

**STANDLEY MIDDLE SCHOOL**  
**6298 Radcliffe Drive**  
**San Diego, CA 92122**  
**619/605-2100, fax 858/546-7627**  
**Website: <https://standley.sandiegounified.org/>**



**STANDLEY  
 SEAHAWKS**

\_\_\_\_\_  
 Student Name

Purchased with grant funds  
 provided by  
**EDUCATE!**  
University City Foundation for Public Schools  
 Supporting Schools  
 Building Community

**DAILY BELL SCHEDULE  
 2023 - 2024**

Period 1	8:05 – 9:02	Period 1	8:05 – 9:02
Period 2	9:06 – 9:59	Period 2	9:06 – 9:59
Period 3	10:03 – 10:56	Period 3	10:03 – 10:56
Period 4	11:00 – 11:53	Period 4	11:00 – 11:53
<b>1<sup>st</sup> Lunch (5<sup>th</sup>)</b>	<b>11:57 – 12:27</b>	Academic Prep (5 <sup>th</sup> )	11:57 – 12:27
Academic Prep (6 <sup>th</sup> )	12:31 – 1:01	<b>2<sup>nd</sup> Lunch (6<sup>th</sup>)</b>	<b>12:31 – 1:01</b>
Period 7	1:05 – 1:58	Period 7	1:05 – 1:58
Period 8	2:02 – 2:55	Period 8	2:02 – 2:55

**MINIMUM DAY BELL SCHEDULE**

We will observe a Minimum Day Bell Schedule on <b>ALL WEDNESDAYS</b>			
The <b>LAST DAY OF SCHOOL</b> (Wednesday, June 6, 2024) we will follow a different modified day schedule (Students dismissed at 1:10 p.m.)			
Period 1	8:05 – 8:55	Period 1	8:05 – 8:55
Period 2	8:59 – 9:45	Period 2	8:59 – 9:45
Period 3	9:49 – 10:35	Period 3	9:49 – 10:35
Period 4	10:39 – 11:25	Period 4	10:39 – 11:25
<b>1<sup>st</sup> Lunch</b>	11:29 – 11:59	Period 7	11:29 – 12:15
Period 7	12:03 – 12:49	<b>2<sup>nd</sup> Lunch</b>	<b>12:19 – 12:49</b>
Period 8	12:53 – 1:40	Period 8	12:53 – 1:40

**NO SCHOOL ON THE FOLLOWING DAYS:**

9/4, 10/6, 11/10, 11/20-24, 12/18-1/2, 1/15, 2/16, 2/19, 4/1-4/5, 5/27

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## WELCOME TO STANDLEY MIDDLE SCHOOL

On behalf of the Standley staff we are pleased to welcome both our new and returning students. At Standley we are very proud of our exemplary teachers who are dedicated to assisting you achieve both academic and personal success. We are proud of our well-behaved students and supportive parents who work with us to maintain a strong, academic focus and a positive and safe school climate.

While promoting our middle school philosophy, we offer every Standley student not only a rigorous, balanced curriculum but also an enriching experience. We want every student to “SOAR to new heights.” Each one of you is a unique person, and we, the staff, are here to assist you. We encourage you to study hard, participate in school events, cooperate with staff, respect the rights of others, and pass on our traditions of scholarship, citizenship, spirit, and pride.

**Don't  
Forget the**

**5**

**P's**

**Proper  
Planning  
Prevents  
Poor  
Performance**

The school provides this planner to give students and parents useful information about our school. The policies and procedures in the planner will be of great value in helping you adjust to our school and organize your daily routines. Using the planner every day to keep track of classroom activities and your

assignments is a school requirement. You must have your planner each day and should never remove or fold any pages. If the planner is lost or misplaced, a replacement planner must be purchased in the financial office for \$5. This planner is a resource for you throughout the year.

## STUDENT SUCCESS AT STANDLEY

Students must seriously focus on their academics and positive citizenship. Students who have consistently been successful should be commended and encouraged to keep up the good work. Students who have had academic and/or behavioral difficulties have the opportunity to demonstrate a positive change in these areas as needed. Students and their parents/ guardians need to be proactive to ensure the best possible academic achievement and positive behavioral record. Following are suggestions for both the student and parent(s) to support these objectives:

- ◆ Review the informational pages of this planner on a regular basis. **This planner is the best resource when discussing Standley’s Dress to Learn policy, attendance policies, and grading/citizenship guidelines.**
- ◆ Students should use this planner to record all homework and assignments they need to complete. Parents can then check the planner and assignments to determine completion. Effective use of the planner provides excellent communication between the home and school and makes a positive difference in students completing their assignments.
- ◆ Students need to check with their teachers frequently if they have concerns about their grades and/or citizenship. Grade reports are given every six weeks, however, many students require closer monitoring. Students and parents should check grades online or ask for a printout on a regular basis if a computer is not available.
- ◆ Parents can contact individual teachers and/or counselor by voicemail, email or by making an appointment to speak with them. Please allow a 48-hour (business days) window of time for a response from the person you are contacting.
- ◆ Parents should continually discuss the importance of maintaining good grades and excellent citizenship with your student.

### FACTS FOR PARENTS

Please refer to the Facts for Parents Handbook distributed the first week of school for specific policies regarding: Student Non-Discrimination, Student Sexual Harassment, Computer/Internet Use, Zero Tolerance and Photo/Media Release. **There is a Universal Form that must be signed and returned to school to ensure that all policies are read and that parents/guardians and their children understand their responsibilities regarding using the internet and using the school’s laptop for learning.** You may find a copy of the Facts for Parents Handbook on the school website.

### PARENT INVOLVEMENT

Students benefit, go farther, and reach higher if they are part of a successful school, family, and community partnership. This partnership is very important to the staff at Standley Middle School. Parents/guardians are encouraged to become involved in a variety of areas in the school. We can use parents/guardians in classrooms as tutors or readers, in the media center for assistance with textbooks and library books, for special events and field trips, parents on committees such as Governance Team, School Site Council, PTSA and ELAC. Of course, we also know how important your home involvement is in monitoring your child, their work, this planner and staying current on all school events. Thank you for all you do!

We always enjoy having our parents/guardians visit our school and our classrooms. If you would like to visit your student’s classroom, please call 24 hours before and speak with the teacher, counselor, or vice principal prior to your visit to arrange a specific time. When coming on campus, it is an Ed. Code requirement to check into the main office for a visitor’s pass.

As parents you should set expectations for your child. It is OK for you to be active in their lives. You can ask questions—it is your right! Your child may not want you to be involved but be involved. This is a critical age for you to be involved! Be involved in their social media participation. Know what apps they are using, know their passwords for everything, set boundaries together, and monitor their use regularly.

Standley has a very active Parent Teacher Student Association (PTSA) that assists students in many ways. The PTSA board meets monthly. All interested parents/guardians, students, staff, and teachers are encouraged to join PTSA and become actively involved. If you are unable to attend meetings but would like to be involved with this organization, please visit the website at <https://standleyptsa.org/>

I have read and reviewed this page.

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Student Signature

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Parent Signature

## HOME – SCHOOL COMMUNICATION

Email is generally the best way to communicate with the staff. You can find addresses on the school website. Each teacher’s contact information can be found by going to <https://standley.sandiegounified.org/>. Click on Staff on the menu bar and then click on the links provided. Teachers may have a website or learning platform that requires codes to access. Students may get codes from their teachers. Please allow a 48-hour window of time (2 business days) for a response from the teacher.

### GRADES

Students and parents will be able to monitor performance in real time using PowerSchool. See the Site Tech in the main office if you need more information or a password.

### PRINCIPAL

Mr. Pearson frequently makes calls and sends emails to all families covering school news and events. Please make sure your contact information is up to date.

### PTSA

The Stay Connected is sent via email to our families weekly with PTSA and school news. The PTSA will ask for your email the first week of school. If you would like to receive messages electronically, please complete the form with your correct email address. A link to PTSA is also on our website. <https://standleyptsa.org/>

### CONTACT INFORMATION

Always keep the school office updated with your current phone number and email address.

## SCHOOL SUPPLIES

The school will provide necessary class supplies. These necessary supplies include pens, pencils, writing and drawing paper and other supplies necessary for participation in classes. Students may bring their own supplies to school if they wish. If students bring supplies to school, it is recommended that they bring the following: 3 ring binder (no more than 1 ½”) folders, a 70 page spiral notebooks, graph paper for math, lined loose leaf paper, pencils, pens, and highlighters. Teachers will be more specific when school starts.

## STUDENT IDENTIFICATION CARD

The school issues each student an ID card at no cost and it should be with the student at all times while on campus. The ID card identifies you as belonging to Standley. The ID is needed for lunch and snack purchases, library use, computer check-out, riding the school bus, and other school activities. This card is considered school property and **will be kept clean of scratches, rips, tears, markers, tape, stickers**, etc. A lost/damaged card must be replaced at the financial office for \$1.00.

## SCHOOL ISSUED DEVICES/PERSONAL DEVICES

The school issues each student a computer to be kept for their duration at Standley. These devices are checked out through the media center and students are responsible for its good, working condition and eventual return. If you are having trouble with your device the media center can help troubleshoot or provide a loaner while it is repaired/replaced. Take care of your school issued computer. It will be needed in all of your classes so must be charged and ready to go every day. You may be charged for damage due to improper care or negligence. See the Facts For Parents Handbook for more details. No personal computers are allowed as they bypass firewall safety and can’t be monitored by teachers.

### NETWORK/COMPUTER USE

Using the school computers, accessing the district’s network, and PowerSchool is a privilege, not a right. School computers are strictly for school-work ONLY. Misuse of the computers or network will result in loss of privileges (SDUSD A.P. 4580) and consequences of the misuse may result in referrals and/or suspension. You must abide by all requirements outlined in the Facts for Parents handbook.

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Student Signature

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Parent Signature

## ATTENDANCE

All students are expected to be in class every day. You are expected to be on time and to have all the materials you will need for the day. We value each minute of instructional time. In order to be successful please follow these attendance guidelines.

### ABSENCES

**On the day you are absent**, please have your **parent/guardian call (619)605-2100 ext. 3020**, to report your absence. Unexcused absences for all or any part of the school day will be subject to consequences. If you are absent without an excuse, or permission from your teacher or parent, you will be considered **TRUANT**. It is your responsibility to make up missed assignments when absent.

### TARDY POLICY

Students should be **in** their seats with materials out and ready to learn when the bell rings. Plan your arrival at the classroom so that you can sharpen your pencil, be in your seat and ready to work before the bell rings. If you arrive at school after 8:05 am, report to the attendance office and use the computer to check in. You will be sent to class with a pass indicating whether the tardy is excused or unexcused. 1<sup>st</sup> Tardy (warning), 2<sup>nd</sup> Tardy (notify parent), 3<sup>rd</sup> Tardy (< M/notify parent), 4<sup>th</sup> Tardy (< I/notify parent, referral to counselor), 5<sup>th</sup> Tardy (< U/notify parent, referral to AP). Periodically, tardy sweeps will occur and if you are found out of your classroom, you will be given consequences.

### TRUANCY POLICY

Truancy is an unexcused absence from school. When a student is truant, parents/guardians will be contacted. Missing class time affects both your academic and citizenship grades. **Stay in School!!** Any student out of class without a pass may be considered truant. When leaving a classroom, students are required to have their teacher sign a pass. Students must have a pass from their teacher and sign in and sign out when they are in one of the offices. Students who remain in any office without a pass are truant. Truancy is cause for an automatic U in citizenship; however, it is possible, upon teacher discretion, to make up the first truancy and improve your citizenship grade in that category to an I.

### ARRIVAL

The regular school day will be from 8:05 a.m. – 2:55 p.m. Students may come on campus at 7:30 a.m. (students may come to school for tutoring and participation in club activities from 7:00 – 7:45 a.m. if arrangements have been made with the teacher.) Students enrolled in extended day programs (Prime Time) will be provided special instructions. Once you have been dropped here at school **you may not leave the property**. Students are under the authority of the school from the time you leave your home in the morning until you return home at the end of the day. School rules are in effect on your way to school, on your way home, and during all school activities. If you leave, you will be considered truant with possible discipline.

### LEAVING SCHOOL EARLY

If you have to leave campus any time after arriving for school, your parent/guardian must make an arrangement with the attendance office for your early dismissal. They must do this in person. Upon arrival, please have your parent sign you out on the computer. If asked, parents should be prepared to show an ID. **Please check your schedule and plan with your parent around your PE period. It could take up to 30 minutes if you are in PE.**

### INDEPENDENT STUDY CONTRACT

Students may receive credit for course work missed because of a short-term absence if a contract for independent study is provided. Contracts are available to students who will miss three or more consecutive days of school. Contracts must be requested through Parent PowerSchool portal on the "Independent Study Written Agreement Form" accessed by clicking on the "Forms" section located on the left side toolbar when you are logged in to Parent PowerSchool. A contract **MUST** be requested at least one week in advance and is

I have read and reviewed this page.

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Student Signature

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Parent Signature

subject to approval based on the students' grades and attendance records. For absences that do not fall within these requirements, we recommend you reach out to teachers via email to request any work that may be missed. The amount of absences that will be excused are based on the work the student completes assigned by each teacher. Student on an approved independent study contract have one week from the contract start date to complete the assigned work to receive attendance credit. For any additional questions or concerns, please reach out to the main office.

#### **AFTER SCHOOL POLICY**

Students should leave school grounds by 3:00 pm unless attending tutoring, school activity or attending Primetime.

#### **ACADEMIC HONESTY POLICY**

All staff members at Standley Middle School agree that honesty and integrity are essential elements of a successful education. All students rely upon the honesty and integrity of others to understand and realize truth.

Cheating is the most destructive action in the academic world. Cheating undermines the academic process, shatters students' integrity and destroys the trust necessary for an honest, productive teacher-student relationship.

High school, private school, college and career application forms may ask school administrators, counselors, and teachers to comment on a student's trust-worthiness and integrity. It is our goal to create an atmosphere of academic excellence through honest achievement and pride of accomplishment.

The acts of academic dishonesty listed below are of major concern to Standley Middle School. The consequences are at the discretion of the teacher which may include, but are not limited to: receive a zero on the assignment, parents/guardians will be notified in all instances, lowered citizenship grade for that grading period, and a referral will be placed in the student record requiring the student to reflect and repair trust with the teacher. The second offense in same class may result in an F/U for grading period/semester.

#### **CHEATING ON TESTS**

Any intentional giving or using of outside assistance related to an examination, test or quiz, without permission from the teacher – including misuse of any form of technology.

#### **PLAGIARISM**

Any intentional use of another person's ideas, words or work as one's own. Plagiarism includes the misuse of published material, material generated by technology (AI), or the work of another student.

#### **FABRICATION:**

Any intentional falsification or invention of data, source or other authority in an academic exercise.

#### **UNAUTHORIZED COLLABORATION:**

Any collaboration between a student and another person at times or in ways that are not permitted.

#### **THEFT OR ALTERATION OF MATERIALS**

Any intentional and unauthorized theft, concealment, alteration, or distribution of student, staff or library material. (citizenship only)

#### **TEST AVOIDANCE**

Any pattern of absences on test days for the apparent advantage of better grades. (citizenship only)

#### **KNOWLEDGE OF ACADEMIC DISHONESTY:**

Any student who has personal knowledge of a violation of the district policy of academic honesty is to report it to the school authorities. Failure to do so makes a student a party to the cheating and subject to restorative action or response to those negatively affected by the event.

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Student Signature

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Parent Signature

## GRADING

### PROGRESS REPORTS AND REPORT CARDS

The school year is divided into two semesters. Progress reports are sent home with each student approximately every six weeks (see calendar of events for dates). On each progress report students will receive, with the exception of Academic Prep, a scholarship and citizenship grade for each class. At the end of each semester (eighteen weeks) students are issued a report card with final grades that are cumulative over the 3 six week periods. These report cards are available to view in PowerSchool and will not be mailed home. These progress reports and semester report cards provide students and parents with vital information about the student's academic and behavioral success at school. **Parents are requested to contact their student's teacher(s) first regarding grades if they have concerns.**

### ACADEMIC GRADES

(A, B, C, D, and F) will be determined by each teacher and may include, but not limited to, such items as classwork, quizzes, tests, and projects. Each teacher will discuss with students how a grade is determined. This information is shared with parents through course syllabi and posted on the teacher webpage. **Please contact teachers with any concerns.**

### CITIZENSHIP GRADES

Teachers determine citizenship in each class. The following table can help you determine what is generally required for an E, M, I, or U.

<b>Citizenship Grade</b>	<b>S</b> <i>Successful Characteristics of learning</i>	<b>O</b> <i>Optimistic On time and ready for class</i>	<b>A</b> <i>Accountable To self and class for learning</i>	<b>R</b> <i>Respectful To self, peers, and staff</i>
<b>E</b> <i>Exceeds</i> (Consistently exceeds SOAR Standards)	*Focused on learning/ connected to the work in class  *Work is <b>always</b> complete and on time *Stays on task without monitoring	* <b>At most 1</b> tardy after warning in <b>grading period</b> *Always prepared for class with required materials *Maintains an <b>overall positive attitude</b> always	* <b>Initiates sharing</b> ideas with others through active participation in class activities <b>freely</b> *Gives assistance to others without being asked as appropriate	*Follows directions the first time *Speaks with kindness and respect to and about others *Always follows SMS rules
<b>M</b> (Consistently meets SOAR Standards)	*Focused on getting work done in class *Work is consistently complete and on time *Almost always on task	* <b>2nd</b> tardy in <b>grading period</b> *Consistently prepared for class with required materials *Maintains a <b>generally positive attitude</b>	*Participates in classroom activities with others as requested *Contributes to building a positive community	*Usually follows directions the first time *Speaks respectfully to and about others most of the time *Almost always follows SMS rules
<b>I</b> (Inconsistently meets SOAR Standards)	*Work is not the primary focus in class *Occasionally completes work on time *Often off task	* <b>3<sup>rd</sup></b> tardy in <b>grading period</b> *Generally unprepared for class, lacking required materials *Sometimes has a negative attitude	*Participates irregularly *Does not give assistance to others *Rarely works well with others	*Occasionally follows directions the first time, requires multiple prompts *Speaks to others disrespectfully *Frequently breaks SMS rules
<b>U</b> <i>Unsatisfactory</i> (Does not meet SOAR standards)	*Little or no effort put into class work *Most <b>work</b> is late, incomplete or missing *Usually off task	* <b>4 or more tardies</b> in <b>grading period</b> *Unprepared for class *Negative attitude is pervasive *Truant in grading period	*Takes away from classroom activities by being disruptive *Ignores others *Acts of copying, or allowing copying of assignments, tests or homework (plagiarism)	*Rarely follows directions the first time, usually requires multiple prompts *Frequently puts down others *No regard for SMS rules

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Student Signature

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Parent Signature

**DETERMINE GPA**

The grade point average (GPA) for both academics and citizenship is assigned a number to each grade: A = 4, B = 3, C = 2, D = 1, F = 0/E = 4, M = 3, I = 1, U = 0

Total the number of points and divide by the number of academic or citizenship grades. This is the grade point average (GPA).

**GRADE CHANGES**

Any academic or citizenship grade change that is not based on mistakes in recording, averaging or other teacher/clerical errors will not be allowed. Requests must be filed by the end of the following semester with the teacher. Requests after this deadline will constitute a waiver of the right to protest a grade. (AP4705)

**HONOR CARDS AND AWARDS**

The staff of Standley is proud of the academic and citizenship accomplishments of our students. Each six weeks students are placed on the honor roll and receive an honor card that rewards them for their hard work with special treats and privileges. The same categories are used for semester awards.

Platinum = 4.0 in academics AND citizenship (**Awards Only**)

Gold = 3.83-4.0 academics AND citizenship

Silver = 3.5-3.82 academics AND citizenship

Bronze = 3.5-4.0 academics OR citizenship (No U's, **Honor Cards Only**)

**ELIGIBILITY**

Eligibility for school activities and club participation will be based on GPA. Students must have a minimum 2.0 in academic/citizenship to attend field trips during the school day and min. 2.0 citizenship for trips outside the school day. In addition, students must have a minimum 2.0 citizenship to purchase items from the snack vendors at lunch. In addition to citizenship you will be ineligible if you have any Us or any in/out of school suspension in the previous grading period. Regular lunch lines are open to all regardless of citizenship or suspension status.

**TUTORING**

Your teachers will let you know which day/s they are available each week for tutoring. UC Educate Homework Club will be Tuesdays and Thursdays after school starting in October.

**BEHAVIOR**

Positive student behavior is expected at Standley. Students must not leave campus once they have arrived to school. Students should report any dangerous behaviors to an adult. Students who do not follow all school and classroom rules are subject to consequences that include, but are not limited to: seating change, student/teacher conference, parent contact, lunch court clean-up/beautification, student/parent/teacher/counselor conference, loss of class privileges, referral to vice principal for suspension from school, and/or disqualification from school events. Besides the SOAR expectations listed on page O, Standley has additional rules for behavior, as follows:

**LANGUAGE**

No profane or vulgar language. No flagrant disrespect of any student, teacher or school employee. Use of profanity, abusive language or abusive gestures, racial slurs or any degrading comments will result in a referral, detention and/or suspension.

**NO STUDENT SALES**

Students are not allowed to sell any product on campus unless it is part of an ASB sanctioned fundraiser. Any items being sold on campus will be confiscated and all money will be returned. Exchange of money for any non-school related purpose should be outside of school hours.

**DEFIANCE**

Disrespecting adults verbally, through gestures, or in writing is unacceptable and undermines the academic environment of our school. Respect must be universal; all students

I have read and reviewed this page.

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Student Signature

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Parent Signature

and adults must show respect to each other at all times.

#### **DISCRIMINATION**

Discrimination will not be tolerated at Standley. Students and staff will not discriminate against others based on gender identity, gender expression, color, race, religion, or disability. If you feel that discrimination has occurred, contact your counselor, teacher, associate principal, or principal to report the problem.

#### **BEVERAGES AND GUM**

Consuming energy drinks or chewing gum is not permitted anywhere at school or on the school bus. Possession of these items is not allowed at school and they may be confiscated. Students may bring and drink water or other beverages sold at school.

#### **TRASH AND GLASS**

Keep your campus litter-free. Students throwing trash or food on the ground will be assigned campus beautification. Do not bring glass containers or bottles on campus as they pose a hazard when broken in the trash or on the ground. Take pride in your school.

#### **PDA IS NOT OK**

No Hugging – No Kissing – No hand-holding – No public display of affection at any time.

#### **HORSEPLAY**

Rowdiness, running on campus or disruptive behavior is not allowed. If you are running during passing period or at lunch you may be asked to do campus beautification. Play fighting will result in a referral and/or suspension as it is not allowed and often leads to actual fights and/or injuries.

#### **MARKERS**

No permanent or paint/chalk markers of any kind are allowed at school and will be confiscated.

#### **DEFACING SCHOOL PROPERTY**

Tagging, defacing, or destruction of school property is against the law. Violators will be held financially responsible and/or be subject to school discipline.

#### **NO GAMBLING**

No gambling of any kind is allowed at school and all items will be confiscated. **SEXUAL**

#### **HARASSMENT**

Standley is committed to ensuring a safe, positive, and productive learning environment for everyone. No harassment of any type will be tolerated, including sexual harassment. Any verbal, visual, or physical behavior that is sexual in nature and is made by someone from, or in, school can be treated as sexual harassment. Specific actions that may be considered sexual harassment include: unwanted sexual comments or touching, requests for sexual favors, and exposing private areas of yourself or others (i.e., pantsing, or lifting of clothing). Students who violate this policy will receive disciplinary actions up to and including suspension and/or expulsion from school. Report any sexual harassment to your counselor, teacher, vice principal, or principal immediately.

#### **DRESS TO LEARN POLICY**

Standley Middle School respects students' rights to express themselves in the way they dress. All students who attend Standley must respect the school community by dressing appropriately for a middle school educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy intends to provide guidance for students, staff, and parents.

I have read and reviewed this page.

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Student Signature

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Parent Signature

**Minimum Requirements:**

1. Clothing must cover areas from one armpit across to the other armpit, down at least 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 4 inches in length. Undergarments may not be seen.
2. Shoes must be worn at all times and should be safe for the school environment that are closed toed with heel strap (bedroom shoes or slippers shall not be worn, except for school activities approved by the staff).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats and caps are not allowed in class unless permitted for religious, medical, or other reason by school administration. They may be worn out of class if it does not impede view of the face from any angle (hoods are never allowed to be worn on campus for supervision reasons).
5. Some classes may require specialized attire, such as sports uniforms or safety gear.

**Additional Requirements:**

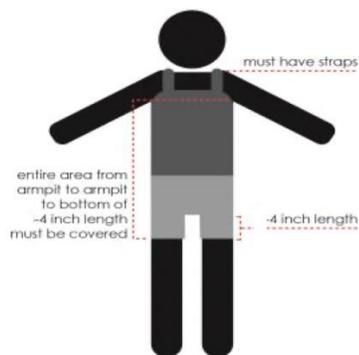
1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress.

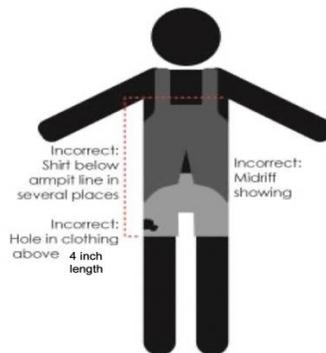
Students who do not adhere to these guidelines will not be allowed to attend class.

Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

RIGHT



WRONG



I have read and reviewed this page.

Student Signature

Parent Signature

## **BULLYING, HARASSMENT, AND INTIMIDATION**

Bullying, harassment, or intimidation refers to any severe, ongoing or verbal act or conduct, including communications in writing or by means of an electronic device that is directed to others and has, or can be reasonably predicted to have, a negative effect on another.

Bullying (including cyber-bullying), harassment, or intimidation is serious and not to be tolerated. Any instance of bullying, harassment, or intimidation that is intentionally cruel to others and those acts that may be perceived as being motivated by actual, or perceived sex, sexual orientation, gender, gender identity or expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or creed, or marital status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics should be **immediately** reported to an adult on campus. Bullying, harassment, or intimidation; is when you speak, text, blog, post, message anything that may include, but is not limited to, speech that is vulgar, cruel, mean spirited, threatening, harassing, intimidating, spreading gossip or rumors, taking photographs that demean or humiliate and are critical of the school, teachers, school administrators or fellow students. The school rules and discipline may apply when bullying, harassment, or intimidation, whether occurring on or off campus, finds its way onto campus and disrupts the school environment. This policy is not intended to infringe upon the constitutionally protected right of expression or association. (AP 6381)

## **PERSONAL PROPERTY**

### **BACKPACKS**

**Never leave your backpack or belongings unattended or with anyone else!** It is your responsibility to keep your belongings with you. Take your backpack with you when you leave a room. Keep it close to you in the lunch court. It is better to be safe than sorry.

### **ELECTRONIC DEVICES/CELL PHONES**

**Students bring cell phones and electronic devices at their own risk. The school is NOT responsible for lost or stolen phones or electronic devices and will not investigate.**

Electronics, including but not limited to laser pointers, cell phones, ear buds, or any electronic device/game that is on the market (past, current or future) should be left at home. Cell phones must be **turned off** and out of sight during the school day including tutoring or any other school sponsored event unless directed otherwise. Smart watches will not be connected to phones during the school day. Ear buds should not be used during school hours unless authorized by a teacher in a specific class. If an inappropriate item is turned on, heard, or seen in use by any school staff member, the item may be confiscated and an Inappropriate Item Form may be completed and given to student. For first offense, student may pick up at the end of the school day. All subsequent offenses will require a parent signature to receive or a parent to come to school to pick up the inappropriate item.

**Students are prohibited from taking photos or video of students, teachers, or staff on school grounds without staff permission.** Consequences may include, but are not limited to: a referral will be placed in the student record, possible suspension, U in citizenship in that class, and parents will be notified in all instances. Students may use the office telephones with office staff permission. **Students, please do not text or call your parents or other students during the school day.** If parents need to get a message to you please have them contact the main office.

### **SKATEBOARDS/BICYCLES/SCOOTERS**

Skateboards/scooters may be ridden to school but they must be left in the skate rack during the school day. Skateboards/scooters may not be carried throughout the day. Bicycles may be ridden to school and must be locked in the bicycle area near B1 during the day. It is a California law that anyone under the age of 18 **must wear a helmet** when riding a skateboard/scooter or bicycle. Skateboards/scooters and bicycles will be confiscated if a student does not have a helmet. A parent will need to pick up the property. You bring your

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Student Signature

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Parent Signature

skateboard/scooter/bicycle to school at your own risk. You may not ride these items anywhere on campus. The school is not responsible for damage or loss of personal property.

#### **LOST ITEMS**

Check for any lost valuables in the school office. Clothes, notebooks, water bottles, lunch bags, etc. will be near the supply room. The locker rooms have their own lost and found.

### **If a rule or expectation is not followed, discipline may be necessary and consist of (based on the Restorative Discipline Policy):**

#### **SUPPORTIVE PRACTICES AND INTERVENTIONS**

Our goal is to support students in making positive choices through mediation, remediation, restitution, and education. We will respond to negative behaviors by helping the students find resolution and learn from mistakes. Depending on the behavior, we attempt a variety of interventions prior to suspension. Some behaviors will be an automatic suspension.

#### **IN-SCHOOL SUSPENSION (ISS)**

Students are assigned to In-school Suspension (ISS) by the administration. Students assigned ISS must read, complete assigned work, participate in counseling session, and/or participate in school service (lunch court beautification).

#### **OUT OF SCHOOL SUSPENSION**

Formal suspension is a disciplinary action taken by school administration which temporarily prohibits a student from attending regular classes and other school events. The length of the suspension will vary from one to five days depending on the offense, and frequency of the action. Students may be subject to suspension from school for a number of disciplinary reasons including but not limited to fighting, theft, harassment, discrimination, bullying, possession or use of tobacco, alcohol, inhalants, or other controlled substance. A suspension from school becomes a part of a student's permanent school record.

#### **EXPULSION**

Possession of firearms, explosives, or controlled substances, along with sexual assault, or brandishing a knife to another person may result in expulsion proceedings. Expulsion from San Diego Unified School District will result in loss of your privileges to attend school or extracurricular activities for the remainder of the school year or up to 12 months at the discretion of the Superintendent. Students will be placed in an alternative program.

## **8TH GRADE ACTIVITIES & PROMOTION REQUIREMENTS**

Standley Middle school provides several 8<sup>th</sup> grade events to celebrate the successful completion of middle school for our students. These activities include, but may not be limited to, 8<sup>th</sup> grade activity, and the Promotion ceremony. The entire Standley staff hopes all eighth grade students will qualify for participation in all activities. What a wonderful way to end students' middle school years and provide encouragement and motivation for a successful high school career and beyond!

However, participating in eighth grade activities is considered a privilege. Students must demonstrate they have had a successful educational experience at Standley Middle School, based on a positive academic and citizenship record. Listed below are criteria used to identify students who may be disqualified for some or all of our middle school culminating events:

- ◆ Students who receive 2 or more F's in any academic classes during second semester at the 12 week grading period ending April 19, 2024 may be excluded from all promotion activities. ◆
- ◆ Students must have a minimum of a 2.0 GPA (both academic and citizenship) in order to participate in promotion activities.
- ◆ Four or more referrals (including bus referrals/Dress Code Violations/attendance/etc.) in one semester are considered excessive and will be cause for disqualification. Students and parents will be alerted regarding behavioral concerns when referrals are written by a teacher and/or handled by an administrator or counselor.

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◆ Any out of school suspension for a full day or more are severe consequences at Standley and are cause for disqualification.

### **LIBRARY MEDIA CENTER SERVICES**

Students may be issued textbooks for English, History, Science, Math and World Language classes. Parents and students have one week after checkout to examine each book for damage and to notify the library of any issues. Families are expected to care for these books and to assume responsibility for damage or loss. District Policy H-8800c requires collection of money for willful or negligent damage or loss of instructional materials, and the average cost of a textbook is \$80. All instructional materials must be returned at the end of each school year.

Students are encouraged to use the library before school and during lunch. Materials have been collected to meet students' curricular needs, and to promote literacy and the love of reading. Two books may be checked out at a time, for a two-week loan period, with one renewal. Must have student ID to use the library.

The library catalog, called Destiny, is available online at <http://destiny.sandi.net>. Type Standley in the "Search for Site Name" box at the left, and click on the blue link. Students may check their library records at any time by using the "Login" link on the Standley Library home page and entering their district ID's and passwords.

### **HEALTH OFFICE**

#### **ILLNESS**

Prevention is best cure for illness. Remember to sneeze in your sleeve! However, if you become ill at school you **must** report to your teacher first and then request a pass to go to the Health Office. Students are not to call home from the classroom or by cell phone. Illnesses are referred to the health office for assessment. The designated personnel will phone a parent/guardian to report illness or injury of a student. A parent/guardian must be able to transport a sick child home from school. The name of a responsible relative or neighbor who can transport your child must be recorded on the registration card. You must not leave school without authorization! Absences of more than three days require a doctor's note of clearance for attendance. Before re-admittance students must be fever free for 24 hours without medication; able to eat a regular diet; and have no signs of obvious rash or illness. Modification of P.E. participation due to illness or injury requires a physician's note outlining the limitations, alternative activities and duration of limited participation.

#### **MEDICATION**

Any student who is required to take prescribed medication during the school day must have a doctor's order on file in the health office before the medication is administered. Student may be assisted by the designated school personnel, if necessary. Parents may obtain a copy of the district "Physician's Recommendation for Medication" from the Standley website at <https://standley.sandiegounified.org/> or the Standley Health Office. School personnel may not administer non-prescription medications unless ordered by a physician. Students may not carry medication on their person or in their backpack, purse, etc. at any time without first receiving permission from the school personnel in the health office.

#### **INJURIES AND PE**

If a student is injured or sick, a note or email from a parent or guardian to the student's P.E. teacher is very important. Notes should be first brought to the Health Office, and staff will consult with teachers in these situations and, together, will ultimately decide how to treat the student during physical education. Sometimes, a student will participate in P.E. but will be limited to less strenuous activities like walking instead of running. In the case of more serious injuries, students will report to the office during P.E. and will be given assignments from the California Health Education Curriculum.

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## IMMUNIZATIONS AND SCREENING

In accordance with California state law, all immunizations must be current for students to attend school. Additional requirements for 7<sup>th</sup> grade entry include Tdap booster, two doses, verification of chicken pox disease. During the school year students will participate in state mandated screening programs for vision and hearing.

## PHYSICAL EDUCATION

### DRESS AND MATERIAL REQUIREMENT

Students are required to have a gray T-shirt, navy shorts, and supportive athletic shoes/socks (no Crocs or sandals). **These clothes are to be worn in P.E. only.** Although not required, a combination lock is highly recommended to protect valuables. (Please see a P.E. coach, or staff member, if you do not have a lock.) Standley P.E. shirts and shorts as well as a cinch sack and Master Brand combination locks can be purchased at the school's financial office. The student's name will be written or engraved on all items which are used for P.E. Students are also encouraged to wear sweat pants and/or sweatshirts over their P.E. clothes when the weather gets cold. Loaner clothes may be made available on a limited basis. Clothing should be taken home at least once per week to be washed. Most students take their P.E. clothes home on Friday. Students will be assigned a locker to store these items. Always lock expensive personal items in the locker during PE. The school staff is not responsible for lost/stolen items.

### MEDICAL EXCUSES

Students are required to bring a written note from a parent in order to be excused from physical education. A doctor's note must be presented for illness or injury lasting more than three days. Students are required to dress out and participate to the maximum degree that their illness/medical condition allows. See the Health Office Section of this planner for more information. Students are required to make up all missed work.

We believe in you! We believe that you can be involved, respectful, accountable, tolerant, and enthusiastic while having a positive experience at Standley. We wish you a successful and enjoyable year as a Standley Seahawk.

## STANDLEY MISSION

**The Standley learning community encourages and empowers all to explore challenging and diverse ideas while growing as critical thinkers who foster a safe and respectful environment.**

## STANDLEY VISION

**We are committed to being the best we can be academically, socially, and personally. We are dedicated to creating and maintaining a safe, healthy, challenging, supportive learning environment in which we all assume responsibility.**

## DISTRICT PURPOSE

**Our work is about creating the equitable conditions within our classrooms that honors the lived experiences of the whole child and supports all children mastering rigorous grade level standards. We can achieve this by eliminating systemic barriers to access and opportunity, and collectively building together school communities that are anti-bias, anti-racist, and restorative.**

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## SOAR Discipline – the Choice is YOURS! Attributes of a SOAR-ing student.

### Successful    Optimistic    Accountable    Respectful

#### Before School

**Successful** students arrive no earlier than 7:30 am, stay within the lunch court boundaries or seek out tutoring, and start the day with a positive attitude.

**Optimistic** students expect to have a great day.

**Accountable** students are responsible for their own actions and aren't influenced by others who are trying to get them to do the wrong thing.

**Respectful** students meet and greet other students and staff. They follow school rules and respect the property and feelings of others.

#### Bathrooms

**Successful** students use the bathroom between classrooms and only when needed.

**Optimistic** students expect to give and receive privacy in the bathroom.

**Accountable** students use the bathroom for what it is intended.

**Respectful** students keep the bathroom clean and sanitary, free from graffiti or damage.

#### Cafeteria/Lunch

**Successful** students have their I.D.'s out and PIN numbers ready at all times.

**Optimistic** students enjoy positive interactions with everyone.

**Accountable** students respect the lunch boundaries lines and have their passes ready, if they are attending tutoring at lunch.

**Respectful** students do not take cuts in line when going to lunch. Respectful students keep their voices low; these students also clean up their area and others.

#### Classrooms

**Successful** students arrive on time and prepared.

**Optimistic** students expect to learn.

**Accountable** students complete their work.

**Respectful** students follow the rules, so that everyone has an opportunity to learn.

#### Counseling Center/Office

**Successful** students read the Standley planner, utilize the resources inside the planner and follow school guidelines and expectations.

**Optimistic** students believe in themselves and know they can make a difference.

**Accountable** students obtain a pass from the teacher before coming in to the counseling center/office.

**Respectful** students sign in and sit quietly and patiently while waiting to be called in. These students also knock the door and wait to be motioned inside

#### Hallways During Class

**Successful** students have a pass and walk quickly and quietly to their destination.

**Optimistic** students look forward to learning, so they return to class as quickly as possible.

**Accountable** students avoid being out of class during instruction.

**Respectful** students are careful not to disrupt instruction.

#### Library

**Successful** students are able to find information and use the resources.

**Optimistic** students show an interest in using all the materials.

**Accountable** students know how to be "on task" in the library.

**Respectful** students come in quietly and use their time wisely.

#### Overall Behavior Throughout the Day

**Successful** students know their positive behavior leads to their success.

**Optimistic** students know that school rules are for the benefit of everyone.

**Accountable** students follow the Standley rules.

**Respectful** students use appropriate language and take care of school property.

#### Passing Periods

**Successful** students arrive to class on time, ready to learn.

**Optimistic** students show an upbeat attitude and greet other politely.

**Accountable** students take a direct route to their classes.

**Respectful** students show courtesy and respect to all students and adults.

#### Physical Education

**Successful** P.E. students are prepared everyday and participate to the best of their ability.

**Optimistic** students always strive to do their personal best.

**Accountable** students recognize that taking care of your bodies and living a healthy lifestyle supports academic achievement.

**Respectful** students respect all teachers, people, property, and rules of the P.E. department.

#### Visiting Teachers

**Successful** students follow directions the 1<sup>st</sup> time.

**Optimistic** students believe that they can learn from everyone.

**Accountable** students actively take responsibility for their learning and take ownership of their behavior.

**Respectful** students find ways to help guest teachers have a successful visit.

#### After School

**Successful** students know they have everything they need from school to complete their homework for the day and by 2:55 pm have left school, reported to Primetime, or reported to tutoring class in a safe and timely manner.

**Optimistic** students look forward to the next challenge.

**Accountable** students manage their time to complete their homework and they do the right thing, even when no one else is watching.

**Respectful** students recognize behavioral standards and expectations, regardless of location or time.

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## Independent Reading Record

*“The more you read the more things you will know.*

*The more that you learn the more places you will go.” ~Dr. Seuss*



According to California State Standards of Education, Middle School students should be reading more independently. By the end of Middle School, students will have read one million words annually across many genres including expository and instructional materials. To achieve one million words means that a person is reading for at least 30 minutes every day. To help students reach the goal, this planner contains a Reading Log to record the 15 books and other materials read during the school year.

**READING TIPS:** 1) Look for books and magazines on topics you like, 2) Find a quiet place to focus while you read, 3) Read every day for at least 30 minutes, 4) Write down words that you do not understand, 5) Look them up in the dictionary, 6) Take time to pause and think about what you are reading, 7) Celebrate your accomplishment as you complete the IRR.

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## FIVE PHASES OF FOCUSED NOTETAKING

<p><b>Taking Notes</b></p> 	<p><b>Create the notes.</b> Select a note-taking format, set up the note page, record the Essential Question, and take notes based on an information source (lecture, book, website, article, video, etc.), selecting, paraphrasing, and arranging information in a way that meets your note-taking objective.</p>
<p><b>Processing Notes</b></p> 	<p><b>Think about the notes.</b> Revise notes—by underlining, highlighting, circling, chunking, questioning, adding, deleting—to identify, select, sort, organize, and classify main ideas and details. Evaluate the relative importance of information and ideas in the notes.</p>
<p><b>Connecting Thinking</b></p> 	<p><b>Think beyond the notes.</b> Analyze the notes using inquiry to make connections and deepen content knowledge by asking questions and adding your own thinking to create greater understanding, identify gaps or points of confusion, and connect your new learning to what you already know.</p>
<p><b>Summarizing and Reflecting on Learning</b></p> 	<p><b>Think about the notes as a whole.</b> Pull together the most important aspects of your notes and your thinking about them to craft a summary that captures the meaning and importance of the content and reflects on how the learning helps you meet the note-taking objective.</p>
<p><b>Applying Learning</b></p> 	<p><b>Use the notes.</b> Save and revisit your notes as a resource or learning tool to help you apply or demonstrate what you have learned.</p>

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## Cornell Note Template

This resource is for educators to use to teach students how to set up their paper for Cornell notes. Students should be encouraged to set up their own note-taking format rather than use pre-formatted note paper.

<b>Topic:</b> Write down the topic of the lesson. (Phase 1)		<b>Name:</b>
<b>Objective/Note-Taking Purpose:</b>		<b>Class/Period:</b>
Students write down the objective that you will be learning and your FNT purpose. (Phase 1)		<b>Date:</b>
<b>Essential Question:</b> Essential question guide and frame the note-taking and summarization. Students create an essential question based on the topic and /or objective for that day's lesson.		
<b>Questions/Connections:</b>	<b>Notes:</b>	
<p>After class, create questions based on your learning for that day's lesson. (Phase 3)</p> <p>Leave this space blank for adding questions and ideas in the Connecting Thinking phase.</p> <p>Subtitles, pictures, diagrams, and keywords</p> <p>← About 1/3 of the page →</p> <p>Higher Level Questions/task examples:  <b>Level 1- What is a Noun?</b>  <b>Level 2 -Compare and Contrast a noun to a verb.</b>  <b>Level 3- Create your own story using these different parts of speech. (Phase 3)</b></p>	<p>During class discussion, watching a video, reading a text book, participating in a math question or science lab, you will take notes on the right side. (Phase 1)</p> <p>Take notes in this section using whatever method you prefer: outline, webbing, bullets, charts, diagrams, or a combination.</p> <p>Leave space for additions and revisions.</p> <p>You may find these tips to be helpful during discussion:</p> <ul style="list-style-type: none"> <li>-use your own words</li> <li>-write down main ideas/paraphrase</li> <li>-indent, skip lines</li> <li>-use abbreviations</li> <li>-use symbols</li> </ul> <p>Tips after discussion: (Phase 2)</p> <ul style="list-style-type: none"> <li>-Circle</li> <li>-Highlight</li> <li>-underline</li> <li>-Add info</li> </ul>	
<b>Summary Reflection: (Phase 4)</b> Write a summary based on your EQ and questions on the left.		
Add a space for a summary at the end of your notes. When taking notes on paper, you might want to wait to designate this area on your paper until you finish taking the notes so you do not run out of space for note-taking.		

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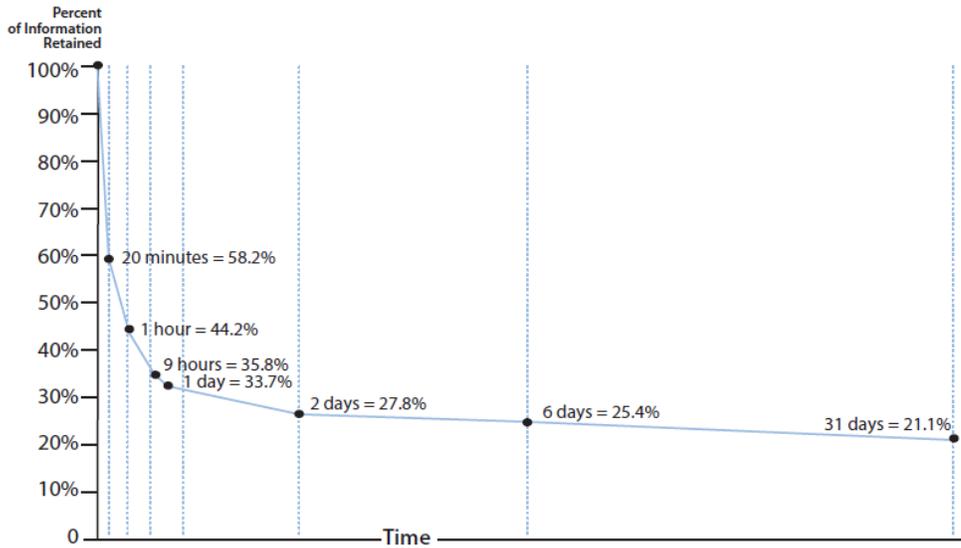
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## The Rate of Forgetting

### Rate of Forgetting Without Study/Repetition



### Homework Formula

Use the equation below for each part of your assignment

How many questions/tasks? \_\_\_\_\_

What is the difficulty \_\_\_\_\_ (1=easy, 2=medium, 3=difficult, 4= very difficult)

# of items multiplied by the difficulty= \_\_\_\_\_ Total number of minutes needed for that part of the assignment  
(always round up to the nearest 5 minute increment)

Example:

I have 6 medium level questions

$6 \text{ (questions)} \times 2 \text{ (medium difficulty)} = 12 \text{ minutes}$

Plan for 15 minutes to complete the assignment.

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### SEAHAWK SESSIONS PASSPORT



Session Title: \_\_\_\_\_

What I want to remember:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What I want to do better:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Session Title: \_\_\_\_\_

What I want to remember:

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What I want to do better:

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Session Title: \_\_\_\_\_

What I want to remember:

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What I want to do better:

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Session Title: \_\_\_\_\_

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