



**ROBBINSDALE ARMSTRONG HIGH SCHOOL  
INFORMATION BRIEF FOR PARENTS/GUARDIANS AND STUDENTS  
FOR THE 2018-2019 SCHOOL YEAR**

[www.ahs.rdale.org](http://www.ahs.rdale.org)

**TRANSPORTATION**

District 281 will be mailing the student bus schedule to homes about a week prior to the start of school.

**TELEPHONES**

The school switchboard is open between the hours of 7:00 a.m. to 3:30 p.m. during student contact days. Armstrong's main number is 763-504-8800. All faculty and administrators have their own phone numbers and voice mail. When you call a staff member, you may be connected to voice mail.

**ARMSTRONG HIGH SCHOOL PHONE NUMBERS**

**MAIN OFFICE: 763-504-8800**

<b>Activities Administrative Asst.</b>	<b>504-8833</b>	<b>Data Processing</b>	<b>504-8806</b>
<b>24 Hour Attendance Line</b>	<b>504-8810</b>	<b>Registrar</b>	<b>504-8819</b>
<b>Attendance Desk</b>	<b>504-8836</b>	<b>Media Center</b>	<b>504-8811</b>
<b>Bookkeeper</b>	<b>504-8807</b>	<b>Nurse</b>	<b>504-8809</b>

**(Please cut out and keep for future reference.)**

**OPENING DAY/WEEK**

Advisory period will be extended each day the first week of school to allow for the review of the new 2018-2019 on-line student handbook/planner as well as other information students will need to ease their transition back into school. The advisory period is embedded in the school schedule between 2<sup>nd</sup> and 3<sup>rd</sup> period.

Parents/guardians are asked to notify their student's counselor or main office if there are circumstances which will cause an extended delay in his/her return to school. It is critical that contact be made with the school on or before the first day so we can establish accurate attendance records and class sizes. Full-time PSEO students are asked to check with their guidance counselor to be certain our school records indicate full-time PSEO.

**STUDENT PICTURE MAKE-UP DAY**

9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students who missed their picture day on August 22 or August 28 must have their picture taken on Monday, September 17. Students in grades 9-11 can also order pictures at this time. Picture retakes are scheduled for Tuesday, October 16. **STUDENTS ARE REQUIRED TO HAVE AN ID DURING THE SCHOOL DAY, SO IT IS VERY IMPORTANT THAT THEY HAVE THEIR PICTURE TAKEN.**

**I.D. CARDS**

Each student will be issued a new 2018-2019 Armstrong ID card with his/her picture. Checks from parents to purchase school related items are NOT accepted unless a student can produce his/her Armstrong ID card. All class related materials, books, equipment rentals, supplies, etc. are issued only when students can present their ID card. Students need to show their ID card when purchasing lunch or riding school district buses. Temporary ID cards are issued ONLY when a replacement card is ordered. The replacement ID will be issued at a cost to the student of \$ 6.00. **STUDENTS ARE REQUIRED TO HAVE THEIR ID CARDS WITH THEM AT ALL TIMES DURING THE SCHOOL DAY.**

**HALL LOCKERS**

Students are assigned individual hallway lockers. Students will be provided a lock for those lockers needing one. Damaged or lost school locks must be replaced at a cost of \$6.00 to the student. **Students should not bring valuable items to school such as excessive amounts of money, headphones, etc.** We cannot guarantee the security of our lockers against theft or vandalism and School District 281 does not carry insurance on such losses, nor is it responsible for items lost, stolen or damaged at school. State law does permit school officials to inspect lockers at any time. **We will work with the Plymouth Police Department and use their resources, such as substance detecting dogs, to maintain a safe environment at Armstrong. These searches will occur randomly and unannounced.**

## **BACKPACKS**

Large student backpacks, purses or other large bags used to carry school materials must be kept in lockers during the school day, 7:20 a.m. - 2:10 p.m. Only small nylon backpacks or small, one compartment backpacks with pencil pouches are allowed. This district policy is in response to state health, safety and fire codes.

## **ATTENDANCE POLICY/PROCEDURES**

Classroom attendance and academic success are directly related. When students miss class, they lose the opportunity to learn and interact in the educational process with their peers and teachers. Our attendance policy emphasizes that need and provides exclusions for serious illness and school caused absences. The attendance policy applies to all class periods including advisory and study halls.

Parents/guardians of absent students are required to contact the school to verify their student's absence. You may call either of the attendance numbers during the school day. If no message is received by 2:00 p.m. you will be called by our automated system that evening. Please call the attendance absence reporting line to report and/or verify your student's absence at 763-504-8810 or 763-504-8836. Parents/guardians who do not confirm the absence by phone must send a note with their student when she/he returns. Students must bring the note to the main office where we will verify and/or excuse the absence. Absences of students that are not verified by one of the options indicated above will be considered unexcused. Attendance violations are subject to sanctions as defined in our attendance policy. Letters will be sent home for students who begin to accumulate unexcused absences. Consequences will be assigned for unexcused absences and tardies. Students may not receive credit for work when their absence is unexcused.

On occasion students participate in school authorized activities which require them to be absent from one or more classes. These types of absences are classified as "school authorized absences." All reasons for authorized absences are defined in the *2018-2019 Student Handbook which is now online.*

**There are two additional reminders related to our attendance procedures. First, students who need to leave school during the school day must bring a note from a parent/guardian to the main office before school.** A principal will approve the request that meets the definition of an excused absence. **Secondly, students will be marked tardy to school beginning at 7:21 a.m.** Tardiness, for reasons described in the attendance policy, will be excused if students have a note from a parent/guardian. Tardiness for oversleeping, car trouble, or missed bus is considered unexcused. **THE SCHOOL MAINTAINS THE RIGHT OF JUDGEMENT ON ALL ABSENCES AND TARDIES. For example: students will not receive an excused absence for attending the College Fair because there are evening sessions available. Please plan accordingly.**

## **AFTER SCHOOL HOURS**

Students who are staying after school must be in a supervised activity. Students waiting for a ride can be picked up at the front door until 2:40 p.m. **After 2:40, all students must wait for his/her ride in room 240 with our after-school supervisor.** These students should be picked up at **door 34** located along the frontage road on the north side of AHS.

## **ACTIVITY BUSES**

Students must have a valid school ID card and activity bus pass to ride the activity bus. Students will not be allowed on the bus without their ID and bus pass. Students should ask their coach or activity advisor for a bus pass. Activity buses will load at **door 34**, which is located along the frontage road that is on the north side of AHS. The buses will depart Armstrong at 4:15 p.m. and 5:05 p.m. every school day **except Friday. THERE WILL BE NO ACTIVITY OR SHUTTLE BUSES ON FRIDAYS.**

## **STUDENT DRESS POLICY**

Please refer to the Robbinsdale Area Schools Student Handbook regarding student dress.

## **STUDENT SCHEDULES**

The minimum credits each semester are six. All 9<sup>th</sup> graders will have a study hall for their unscheduled period. Sophomores, juniors and seniors who have six credits may also have a study hall. See the online student handbook for details

### PHYSICAL EDUCATION CLOTHING and LOCKERS

Students participating in physical education classes **must** change out of their clothes worn to school into appropriate athletic attire. Students may purchase their athletic clothing wherever they wish, making sure the clothing does not restrain free movement and, for safety reasons, is free from zippers, belt loops, pockets, rips, and rivets. **Students are required to furnish their own towel and lock for their gym locker.** No valuables should be kept in locker room lockers.

### OPEN LUNCH (11<sup>th</sup> & 12<sup>th</sup> grade ONLY)

Open lunch is available only to students in grades 11 and 12 and has been approved by the School Board for the 2018-19 school year. Open lunch is available during lunches A, B, C, and D. Students can only be gone for one lunch period, unless they are assigned to 5<sup>th</sup> hour study hall. Parents and students must sign the open lunch permission form before a permit to leave can be issued. Students must show the open lunch permit when leaving and entering school for lunch. Open lunch privileges may be revoked for failure to follow school policies.

### PARKING PERMITS

Students can buy a parking permit from the bookkeeper at the hallway window and **must** bring their driver's license to do so. Permits will only be issued to **students who do not have outstanding fines.** Also, if a student is in a program that takes them out of the building for more than 3 hours each day, he/she should tell the bookkeeper before purchasing a permit. The cost of a permit is \$90 per semester or \$170 for the year. **Permits can be purchased beginning WEDNESDAY, AUGUST 22 from 8:00 a.m. to 2:30 p.m. from the bookkeeper.** A daily permit is available for \$3.00 and can be purchased from the parking lot attendant on school days or in the main office. Parking permits may be revoked for failure to follow permit guidelines. Please drive responsibly and always buckle up.

### BOOKKEEPER INFORMATION

During the school year all student business with the bookkeeper must be transacted before school, during lunch or after school at the bookkeeper's hallway window. Please plan ahead and bring correct change for your purchases. **The bookkeeper does not cash checks or give out change.** When attending athletic events, dances, or any event that includes purchasing a ticket, please make payment for the exact amount of the ticket. Your cooperation is appreciated.

### FINE ARTS AND ACTIVITY FEES

Students who participate in school activities (i.e. marching band, drama, chamber singers, math team, etc.) are required to pay a \$110 fee **per activity.** For more information please call the Activities Office at 763-504-8833.

### CALCULATORS REQUIRED

All Armstrong math students are required to have their own calculator for use in the classroom and at home. The math department recommends the following brands of calculators:

- **Scientific Calculator:** Casio FX-300ES or TI-30XS for the following classes: High School Algebra, iMath High School Algebra, Geometry, Algebra 2, iMath Algebra 2
- **Graphing Calculator:** TI-83+ or TI-84+ for the following classes: Geometry/Algebra 2 (Squeeze Year 1), Algebra 2/Pre-Calculus (Squeeze Year 2), Pre-Calculus, Intro to Statistics, AP Statistics, Calculus, AP Calculus

### DIRECTORY INFORMATION UPDATES

Because we communicate with our families via phone, email, or US mail, it is essential that our directory information is accurate. If you have had a change in contact information since last school year, please report that to our data processing clerk at 763-504-8806 or send a written note to the main office indicating the changes.

### UNLISTED PHONE NUMBERS/DIRECTORY INFORMATION

If you wish to have your home phone number unlisted, you are asked to notify the data processing clerk at 763-504-8806 to ensure it is listed as such. If you wish to keep private all your directory information, that must be done in writing on a district form. Please call or have your student stop by the guidance office to pick up a form.

**PARENTS/GUARDIANS and STUDENTS ARE ADVISED** that defacing school property is a violation of the law. Students caught writing/painting etc. on any school property (including the shed) will be subject to school consequences and referred to the police for criminal charges. It is also unacceptable for students to be on campus when school is closed. This includes evenings and early morning before school opens. Violators may be charged with trespassing and are subject to school consequences. Additionally, we remind students and parents **that cell phones and other electronic devices are not to be turned on or used in classes unless a teacher has given permission that a specific device can be used in their class for educational purposes.** These types of devices can and will be confiscated and returned to parents if students are in violation of this policy. Students are encouraged to leave valuables at home.

**ATHLETIC INFORMATION** (also visit our web site at: [www.ahs.rdale.org](http://www.ahs.rdale.org) and click on Activities/Athletics). All 9<sup>th</sup> grade students will be issued a *2018-19 Student Activities Guide* the first week of school. Parents/guardians interested in seeing it are asked to share their student's copy.

The district has set the Athletic & Activity Participation Fees at \$210 per sport with a \$700 family maximum. Students who qualify for reduced lunch pay \$100 per sport and students who qualify for free lunch pay \$50 per sport. The following sports are included:

Adapted Athletics	Cheerleading	Football	Lacrosse	Soccer	Tennis
Baseball	Cross Country	Golf	Ski, Alpine	Softball	Track
Basketball	Dance	Hockey	Ski Nordic	Swimming	Volleyball
					Wrestling

Families who accumulate annual participation fees (athletic and/or fine arts) above \$700 will have all remaining participating fees waived for that year. No student will be deprived of participation in the Armstrong athletic/fine arts programs due to inability to pay the participation fees. Families who qualify for free or reduced lunch are also eligible for fee reduction or waiver. Participants should notify their coach and the athletic office to qualify. Students, who have paid the fees and must withdraw from a program because of injury, may apply for a refund. Normally refunds will not be made after the commencement of the first contest in the program.

### **CAFETERIA INFORMATION**

Ninth grade students and new students will receive a PIN number for the lunchroom. If your student was an Armstrong student last year, the PIN number has not changed. Your student's account balance rolls over from year to year, whether it is positive or negative. When your student enters the PIN number, the name and account information will appear on the screen. Your student can ask the cashier the balance on the account at any time. Please keep your student's account at a positive balance. To contact the kitchen call 763-504-8813 and have your student's name and PIN number ready. Please call before 10:00 a.m. or after 1:00 p.m. Each student has one account that is used for both breakfast and lunch. You can send one check to split between sibling's accounts, but please make sure to put all students' names and PIN numbers on the check. Deposits can also be made via the PayPams online system. Students can also prepay meals by inserting cash (bills only) into the Net Cash Kiosk located in the cafeteria. The deposit is instantly added to the student's school lunch account. Please note: only checks and change (coins) are accepted at the registers. Food prices for this school year are:

**Breakfast** - \$1.40 each

**Reduced Breakfast** (if qualified) - FREE\* \*

**Juice** (a la carte) - \$ .40 each

**Lunch** - \$2.85 each

**Reduced Lunch** (if qualified) - FREE\*\*

**Milk** (a la carte) - \$ .50 each

\*\*Applications for Educational Benefits (free/reduced lunch) can be completed online at [ahs.rdale.org](http://ahs.rdale.org) and click "Free and Reduced Meals" under Quick Links or call 763-504-8050 to request a paper copy.

### **NO VISITORS**

We have a **NO VISITOR** policy during the school day. Prospective students wishing to learn more about Armstrong should contact the guidance office by calling 763-504-8819.