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.
7. 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.
8. Food and drinks are not allowed in the gym. Please enjoy refreshments in designated areas only.
9. 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 (Postmates, Door Dash, Grub Hub, etc.) 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 24-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. Students should use the restroom prior to arriving for detention.
- If a student is absent from 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).

## DISTASTER 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.

## 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.

## 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, may 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" may be suspended. Students will also be held accountable to Sandburg's school suspension policy and California penal code.

## ELIGIBILITY: ACTIVITIES & CAMPS

To participate in activities and camps, 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. It is important that students are positive representatives of Sandburg at school and in the community. 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 activities and/or extra-curricular groups.

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.

Following are the Sandburg Middle School requirements for participation in the 8<sup>th</sup> grade farewell 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 8<sup>th</sup> 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 has 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 student's 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.

## **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. Signups 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.

## **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.

## **NAKAMURA, MOKA, JAPAN (SISTER SCHOOL)**

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.

## **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, returned checks, 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. 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 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 replacement.

Students are expected to dress-out even if they are excused for medical reasons. If a student continually fails to dress-out in their uniform, they will fail the course! 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.

### **PROGRESS REPORTS/REPORT CARDS**

Progress reports are issued 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.

Report cards are issued at the end of each quarter. If you need assistance with report cards, contact the office.

### **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.

### **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.

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, and vape detection devices may be used at various locations when deemed necessary.

### **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.

### **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 may be referred to administration by the regular classroom teacher. The standard consequence for a negative substitute report will be 2 hours of office detention. Excessive referrals for poor behavior with a substitute may result in Saturday 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 7<sup>th</sup>/8<sup>th</sup> grade officers are held in the spring. 6<sup>th</sup> 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.

### **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!

### **SPARTAN SHOUT OUTS**

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

### **STUDENTS OF THE MONTH**

Each month, select students 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
- Headphones/earbuds

## 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 regular 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.

## VISITOR'S PASS

Parents or guardians of our students are encouraged to visit our school and observe our educational program. Please arrange classroom observations 24 hours in advance prior to visiting. We ask that you stop by the main office, sign-in, and obtain a visitor's pass. School policy is to allow campus access only those visitors who are authorized by school officials and have legitimate business at school. We DO NOT have the facilities to accommodate students from other schools to visit us during the school day or during various activities. **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.