



# **Stanford University Handbook**

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**The greater the challenge, the greater the glory!**

## **Contact Information**

The best way to contact me is through email. I will do my best to respond to all questions and concerns as soon as possible and will try to respond in one day, unless delayed by unforeseen circumstances.

## **No Excuses University (NEU)**

1. You are the only one responsible for your success.
2. You don't have to invent the wheel.
3. There is no progress without action
4. Persistence always wins.
5. Focus is everything.
6. Failure is necessary.
7. Positivity fuels productivity.
8. You must believe you can.
9. Helping others is a big part of being successful.
10. Success is a journey of countless baby steps.

## **John Wooden's Pyramid of Success**

Industriousness, Enthusiasm, Friendship, Loyalty,  
Cooperation, Self-control, Alertness, Initiative, Intentness,  
Condition, Skill, Team Spirit, Poise, Confidence, &  
Competitive Greatness!

## **The 7 Habits of Highly Effective People**

1. Be Proactive (Take the Initiative)
2. Begin with The End in Mind (Set Goals)
3. Put First Things First (Prioritize; Plan)
4. Think Win-Win (Be Team-Oriented)
5. Seek First to Understand, Then to Be Understood (Listen; Communicate)
6. Synergize (Cooperate)
7. Sharpen the Saw (Rest & Recuperate)

## **S.M.A.R.T. Goals**

Five or more Specific, Measurable, Attainable, Relevant, & Timely goals should be written for the following three areas: weekly, trimester, and year.

## **Content Standards**

Math: <http://www.cde.ca.gov/be/st/ss/documents/ccsmathstandardaug2013.pdf>

ELA: <http://www.cde.ca.gov/be/st/ss/documents/finaelacssstandards.pdf>

Social Studies: <http://www.cde.ca.gov/be/st/ss/documents/histsocscistnd.pdf>

Science: <http://www.cde.ca.gov/be/st/ss/documents/sciencestnd.pdf>

## **Academic Grading System**

The following standards-based grading system will you used:

- 4 = Exceeding
- 3 = Achieving
- 2 = Progressing
- 1 = Beginning/Standard Not Met

The levels will be based on rubrics and do not necessarily correlate directly with a certain percentage. For example, a score of 100% on a test may earn either a 3 or 4. To receive a 4, the standard being tested or demonstrated must exceed the 6<sup>th</sup> grade standard. Periodically, I will also indicate letter grades to aid in a better transition to middle school where a traditional letter grade system is used.

Only summative assignments (tests, quizzes, and projects) are included in the report card grade. Missing or incomplete work will have a negative impact on the homework grade.

## **Tests, Quizzes, & Projects**

Tests, quizzes, and projects will be assigned as needed, and dates will be posted on the whiteboard and class website. Tests will be graded and returned as soon as possible, often the same day.

## **Assignment Re-takes & Re-dos**

All assignments and tests can be redone/retaken in trimesters 1 & 2 according to the following guidelines:

- 1) Parent signature on original assignment or test
- 2) A short paragraph explaining *in detail* the mistakes that were made and what should have been done differently
- 3) For tests, the student signs up to re-take the assignment on a Wednesday

## **Accelerated Reader**

Accelerated Reader is a fun and effective program designed to enhance the reading curriculum, and participation by all students is strongly encouraged. Your child will be assessed at the beginning of the year to determine his or her starting AR level. It is recommended that your child choose books to read that are within their AR range. Class time will be available for students to take AR tests. By earning AR points, your child will be working to achieve the following awards:

<b><u>Points</u></b>	<b><u>Award</u></b>	<b><u>Achievement Goal</u></b>
50	High School	Trimester 1
70	Associate's Degree	Trimester 1
90	Bachelor's Degree	Trimester 2
180	Master's Degree	Trimester 3
270	PhD	Trimester 3

<b><u>AR Grade</u></b>	<b><u>Trimester 1</u></b>	<b><u>Trimester 2</u></b>	<b><u>Trimester 3</u></b>
1	0-29	0-59	0-89
2	30-59	60-119	90-179
3	60-89	120-179	180-260
4	90+	180+	270+

## Habits of Success Grading System

Report card grades will be issued each trimester for the Habits of Success, which includes the following: Work Habits, Responsibility for Academic Success, and 21<sup>st</sup> Century Skills.

### **Work Habits**

- Shows positive attitude towards learning
- Takes responsibility for choices and actions
- Participates in group activities
- Follows directions
- Strives for quality work

### **Responsibility for Academic Success (Homework & Organization)**

#### Homework

Homework is designed to be a quick review of the day's lessons. *Nightly* homework will be given, requiring on average 1½ hours of work:

Math	=	25 minutes
ELA	=	25 minutes
Science/Social Studies/AR	=	40 minutes

\*Additional time may be necessary for students who either did not use their time wisely during class time or worked too slowly and did not finish one or more class assignments. Homework should be stress-free & **should never take more than 2 hours. If you get to the 2-hour mark, please stop and write me a note** that you reached the time limit. I will work with your child at school to see if there was a problem with either their understanding of the directions or of the concepts.

#### Organization

##### **1) Student Planner/Agenda**

The organized and effective use of the planner is an important study skill. Homework, important dates, and announcements should be written in the planner *completely & accurately*. (Assignments will be checked as they are due but won't always be collected.)

Please sign or initial the agenda nightly to indicate your awareness of homework as it assigned and completed.

## **2) Note-taking**

We will primarily be using the **Cornell style of note-taking**. Other types of notes, such as timelines, graphs, or charts will also be utilized. Inaccurate or incomplete notes will adversely affect the Study Skills grade as indicated above.

## **21<sup>st</sup> Century Skills (Citizenship)**

Citizenship will be graded based on school-wide behavior expectations and our Positive Behavior System (PBS) outlined below. When students are *actively & enthusiastically engaged* in learning, little to no “behavior management” is required. Instead, students will practice self-control through a focus on the Pyramid of Success character traits. To reinforce these principles, however, and to foster good behavior in a “real world” manner, we will be using a classroom money system combined with a School-wide Expectation Award (SWEA).

### **School-wide Expectation Awards (SWEA)**

The teacher will be awarding students with SWEAs when they demonstrate one of the 15 Pyramid of Success character traits. Citizenship grade on the report card will be based on the following scale:

Competitive Greatness Earned =	Outstanding (O)
7-14 Traits Earned =	Satisfactory (S)
1-6 Traits Earned =	Needs Improvement (N)
0 Traits Earned =	Unsatisfactory

### **Class Money**

Class money will be earned as a reward or deducted as a fine by the teacher, according to the plan designed by the classroom leadership team and voted upon by the students. The class will also decide on a variety of fun and appropriate ways to spend the class money as part of the overall positive behavior system.

### **Tracker**

To track your child’s progress with the Habits of Success, we will be using a Tracker system. The tracker is a paper form given monthly where we will indicate any missing or incomplete homework, inappropriate behavior, or violations of the school dress code. Consequences for tracker “tags” and “demerits” are indicated on the tag tracker. A new tracker will be handed out each month.

## **Project-Based Learning**

The word that strikes fear in the heart of all parents...Projects! All kidding aside, your child will be given the opportunity this year to complete fun and exciting individual and group projects designed to enhance and enrich the curriculum. Projects are excellent tools for increasing both the learning and retention of knowledge because they appeal to the four learning modalities: visual (seeing), auditory (hearing), kinesthetic (moving), and tactile (touching).

## **Parent Checklist**

- Encourage & support your child
- Help to maintain a positive attitude
- Emphasize effort over performance results
- Review & foster the principles of *NEU*, *The Pyramid of Success*, and *The 7 Habits of Highly Effective Kids*
- Review & hold your child accountable to their S.M.A.R.T. goals (help them stretch, persevere, and grow!)
- Check & sign planner daily
- Check your child's Tracker daily
- Check for accurate note-taking in Cornell Notes style
- Check that math homework is on graph paper & that all work is shown
- Assist your child with homework & projects (but resist the temptation to do the work for them)
- Use Internet resources for math, science, & social studies
- Ensure that "P.E. appropriate" clothes & shoes are worn on P.E. days (students can change clothes/shoes afterwards)
- Encourage participation in Activities Spirit Days
  - Mondays –NEU Shirt
  - Wednesdays – School Spirit/6<sup>th</sup> Grade Shirt
  - Fridays – Stanford University Shirt
  - Holidays
- Volunteer for class & school activities
- Please communicate with me or your child's math teacher if you have any questions or concerns
- Have a great year!!!