



## **Buchser Middle School Student and Family Handbook 2023-2024**

**Main Line/General Information – (408) 423-3000**

**Absence Recorder Line - (408) 423-3005**

**Attendance email: buchserattendance@scusd.net**

Principal: Justin Ponzio - (408) 423-3000

Vice Principal: Danielle Ash - (408) 423-3002

Vice Principal: Gilbert Montiel - (408) 423-3003

School Secretary: (408) 423-3010

Attendance Clerk: (408) 423-3011

School Registrar: (408) 423-3006

Bookkeeper: (408) 423-3008

School Health Office: (408) 423-3019

Academic Counselor- 8<sup>th</sup> Grade: Brenda Goldstein – (408) 423-3013

Academic Counselor – 7<sup>th</sup> Grade: Tracie Wong – (408) 423-3026

Academic Counselor – 6<sup>th</sup> Grade: Marci Van Horn – (408) 423-3017

School Website: <http://bms-scusd-ca.schoolloop.com>

Staff email addresses: first initial, lastname@scusd.net

Teachers can be contacted through Aeries or ParentSquare

## TABLE OF CONTENTS

[INTRODUCTION](#)

[BUCHSER MISSION AND VISION STATEMENTS](#)

[STUDENT EXPECTATIONS](#)

[ACADEMIC POLICIES](#)

[ARRIVAL AND DISMISSAL/CLOSED CAMPUS](#)

[ATTENDANCE POLICIES](#)

[BELL SCHEDULE](#)

[DRESS CODE POLICY](#)

[ELECTRONIC DEVICE POLICY](#)

[FAMILY PARTICIPATION](#)

[HEALTH INFORMATION](#)

[INTERVENTION, PREVENTION, AND SAFETY](#)

[OTHER IMPORTANT INFORMATION](#)

[STUDENT ACTIVITIES](#)

[TENTATIVE ACTIVITIES CALENDAR](#)

## INTRODUCTION

Welcome to Buchser Middle School. We are so glad that you are joining us on the wonderful adventure that is middle school.

Please take some time to read the policies in this handbook together so both families and students are aware of them.



## BUCHSER MISSION AND VISION STATEMENTS

### Mission Statement

*Buchser Middle School is dedicated to creating contributing citizens who are life-long learners.*

### Vision Statement

***At Buchser Middle School, we strive to:***

#### **Provide a Strong Focus on Academics**

- *We have a knowledgeable, creative staff that promotes a challenging, rigorous curriculum for all students.*

#### **Support Cultural Literacy and Academic Diversity**

- *We create diverse learning experiences that raise awareness and tolerance of others, and include a wide variety of curriculum and extra-curricular activities to address the interests of our students.*

#### **Foster a Positive School Environment**

- *Our school is a physically and emotionally safe place that promotes student learning.*

#### **Promote Respectful Communication**

- *Our school has a strong sense of community to support student success, which we convey through respectful communication.*

#### **Develop the *Whole Child***

- *Our school fosters a safe, healthy, engaging, and challenging environment to promote students' social and emotional progress during adolescence.*
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## **STUDENT EXPECTATIONS**

### **Buchser Middle School Together We Roar!**

At Buchser Middle School, we expect all students to R.O.A.R. together. This means all students are Responsible, Open Minded, Academic, and Reflective. In class, the hallways, and at breaktime, we expect all students to follow these expectations.

#### **Responsible**

- I contribute to a safe experience for all students and an environment conducive to learning.

#### **Open Minded**

- I am respectful of all individuals and embrace diversity.

#### **Academic**

- I am focused on academic growth and allow others to focus on that as well.

#### **Reflective**

- I am thoughtful in my actions and reflect on how I can continue to improve.

**Together, we ROAR!**

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## **ACADEMIC POLICIES**

At Buchser Middle School, we provide a high quality middle school experience based on personalized, competency-based teaching and learning. That learning experience should prepare students to move on to the next grade level and to a successful high school career.

Every effort will be made by Buchser Middle School teachers and staff to ensure the success of our students. When needed, appropriate staff and counselors will meet with the students to develop a success plan.

### **Grading Policy**

Buchser Middle School believes that students' grades ought to reflect how the students are learning and progressing in the content. All Buchser Middle School teachers provide an outline of their grading policies in the course syllabus that is provided to all students at the beginning of the year. Questions regarding specific grading policies and procedures need to be addressed to the specific teacher.

### **Homework**

We believe that homework should have purpose and meaning and may be any of the following: prep for in class learning the next day, work left at the end of class, or optional extension activities; we also feel that reading daily in any language or type of text, is a valuable practice to develop reading fluency.

### **Late Work**

Because learning is the most important aspect of given assignments, late work acceptance is at the discretion of the teacher. If you are concerned about your student not getting work turned in on time, please contact your student's teacher to discuss further.

## **ACADEMIC TRIPS**

Academic teams will plan educational field trips. Students who need behavioral support may be required to have a parent to chaperone the field trip in order to attend. No student will be excluded from any academic field trip due to financial hardship.

## **COUNSELING SERVICES**

The Counseling Department at Buchser Middle School provides both academic, social-emotional and personal counseling for students. Our counselors have an open-door policy for students, families, and teachers. The department works in partnership with the school psychologist, Health and Wellness Coordinator and counseling interns, and other outside agencies. Students may self-refer or be referred for guidance counseling by parents and teachers. Student Support Team (SST) Meetings are conducted for struggling students to determine appropriate support. For those students who are in need of more in-depth services, the department can provide recommendations and community referrals to the parent of the student as needed.

## **GRADING PERIOD/REPORT CARDS**

Buchser Middle School has four grading periods; each is about nine weeks in length. Report cards are sent four times a year. Progress reports are also sent midway through each quarter. If you do not receive a report card within two weeks of a quarter's closing, phone (408) 423-3006.

Grades are posted online through the Aeries Parent Portal. Both students and families are encouraged to register online for Aeries. If you need assistance with a username or password contact the Secretary at (408) 423-3010.

## **SPECIAL EDUCATION ASSISTANCE/SECTION 504 PLANS**

SCUSD provides specialized educational programs for students with identified learning differences. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the school principal.

## **STUDENT SUCCESS TEAM (SST)**

This group meets on a regularly scheduled basis to take a closer look at students who are experiencing academic and/or behavioral difficulty. Membership on the Student Study Team may include the school psychologist, the resource specialist, the principal, the child's teacher, and the child's parent. Interventions may include classroom accommodations, special education assessment, and/or medical or behavioral evaluations.

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## **ARRIVAL AND DISMISSAL / CLOSED CAMPUS**

### **Closed Campus**

Buchser Middle School has a closed campus policy.

- Once students arrive on campus, they cannot leave during school hours except with a written note from parents/guardian and/or an authorized person who signs them out in the Attendance Office. Students returning from an appointment or arriving late to school more than 30 minutes past the beginning of first period must first check in with the attendance clerk.
- All school gates will be locked during school hours except the gate in the Bellomy/Washington Street parking lot. All visitors must enter through and leave campus through that gate; all visitors must check in at the front desk and obtain a visitor's badge prior to going to their appointment at any time during the day (before, during, or after school).
- Parents/guardians must come to the Attendance Office to sign their student out if they are taking them off campus for any reason.
- Items (such as lunches, money, special projects, etc.) that need to be delivered to students during school hours must be done through the attendance office. Families may not go directly to the classroom.
- Students may not bring visitors (such as friends or relatives) to school or visit them on campus.
- Meal deliveries are only permitted by approved student contacts and must be delivered to the Buchser Office. DoorDash, Uber Eats and other delivery services are not permitted to be used by students on campus.

### **Riding the Bus**

Applications for transportation are available on the Transportation website at <https://www.santaclarausd.org/Domain/43>. Contact the Transportation Department at (408) 423-2063 with questions.

Upon approval of the transportation application, your student will receive a bus pass and a copy of the bus regulations. Students are expected to follow these regulations when entering or exiting the bus, while on the bus, and at all bus stops. Failure to comply may result in a behavioral citation, including suspension of bus riding privilege.

### **Riding Bicycles, Skateboards, and Scooters**

We recognize the importance of bicycles, skateboards, and scooters as a means of transportation for some students. Bicycles, skateboards, and scooters may be ridden to school; however, they may not be ridden on campus. **Buchser Middle School takes no responsibility for the theft or vandalism of any bicycle, skateboard, or scooter brought to school.** Students must lock bicycles, scooters, and skateboards to the racks provided in the bike cage on campus. Students must supply their own locks. Students, by law, are required to have a helmet. Free student helmets may be available in the school office (408) 423-3000 or SCUSD Family Resource Center, phone (408) 423-3528.

### **Student Drop-off and Pick-up**

Safety for children walking or riding bicycles, scooters, or skateboards is of utmost importance. Please slow down, observe all stop signs, obey traffic rules, and keep an eye out for children walking close to the edge of the sidewalk.

- Please do not leave your car unattended at the curb. Please remember to pull all the way over to the side to keep the streets clear when dropping off your child or picking your child up.
- It is against the law to park in front of a curb painted red or yellow.
- It is against the law to park in a space designated for disabled persons without a proper placard.

### **Walking**

Students walking to and from school are encouraged to walk with family members or friends, not alone. Students are to follow the school's behavioral expectations and all safety laws, including crossing at the crosswalk. Parents can set a good example by following the safety laws at all times. Make sure your child is familiar with the safety laws and how to handle an emergency situation.

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## **ATTENDANCE POLICIES\***

At Buchser Middle School, we believe that regular attendance is essential as it enables students to access education effectively and reach their full potential.

### **ABSENCES**

The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, the law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused. Excused absences are illness, medical/dental appointments, or other emergencies as defined in the SCUSD Student and Family Information Handbook.

To avoid missing valuable class time, we ask that you do your best to make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday shortened days when possible.

### **Absence and Tardy Reporting**

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10% of school in a school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professionals (on letterhead), a school nurse or health clerk verification, family funeral notices, or other supportive documentation.

**Absence 24 hour Reporting Line: (408) 423-3005 or email: [buchserattendance@scusd.net](mailto:buchserattendance@scusd.net)**

**\*Information needed: Child's name, grade, name of parent/guardian reporting, dates absence(s), and reason for absence.**

## **Long Term Absences**

If a student will be absent for three or more days, the parent or guardian may request assignments that will be missed during that time by contacting the teacher by email, Aeries, or ParentSquare. Assignment information may also be found in Aeries and the teacher's Google Classroom.

## **Make-Up Work for Absences**

Students must make up assignments for schoolwork missed during an absence. It is the student's responsibility to check Google Classroom, Aeries, and speak to the teacher about missed assignments. If work that is missed cannot be made up, the teacher will decide upon a suitable alternative assignment.

## **Unexcused Absences**

Unexcused absences may result in one or all of the following:

- Telephone call and text message to parents
- Parent conference
- Referral to Student Attendance Review Board at the district level.

## **TARDY POLICY**

Students arriving at school after 8:30 a.m. are considered tardy; if they are less than 30 minutes late, and the gates are still open, they should go directly to class, and their teacher will mark them tardy. If they are more than 30 minutes late, the gates will be closed, and they should enter through the Attendance Office and check in with the attendance clerk to get a pass before going to their first period class.

If a student is consistently tardy to school or to specific periods throughout the day, a meeting will be scheduled with the caregiver, student, administrator, and counselor to identify how to support the student. In between classes, if students are tardy to class, their teachers will mark them tardy. Excessive tardies throughout the day will result in a student/family problem-solving conference.

- If tardiness continues to be a concern, students risk losing their privilege of attending after school events and activities.

**Important Note:** If the student misses thirty (30) or more minutes of instruction time, it is considered an unexcused absence.

## **TRUANCY**

The Board of Education of the Santa Clara Unified School District recognizes the value of regular attendance in enabling students to profit from the school program. Students with chronic truancy issues will follow the Santa Clara Unified School District truancy process. Adjustments may be made to the process due to family circumstances.

- A truancy letter will be mailed home to those students who miss 10% of school days due to illness or medical appointments. A medical doctor note will be required to excuse any further illnesses or appointments.
- **Truant:** A student is truant after missing three days of school or three 30-minute periods without a valid excuse.
- **Habitual Truant:** If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is habitually truant.
- **Chronic Truant:** A chronically truant student has missed 10 percent or more school days in a school year.
- **Interventions:** Students who are habitually truant, miss a lot of school can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs, the student can be given guidance to meet special needs for improving attendance. The goal is to intervene before a student enters the juvenile justice system or drops out.

*\*Please refer to the District Handbook provided at registration for all SCUSD attendance policies.*



## BELL SCHEDULE

**2023-2024**

<b>7<sup>th</sup>/8<sup>th</sup> grade Schedule M, T, Th, F</b>		<b>7<sup>th</sup>/8<sup>th</sup> grade Schedule Wednesday</b>	
Warning Bell	8:25	Warning Bell	8:25
1st Period	8:30 - 9:20	1st Period	8:30 - 9:10
2nd Period	9:25 - 10:15	2nd Period	9:15 - 9:55
3rd Period & SSR	10:20 - 11:30	3rd Period	10:00 - 10:45
<b>LUNCH</b>	<b>11:30 - 12:05</b>	4th Period	10:50 - 11:30
4th Period	12:10 - 1:00	<b>LUNCH</b>	<b>11:30 - 12:05</b>
5th Period	1:05 - 1:55	5th Period	12:10 - 12:50
6th Period	2:00 - 2:50	6th Period	12:55 - 1:35

<b>6<sup>th</sup> grade Schedule M, T, Th, F</b>		<b>6<sup>th</sup> grade Schedule Wednesday</b>	
Warning Bell	8:25	Warning Bell	8:25
1st Period	8:30 - 9:20	1st Period	8:30 - 9:10
2nd Period	9:25 - 10:15	2nd Period	9:15 - 9:55
3rd Period & SSR	10:20 - 11:30	3rd Period	10:00 - 10:45
4th Period	11:35 - 12:25	4th Period	10:50 - 11:30
<b>LUNCH</b>	<b>12:25 - 1:00</b>	5th Period	11:35 - 12:15
5th Period	1:05 - 1:55	<b>LUNCH</b>	<b>12:15 - 12:50</b>
6th Period	2:00 - 2:50	6th Period	12:55 - 1:35

Early release Thursdays: 9/7; 10/5; 10/19; 11/2; 12/7; 1/11; 2/1; 3/7; 4/4; 5/2  
 Wednesday schedule is the same for the ten (10) early release Thursdays

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## **DRESS CODE POLICY**

We believe that students and their families hold the primary responsibility in determining students' personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). However, the school is responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student/staff and do not contribute to a hostile or intimidating environment for any student/staff.

### **WE BELIEVE...**

- Students 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;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

### **UNIVERSAL DRESS CODE**

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Appropriate footwear

There may be additional student attire requirements when necessary to ensure safety in certain academic settings like PE, science, or CTE courses.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or promote illegal or violent conduct such as gangs or 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
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material
- Intentionally show undergarments
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Interfere with your or another student's safety

## ENFORCEMENT

Staff will use reasonable efforts to avoid dress-coding students in front of other students.

Typical consequences for a violation of this policy include, but not limited to, parent/guardian contact or conference and the directive to cover, change, or remove the noncompliant attire. A student may be instructed to leave their classroom briefly to change clothes.

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## ELECTRONIC DEVICE POLICY

Buchser Middle School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, BMS will allow personal devices on our guest network and school grounds for students who follow the guidelines below.

### DEVICE TYPES

Students will be issued 1:1 Chromebooks that they must bring to school each day. Students must use district provided Chromebooks for in-class work; personal laptops are not supported by the district and may cause security issues.

Students may also bring other electronic devices, including cell phones, smart phones, iPods, iPads, tablets, or eReaders. Those who choose to bring a personal device must understand and follow the guidelines below:

- Students who bring electronic devices must adhere to the district Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use; these policies can be found in the District Student and Family Handbook which was sent to all students through SchoolMint.
- **Personal electronic devices are not to be used in class.**
- Devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a staff member.
- Buchser Middle School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
  - Students are prohibited from:
    - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
    - Processing or accessing information on school property related to “hacking,” altering or bypassing network security policies.
- In case of an emergency situation that involves danger to self or others, administration has the right to search student devices.
- Printing from personal devices is not possible at school

## **LOST, STOLEN, OR DAMAGED DEVICES**

Each user is responsible for their own device and should use it responsibly and appropriately. Buchser Middle School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. School employees help students identify how to keep personal devices secure, students have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

## **NETWORK CONSIDERATIONS**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "SCUSD Guest" wireless network to access the internet. BMS does not guarantee connectivity or the quality of the connection with personal devices. SCUSD Information Technology department is not responsible for maintaining or troubleshooting student tech devices

## **USAGE CHARGES**

Buchser Middle School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

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## **FAMILY PARTICIPATION**

We recognize the importance of family and community partnership in the success of our students, school, and community. There are many ways that families can be involved at Buchser Middle School.

### **PTSA (Parent Teacher Student Association)**

We have an active parent Teacher Student Association that supports students, staff, and our community in a variety of ways. You can join at

<https://jointotem.com/ca/santa-clara/buchser-middle-school-pta>. Your membership of \$10 will help pay for things like dance/socials, field trips, clubs, sports, performing arts, staff appreciation, and much more (if you are interested in joining but have a financial barrier, please let us know; no one will be excluded from joining). For more information or to express your interest in being more involved, please contact our PTSA president, at [president@buchserpta.org](mailto:president@buchserpta.org)

### **ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)**

The English Language Advisory Committee consists of parents and guardians whose children are all second language learners. Their role is to advise the principal and school staff on programs and services for English Learners. The committee serves in an advisory capacity and is required at any school with more than 21 students identified as English Language Learners. Any parent may attend these meetings.

### **PRINCIPAL'S COFFEE**

Principal Coffees are a time for caregivers to meet with the principal and hear about exciting events occurring on campus and create an atmosphere of connectedness here at Buchser. All Principal Coffee events have translation available in Spanish. Most often, these events are held on the last Friday of the month.

### **SCHOOL SITE COUNCIL**

The School Site Council is a decision-making body made up of parents, community representatives, and school staff members. The School Site Council's primary responsibility is to oversee the funds the school receives under the Single Plan for Student Achievement (SPSA). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance. The Council assists in developing and approving the SPSA. If you are interested in running for a position on the School Site Council, please contact the principal, Justin Ponzio at [jponzio@scusd.net](mailto:jponzio@scusd.net)

## **SCHOOL EVENTS**

School events are highlighted on the website and communicated through ParentSquare to remind families and encourage parent involvement. The school website contains a more detailed monthly calendar highlighting school wide events, and information about school or district events.

## **VOLUNTEERS**

We love having families volunteer at school! Volunteer opportunities include helping in the office, helping in a classroom, lunch supervision, and supporting school events.

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## **HEALTH INFORMATION**

### **EMERGENCY CONTACTS**

For the safety of your student, it is imperative that you complete the emergency contact information through the Annual Student Information Update (ASIU), which will be completed through the Aeries Parent Portal each July. If families need to update their Emergency Card after the ASIU, they may update with the school office staff. This is the only way office staff can contact you in the event of an emergency. It is also the only means the staff has of verifying your authorization of designated friends or family members picking up your child. Without such verification, staff cannot release a child under any circumstances.

### **ILLNESS OR INJURY**

The Health Office is located in the Attendance Office. It is important to inform the office of any special health matters concerning a student. Students must get a pass from a teacher to go to the Health Office. The nurse, health clerk, or other office staff will determine whether a student needs to go home and contact the parent or guardian or a person listed on the student's Emergency Contacts. In case of a serious accident or injury on campus, the paramedics may be contacted to administer medical aid to students and parents or guardians will be notified immediately.

### **MEDICATION**

If medication must be taken during school hours, the nurse's office will provide the proper form and procedures. **All (prescription and non-prescription) medications must be kept in the nurse's office. Students may not carry any medication on their person.**

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## INTERVENTION, PREVENTION, AND SAFETY

### WE BELIEVE:

At Buchser Middle School, we believe that

- All students have the right to be physically, mentally, and emotionally safe at school and free from bullying, harassment, and hazing;
- Students have the right to be treated equitably. Response to behavior will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.

### WE VALUE:

- Partnering with students to develop their own agency
- Being knowledgeable about and employing evidence-based best practices that support our students' development
- Building and maintaining our collaborative relationships with our families and community

We understand that students sometimes make poor choices that adversely affect themselves and/or others. School staff have the opportunity to partner with students and families to approach these events as teachable moments to help students to develop their abilities to more consistently make better choices over time.

### ADMINISTRATIVE SUSPENSION

The safety of all of our students is of the utmost importance. There is good cause to suspend a student who violates any section of the California State Education Codes, 48900 or 48915. For more information about these violations, please see [SCUSD Student and Family Handbook](#).

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## OTHER IMPORTANT INFORMATION

### AERIES PARENT PORTAL

[The Aeries Parent Portal](https://aeriessis.scusd.net/ParentPortal/LoginParent.aspx) (<https://aeriessis.scusd.net/ParentPortal/LoginParent.aspx>) provides year-round online access to student report cards, state testing, and English Language Proficiency Assessments for California (ELPAC) test results.

Before the start of school each year, parents must also use the Aeries Parent Portal to complete the Annual Student Information Update which allows families to update emergency contacts, medical information and electronically sign yearly consent forms.

## **BREAKFAST/LUNCH**

Thanks to recent legislation, all school meals are free for all students. However, all families must still complete the free/reduced lunch application; they are available on the [Nutrition Services Webpage](#) or in the Buchser Offices.

Breakfast will be served starting at 7:45 am every day. Please see the [Nutrition Services](#) website for menus.

For the health and safety of our community, we ask that students follow the guidelines below:

- Form orderly lines with no cutting
- Place all trash in the appropriate containers
- Keep all food and drink within the cafeteria or quad; please do not take food to the blacktop or field
- Do not bring glass containers of any kind
- Respect and follow the direction of noon duty supervisors and other supervisory staff

## **CHANGING SCHOOLS**

Students moving to a new location outside of the Buchser Middle School attendance area must have their parent/guardian contact the School Registrar at (408) 423-3006. On the last day of the student's enrollment, the student should be prepared to return all textbooks, Chromebook, and school materials and, if applicable, pay any necessary fines for lost or damaged materials. Once we know which school the student is moving to, we will send the student's grades and cumulative file to that school.

## **CHANGING STUDENT INFORMATION**

If you change address or phone numbers, or if you go on vacation and leave your student under the temporary care of someone other than his/her/their legal guardian, please notify the School Registrar at (408) 423-3006.

## **CLEAN CAMPUS**

Please take pride in our campus! The appearance of our school and the sustainability of our environment is important to all of us. It is the responsibility of each student to do their part to keep the campus clean. Please dispose of waste properly and put recyclables in the appropriate containers.

## **COMMUNICATION**

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. **Be sure to do your part by reading all information sent home, signing up for ParentSquare, Aeries (grades and attendance) email notification, checking the website regularly, attending school events, and asking questions.** The Buchser Middle School staff members are happy to answer any questions you might have.

## **Concerns and/or questions**

Please contact your child's teacher if you have any concerns and/or questions. You can contact teachers through Aeries or Parent Square and find other staff members' contact information on the school website. If you feel your attempts to resolve an issue have failed, please contact the school office for assistance.

## **FOOD DELIVERIES**

Meal deliveries are only permitted by approved student contacts and must be delivered to the Buchser Office. DoorDash, Uber Eats and other delivery services are not permitted to be used by students on campus.

## **LOST AND FOUND**

Students must assume sole responsibility for loss or damage to any personal property left in classrooms, P.E. lockers or on campus. Buchser Middle School Middle School will try to help protect personal

possessions, but we are not responsible for them. Check the “Lost and Found” located in the main office or see the custodians about recently lost items. The best way to assure items are returned is to have your name in permanent ink on all articles of clothing, books, and other personal property. If you find something that does not belong to you, please turn it in. If you keep something you find, it is considered stolen. Students who have witnessed a theft or know a student is in possession of someone else's belongings should inform a teacher, counselor, or an administrator.

### **SELLING ITEMS**

Students may not sell any items at school.

### **SPECIAL OCCASIONS**

We all enjoy celebrating special occasions such as birthdays. However, sending flowers, balloon bouquets or other gifts to the students during school hours disrupts instruction. Therefore, parents and students are asked to refrain from such deliveries. If such deliveries occur or students bring them on campus, they will be kept in the office until the end of the day. SCUSD has banned all balloons on campus.

### **STUDENT SUPPLIES /TEXTBOOKS**

Students are responsible for the condition of books and Chromebooks assigned to them. Textbooks and Chromebooks must be returned at the end of the year or when withdrawing from school. Any student who damages textbooks or any other school materials or fails to return these materials may be charged replacement costs.

### **BUCHSER OFFICES**

The Buchser Offices are open from 8:00 a.m. to 3:30 p.m. on school days. Our office telephone number is (408) 423-3000.

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### **STUDENT ACTIVITIES**

We encourage all of our students to become involved in the variety of activities offered. We believe that students who participate in any activity can more closely identify with the school and develop feelings of connection to Buchser Middle School.

Board policy requires that in order to participate in extra/co-curricular programs and activities, students must demonstrate satisfactory educational progress. A student's eligibility for participation in extra athletics and other activities if a student's poor citizenship is serious enough to warrant loss of this privilege.

Students should listen carefully to announcements and check the school website for information regarding school events and student activities.

#### **Assemblies**

Assemblies may be scheduled throughout the year; some of these will be for students and others will include families.

#### **Clubs**

Clubs are based on student interest. If a group of students want to start a club, and they can find a staff member to be a club advisor, they can complete a Club Request Form; once it is approved by the administration, the club can begin. Clubs must be inclusive and open to all students.



**Dances/Socials**

School dances/socials occur throughout the year, and students assist in the planning process. Specific dates will be included in the announcements, posted on the school website, and ParentSquare. These dances/socials are open to Buchser Middle School students only. Students must be picked up immediately following the dance/social.

**Lunchtime Activities**

Buchser Middle School Leadership Students may plan lunchtime competitions and activities, enjoyed by participants and spectators alike.

**Sports Teams**

Buchser Middle School is very fortunate to have competitive sports teams in volleyball, basketball, soccer, and track and field. Tryouts for sports will be announced to students and advertised on the website and ParentSquare. Transportation to off site games will be provided; transportation after practice is not provided. Students must be in good academic standing to play in games; those who need additional support may be put on probation so they can work out with the team while working to improve their academics.

**Student Leadership Class**

Leadership is one of the elective classes we offer. In addition to learning leadership skills, these students help plan lunchtime activities, dances, socials, and special day activities.

**Yearbook**

A student team will create an annual yearbook. Yearbooks must be purchased, and are distributed the last week of school.

**Awards**

An Awards Program is held annually near the end of the school year honoring those students who have been nominated by their teachers in specific academic areas.

**Honor Roll**

Students earning a 3.0 grade point average (GPA) in a grading quarter are placed on the Honor Roll (no D's or F's).

**Principal's List**

Students earning a 4.0 grade point average (GPA) in a grading quarter are placed on the Principal's List (no D's or F's).


Students are recognized for their academic contributions with a certificate.

**Students of the Month**

Teachers select outstanding students monthly on the basis of good citizenship and achievement. Students are recognized with a certificate.

# Buchser Middle School

## Tentative Activities Calendar 2023-2024 School Year

<p><b><u>August 2023</u></b>  <b>8/8:</b> 6th Grade Orientation - Where Every Bobcat Belongs @ 9:00 am  <b>8/8:</b> New 7th/8th Grade Orientation @ 11:00 am.  <b>8/10:</b> First Day of School  <b>8/15:</b> Fall Picture Day  <b>8/31:</b> Back to School Night</p>		<p><b><u>March</u></b>  <b>3/4:</b> Music Department Pictures  <b>*3/7:</b> Early Release Day at 1:35pm  <b>3/15:</b> End of 3<sup>rd</sup> Quarter  <b>3/22:</b> Professional Development (No School)</p>
<p><b><u>September</u></b>  <b>9/4:</b> Labor Day Holiday(No School)  <b>*9/7:</b> Early Release Day at 1:35pm  <b>9/25:</b> Makeup Pictures</p>	<p><b><u>December</u></b>  <b>*12/7:</b> Early Release Day at 1:35pm  <b>12/7:</b> Winter Concert  <b>12/11-12/15:</b> Spirit Week  <b>12/22:</b> End of 2<sup>nd</sup> Quarter  <b>12/25:</b> to 1/8 Winter Break (No School)</p>	<p><b><u>April</u></b>  <b>*4/4:</b> Early Release Day at 1:35pm  <b>4/4:</b> Open House &amp; Spring Concert  <b>4/15 – 4/19:</b> Spring Break (No School)  <b>4/23:</b> Spring Picture Day  <b>4/29:</b> CAASPP Testing Begins</p>
<p><b><u>October</u></b>  <b>*10/5:</b> Early Release Day at 1:35pm  <b>10/9:</b> Professional Development (No School)  <b>10/13:</b> End of First Quarter  <b>*10/19:</b> Early Release Day at 1:35pm</p>	<p><b><u>January</u></b>  <b>1/8:</b> Professional Development (No School)  <b>1/9:</b> School Resumes          2nd Semester Starts 1/9/2024  <b>*1/11:</b> Early Release Day at 1:35pm  <b>1/15:</b> Martin L. King Holiday(No School)</p>	<p><b><u>May</u></b>  <b>*5/2:</b> Early Release Day at 1:35pm  <b>5/6 – 5/10:</b> Staff Appreciation Week  <b>5/17:</b> 8th Grade Promotion Dance  <b>5/22:</b> 8th Grade Picnic  <b>5/27:</b> Memorial Day Holiday (No School)  <b>5/30:</b> Early Dismissal at 12:30pm  <b>5/30:</b> 8th Grade Promotion Time To Be Determined  <b>5/31:</b> Last Day of School for all 6th, 7th, 8th graders  <b>5/31:</b> Early Dismissal at 12:30pm</p>
<p><b><u>November</u></b>  <b>*11/2:</b> Early Release Day at 1:35pm  <b>11/10:</b> Veterans Day Holiday (No School)  <b>11/20–24:</b> Thanksgiving Holiday(No School)</p>	<p><b><u>February</u></b>  <b>*2/1:</b> Early Release Day at 1:35pm  <b>2/12-12/16:</b> Spirit Week  <b>2/19 - 2/23:</b> February Break (No School)</p>	

Dates are subject to change; please refer to the Buchser Website and Parent Square.

\* = Early Dismissal

All Teachers Return: 8/3/23  
 Students Begin: 8/10/23  
 Board Approved: 1/13/22

# Santa Clara Unified School District

## 2023-2024

180 Student Days  
 1 Orientation/Site Day  
 2 Teacher Work Days  
 5 Professional Development Days  
188 Total Teacher Work Days

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023 {16}						
Su	Mo	Tu	We	Th	Fr	Sa
		1	NT	S	X	5
6	O/S	WD	WD	10/BD	11	12
13	14	15	16	17	18	19
20	21	22	23	BD	25	26
27	28	29	30	31		

September 2023 {20}						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	BD	15	16
17	18	19	20	21	22	23
24	25	26	27	BD	29	30

October 2023 {21}						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	X	10	11	BD	13*	14
15	16	17	18	19	20	21
22	23	24	25	BD	27	28
29	30	31				

November 2023 {16}						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	BD	H	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

December 2023 {16}						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	BD	15	16
17	18	19	20	21	22*	23
24	H	H	27	28	H	30
31						

January 2024 {16}						
Su	Mo	Tu	We	Th	Fr	Sa
	H	2	3	4	5	6
7	X	9	10	BD	12	13
14	H	16	17	18	19	20
21	22	23	24	BD	26	27
28	29	30	31			

February 2024 {16}						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	BD	9	10
11	12	13	14	15	16	17
18	H	20	21	BD	H	24
25	26	27	28	29		

March 2024 {20}						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	BD	15*	16
17	18	19	20	21	X	23
24	25	26	27	BD	29	30
31						

April 2024 {17}						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	BD	12	13
14	15	16	17	18	H	20
21	22	23	24	BD	26	27
28	29	30				

May 2024 {22}						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	BD	10	11
12	13	14	15	16	17	18
19	20	21	22	BD	24	25
26	H	28	29	30	31*	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	BD	14	15
16	17	18	H	20	21	22
23	24	25	26	BD	28	29
30						

NT = New Teachers First Day  
 O/S = Orientation/Site Day  
 WD = Certificated Work Day

S = Site Day  
 BD = Board Meeting  
 H = Holiday

\* = Quarter Ends  
**First and Last Day of School**  
 School Not In Session  
 Semester 1 = 89 Days  
 Semester 2 = 91 Days

X = Certificated Professional Development

□ = Trimester Ends

Classified Professional Development

# BUCHSER MIDDLE SCHOOL MATH PLACEMAT

## Math-talk for building ideas



## Math-talk for when I don't understand

- I believe \_\_\_\_\_ because \_\_\_\_\_.
  - I understand \_\_\_\_\_, but get confused with \_\_\_\_\_.
- I agree with \_\_\_\_\_ and would add \_\_\_\_\_.
- I see it a different way. I see it as \_\_\_\_\_ because \_\_\_\_\_.

## COMMON TERM

## HOW DO I ANSWER THIS QUESTION?

**Analyze**

Use complete sentences to make a conjecture and a prediction, such as "Since...then..."

**Compare  $<$ ,  $>$ ,  $=$ ,  $\neq$**

State the comparison using complete sentences.

**Conjecture / Predict**

Use complete sentences, such as "I think... because..."

**Describe**

Use complete sentences.

**Determine whether**

Answer with "Yes" or "No" (*the problem is usually followed by "Justify" or "Explain"*).

**Evaluate**

Show your mathematical work.

**Evidence**

Show your mathematical work to support your answer.

**Explain**

Use complete sentences, such as "These are the steps I took".

**Justify / Prove**

Show your mathematical work to support your answer.

**Simplify**

Combine like-terms

**Use a model**

Draw a visual example (*i.e. picture, graph, table ...*) of the situation.

# BUCHSER MIDDLE SCHOOL MATH PLACEMAT

Number line: Positive & Negative Integers



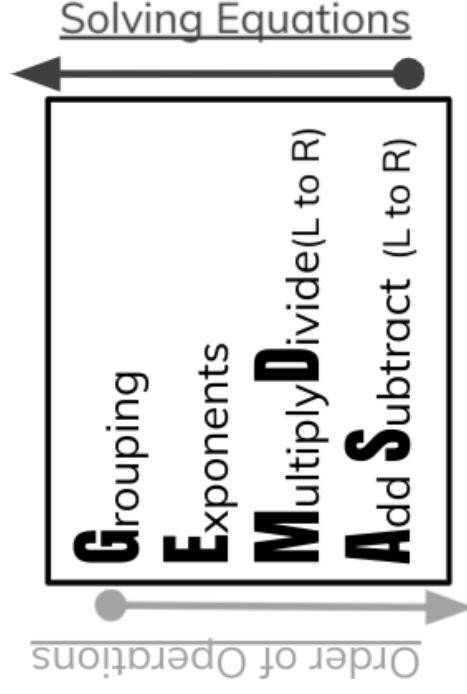
Place value

Millions	Hundred thousands	Ten thousands	Thousands	Hundreds	Tens	Ones	Decimal point	Tenths	Hundredths	Thousandths	Ten thousandths	Hundred thousandths	Millionths
1	2	3	4	5	6	7	.	8	9	1	2	3	4
Whole numbers							Decimal numbers						
Bigger							Smaller						

Multiplication chart

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

Order of operations



# B u c h s e r M i d d l e S c h o o l

## Academic Placemat for Speaking, Listening, Reading and Writing

### Checklist of Things to do During an Academic Discussion

- ☐ Speak in the discussion
- ☐ Make eye contact with the person speaking
- ☐ Refer to what another person said
- ☐ Cite the text, activity or movie
- ☐ Ask a new or follow up question
- ☐ Encourage another participant to speak
- ☐ Step up and step back
- ☐ Probe for higher level of thinking

USE THE SENTENCE STEMS in the next box if needed.

### Paragraph Writing Sentence Stem Focus

- **Topic Sentence:** Claim + Reason
- **Evidence Statement:** The article/infographic/book \_\_\_\_\_ by \_\_\_\_\_ states, " \_\_\_\_\_ " (Last Name page).
- **Reasoning/Explanation/Justification:** This proves \_\_\_\_\_.
- **Concluding Sentence:** Circle back, rephrase, summarize, or connect ideas.

### Ways to Start/Continue a Conversation

- I need help with ...
- I notice \_\_\_\_\_
- What examples do you have of ... ?
- Where in the text can we find...?
- I understand \_\_\_\_\_ but I wonder about ... .
- How does this idea connect to ... ?
- If \_\_\_\_\_ is true, then ... ?
- What would happen if ... ?
- Do you agree or disagree with his/her/their statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- Why is \_\_\_\_\_ important?

### Transitions and Strong Verbs for Fluency

Transition Words and Phrases	Strong Verbs			
However,	For this reason,	suggests	creates	depicts
Oppositely,	In fact,	conveys	portrays	implies
Otherwise,	As a result,	maintains	asserts	clarifies
Therefore,	For example,	paints	compares	emphasizes
Likewise,	In other words,	describes	reveals	inspires
Similarly,	In summary,			
Although	In addition,			
Finally,	Even though			

Argumentative Essay Graphic Organizer

Introduction Paragraph		
Hook		
Background		
Thesis statement with Three Reasons		



1st Body Paragraph	2nd Body Paragraph	3rd Body Paragraph
Topic Sentence/Claim: First reason in your thesis	Topic Sentence/Claim: Second reason in your thesis	Topic Sentence/Claim: Third reason in your thesis
Evidence Statement	Evidence Statement	Evidence Statement
Reasoning/Explanation	Reasoning/Explanation	Reasoning/Explanation

Conclusion Paragraph
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### Checklist of Things To Do During an Academic Discussion

- ☐ Speak in the discussion
- ☐ Make eye contact with the person speaking
- ☐ Refer to what another person said
- ☐ Refer to the text, activity or movie
- ☐ Ask a new or follow up question
  - ☐ Use sentence stems (below left)
  - ☐ Uses Costa's levels of thinking (below right)
- ☐ Encourage another participant to speak
- ☐ Probe for higher level of thinking

**REMEMBER:** USE EVIDENCE IN YOUR STATEMENTS/ANSWERS

### Ways To Start/Continue a Conversation

- What examples do you have of . . . ?
- Where in the text can we find . . . ?
- I understand \_\_\_\_\_ but I wonder about. . . .
- How does this idea connect to . . . ?
- If \_\_\_\_\_ is true, then . . . ?
- What would happen if . . . ?
- Do you agree or disagree with his/her/their statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- Why is \_\_\_\_\_ important?

### Eighth Grade History/Social Studies Sentence Stem Focus

- *Things I have seen in U.S. History that relate to other societies are* \_\_\_\_\_
- *The desire for freedom drives change by* \_\_\_\_\_
- *I think government exists because* \_\_\_\_\_
- *People impact geography by \_\_\_\_\_ and geography impacts people by \_\_\_\_\_*
- *I think technology influences change by \_\_\_\_\_.* I know this because \_\_\_\_\_
- *Violence, death and destruction can be useful tools for a country to allow for* \_\_\_\_\_
- *Trading impacts on American society and its people can be found in how* \_\_\_\_\_
- *The identity of a people is shaped and molded in the following areas* \_\_\_\_\_
- *The effect religion had on American society can be found when examining* \_\_\_\_\_
- *The life of a person in this society is/was determined by the following factors* \_\_\_\_\_

### Probing for Higher Level Thinking

- In my opinion \_\_\_\_\_
- From my point of view \_\_\_\_\_
- According to \_\_\_\_\_
- \_\_\_\_\_ makes a good point when he/she/they said \_\_\_\_\_
- I agree with \_\_\_\_\_ when he/she/they said \_\_\_\_\_ and I would add \_\_\_\_\_
- I agree with \_\_\_\_\_ when he/she/they said \_\_\_\_\_
- I disagree with \_\_\_\_\_, however I think that \_\_\_\_\_ (state the idea) because \_\_\_\_\_
- \_\_\_\_\_ (students name), what do you think about this?





### Checklist of Things To Do During an Academic Discussion

- ☐ Speak in the discussion
- ☐ Make eye contact with the person speaking
- ☐ Refer to what another person said
- ☐ Refer to the text, activity or movie
- ☐ Ask a new or follow up question
  - ☐ Use sentence stems (below right)
  - ☐ Uses Costa's levels of thinking (below left)
- ☐ Encourage another participant to speak
- ☐ Probe for higher level of thinking

**REMEMBER:** USE EVIDENCE IN YOUR STATEMENTS/ANSWERS

### Ways To Start/Continue a Conversation

- What examples do you have of . . . ?
- Where in the text can we find...?
- I understand \_\_\_\_\_ but I wonder about. . . .
- How does this idea connect to . . . ?
- If \_\_\_\_\_ is true, then . . . ?
- What would happen if . . . ?
- Do you agree or disagree with his/her/their statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- Why is \_\_\_\_\_ important?

### Seventh Grade History/Social Studies Sentence Stem Focus

- I need help with \_\_\_\_\_
- My evidence shows \_\_\_\_\_
- I notice \_\_\_\_\_
- I think \_\_\_\_\_ because the evidence shows \_\_\_\_\_
- The geography of \_\_\_\_\_ affects the people by \_\_\_\_\_.
- The people of \_\_\_\_\_ impacted their geography by \_\_\_\_\_.

### Probing for Higher Level Thinking

- In my opinion \_\_\_\_\_
- From my point of view \_\_\_\_\_
- According to \_\_\_\_\_
- \_\_\_\_\_ makes a good point when he/she/they said \_\_\_\_\_
- I agree with \_\_\_\_\_ when he/she/they said \_\_\_\_\_ and I would add \_\_\_\_\_
- I agree with \_\_\_\_\_ when he/she/they said \_\_\_\_\_, however I think that \_\_\_\_\_ (state the idea)
- I disagree with \_\_\_\_\_ because \_\_\_\_\_
- \_\_\_\_\_ (students name), what do you think about this?

## CORNELL NOTES: CHEAT SHEET

### Essential Question (or Purpose)

#### “Left-side Annotations”

- **Main ideas** - identify one's own central idea, not merely rewriting one from the right side
- **Questioning** - ask possible test questions, clarifying questions, or deeper level questions...

#### “Right-side Annotations”

- **Circling** - key words/short phrases. What makes them “key” is that they relate to the EQ..
- **Highlighting/Underlining** - key phrases, clauses, and short sentences, could be definitions, central ideas, or helpful examples.
- **Question marking(?)**- What is confusing? What doesn't make sense? What might be wrong in the notes?
- **Asterisking(\*)** - marking possible test questions, what the teacher thinks is important!

**SUMMARY:** At the end of your notes, write a short paragraph that includes the main points gone over in the notes.

While making annotations is useful in itself, students should later get help where they have put question marks, and use the “Fold-over method” to study the questions they have written in the left-hand margin.

It is best if students can complete at least **THREE repetitions** of their notes. We have broken this up into three cycles to ensure they use the methods listed above.

**FIRST:** Circling, Underlining, Question Marking, and SUMMARY

**SECOND:** Asterisking and Questioning (Main Ideas if they want)

**THIRD:** Fold-over method of studying (folding over notes so they can only see the left margin and quizzing themselves with those questions- they can unfold their notes to check answers.

**Many more options...** There are many more left and right-hand annotations that are all designed to help guide the learner to create meaning from the content.