



Middle School Code of Conduct

Dear Families and Students:

Welcome to the 2025-2026 school year at Audubon UTK-8 School. The staff is looking forward to working with you and ensuring you have an exciting and successful year.

The mission of Audubon's Middle School team is to create a safe and equitable environment. To fulfill this vision we:

1. Are respectful to ourselves and others acknowledging their similarities and differences as contributions to our learning environment.
2. Listen and follow personal and professional boundaries in place to ensure consent is given.
3. Come prepared for school by bringing materials, chromebooks, and a mindset that is ready to learn and explore.
4. Proactively advocating for the needs of ourselves and others.
5. Make choices that protect the safety of all members of our community.

Below is the code of conduct with positive and negative consequences for choices that enhance or hinder this mission. It is important to understand that the attitude established by children during their elementary and middle school years serves as the foundation on which they will build their personal, social, and academic achievements.

Please read over the Code of Conduct with your child and keep this pamphlet as a reference for the year. It is school policy and will guide decision-making.

Feel free to contact your child's teacher or the school office at (619) 344-5800 if you have any questions. We look forward to your cooperation and assistance as a member of the Audubon UTK-8 Team. Thank you!

Audubon UTK-8 Middle School Handbook

Audubon 4TK-8 School

At Audubon, we strive to prepare students to meet the challenges of the future, maintain high standards, provide a nurturing environment, and provide access to a broad range of educational experiences. We envision ourselves as responsible for supporting the diversity, talents, and intelligences of our students through a focused, collaborative, student and family-centered approach.

General School Rules

All students will follow the school mantra that Roadrunners are RESPECTFUL, RESPONSIBLE, AND READY! Students will choose behaviors that reflect positively on themselves, their peers, and their entire school community. Students must act and speak respectfully to all members of the learning community.

Restorative Justice Discipline Policy

Level 1

Restorative Response Matrix Level 1	
<p>Defining the Behavior - A Level 1 behavior is one which requires low level interventions that can be provided by the classroom teacher or support staff member. Behaviors are typically-addressed at the time that they occur, and do not require documentation. Parents may be contacted regarding the incident.</p>	
Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ● Academic dishonesty ● Disruption ● Inappropriate cell phone use ● Inappropriate use of technology ● Lack of understanding of physical boundaries ● Lying ● Minor conflict ● Minor interruptions/distractions ● Misuse of school property or equipment ● Not following classroom agreements/procedures ● Not having classroom materials ● Off task behavior ● Tardiness ● Use of profanity, not directed at individual 	<ul style="list-style-type: none"> ● Correction techniques: <ul style="list-style-type: none"> ○ Prompt ○ Redirect ○ Reteach ○ Provide choice ● Peer mentors ● Restorative conferencing ● Seat change ● Student and parent/guardian interviews ● Teaching of self-regulation strategies: <ul style="list-style-type: none"> ○ Breathing ○ Individual reflective time ○ Journaling ○ Peer support ○ Problem solving strategies ○ Speaking to an adult ○ Taking a break ○ Thinking of alternative solutions

Level 2

Restorative Response Matrix Level 2	
<p>Defining the Behavior - A Level 2 behavior is one which requires more intensive interventions than a Level 1 Behavior. Teachers will formally document the incident and contact parents/guardians.</p>	
Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ● Attempted to cause property damage ● Caused minor injury, except in self-defense ● Caused or attempted to cause damage to school property or private property ● Committed an obscene act or engaged in habitual profanity or vulgarity ● Committed sexual harassment (1st offense) ● Engaged in an act of bullying (1st offense) ● Habitual disruption ● Habitual inappropriate use of technology ● Harassed, threatened or intimidated peers ● Harassed, intimidated, or threatened pupil or district personnel ● Knowingly received stolen school property or private property ● Possessed or used tobacco, or products containing tobacco or nicotine (1st & 2nd offense) ● Stolen or attempted to steal school or private property ● Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind (1st offense) 	<ul style="list-style-type: none"> ● Any lower-level interventions from Level 1 ● After school counseling or support group ● Classroom suspension - 1 to 2 days <ul style="list-style-type: none"> ○ Administrator-assigned intervention ● Change in schedule/class ● Loss of privilege ● Participation in mentoring program ● Peer mediation ● Referral to after-school program ● Referral to community-based services ● Referral to school-based health/mental health clinics ● Referral to support staff (e.g. counselor, psychologist, nurse) ● Saturday school program ● Short-term behavioral progress reports ● Social skills training ● Student/teacher/parent or guardian conference ● Substance-use intervention group or module ● Teacher/student Conference ● Written apology

Level 3

Restorative Response Matrix Level 3	
<p>Defining the Behavior - A Level 3 Behavior is one which requires immediate administrative involvement. Level 3 Behaviors violate municipal codes and/or laws, are severe, or pose a threat to the physical safety of the individual student and/or others. formal documentation describing interventions initiated, conducted or attempted, and parent/guardian communication is required.</p>	
Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> • Aids or abets infliction or attempted infliction of physical injury • Assault/battery on a school employee • Caused, attempted to cause, threatened or participated in an act of, hate violence • Caused, attempted to cause, or threatened to cause physical injury to another person, except in self-defense (non-deadly force) • Caused major property damage • Committed or attempted to commit robbery or extortion • Committed sexual harassment (2nd or continuing offense) • Engaged in, or attempted to engage in, hazing • Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding • Made terroristic threats against school officials or school property, or both • Possessed/sold/furnished a knife/dangerous object • Possessed an imitation firearm • Possessed or used tobacco, or products containing tobacco or nicotine (3rd offense) • Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind • Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished an imitation of it • Unlawfully possessed or unlawfully offered, vapes, arranged, or negotiated to sell drug paraphernalia • Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma • Willfully caused serious injury, except in cases of demonstrated self-defense (no-lethal force) 	<ul style="list-style-type: none"> • Any lower-level interventions from Level 1 or 2 • Community service • Functional behavioral assessment, if applicable • Implementation of restorative conferencing with student champion • In-school counseling • Increase access to mentor • Re-entry practices • Substance-use intervention group <p>When Level 3 behaviors occur and alternative-to-suspension programs or other lower level interventions have been utilized, an out-of-school suspension can be assigned:</p> <ul style="list-style-type: none"> • Out-of-School Suspension—1 to 3 days

Level 4

**Restorative Response Matrix
Level 4**

Defining the Behavior - A Level 4 Behavior is one which requires immediate intervention and administrative involvement with written documentation. Level 4 Behaviors require a mandatory recommendation for expulsion. Formal documentation and parent/guardian communication is required.

Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ○ Committed or attempted to commit a sexual assault ○ Possessed/sold/furnished a firearm ○ Possessed/sold/furnished an explosive ○ Brandished a knife to another person ○ Unlawful possession or sale a controlled substance 	<ul style="list-style-type: none"> ○ Conference with student, parent and administrator to explain options for student ○ Intervention program ○ Outside counseling and services ○ Recommendation to alternative educational placement ○ Referral to School Police supports <p>When students have been provided with information on the expulsion process, supports available, and information on alternative instructional options, the following shall take place:</p> <ul style="list-style-type: none"> ○ Mandatory 5-day suspension and ○ Recommendation for expulsion

Following are unacceptable behaviors that will not be tolerated at Audubon:

- Bullying/Cyber-bullying (persistent, offensive, abusive, intimidating or insulting behavior, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence, academic performance and which may cause them to suffer stress)
- Gang associated activity (graffiti, flashing gang signs, etc.)
- Vandalism, to include graffiti and/or destruction of school or personal property
- Throwing rocks or other potentially dangerous objects
- Name calling, foul language or profanity, harassment, or intimidation involving race, creed, color, religion, ancestry, national origin, disability, gender, or sexual comments
- Gossiping and/or rumors demeaning a person's character
- Defiant behavior, including verbal or physical disrespect of any members of our learning community
- Sexual Harassment, to include verbal comments, writing, pictures or physical actions of a sexual nature
- Cheating, lying, or stealing
- Physical violence towards others
- No Sharpies allowed at school

In addition to the general school rules, each teacher has his/her own set of rules which students will know and follow.

Levels of Discipline for Bullying / Cyber-Bullying

First Offense (All grade levels)

- Loss of eligibility to hold student office or to participate in interscholastic, co-curricular, or any other extracurricular activity.
- If a student is in grade 8, participation in eighth grade promotion activities shall be referenced to site policy. (Audubon Policy – Students suspended the last fifteen weeks of school may be ineligible to participate in promotion. A conference/meeting with parents will be required to discuss individual student circumstances before a decision is made.)
- Enforcement of all other school rules related to the incident.
 - Student sent to administration for immediate investigation
 - Depending on the severity of the incident student may receive In School Suspension (1-2 days), or Formal Suspension (1-3 days), or possibly Expulsion (5 day suspension with recommendation for expulsion)
 - Parent contacted
 - School Counselor will review SDUSD Anti-Bullying Policy with student during three mandatory sessions

Second Offense (starting in grade 4)

- Loss of eligibility to hold student office or to participate in interscholastic, co-curricular, or any other extracurricular activity.
- If a student is in grade 8, participation in eighth grade promotion activities shall be referenced to site policy. (Audubon Policy – Students suspended the last fifteen weeks of school may be ineligible to participate in promotion. A conference/meeting with parents will be required to discuss individual student circumstances before a decision is made.)
- Enforcement of all other school rules related to the incident.
 - Student sent to administration for immediate investigation
 - Depending on the severity of the incident student may receive Formal Suspension (2-3 days) or possibly Expulsion (5 day suspension with recommendation for expulsion)
 - Parent must meet with administration prior to return to school.
 - School Counselor will meet with student for six individual sessions to review SDUSD Anti-Bullying Policy, resolving conflicts in a positive way, and anger management support.

Third Offense (starting in grade 4)

- Loss of eligibility to hold student office, or to participate in interscholastic, co-curricular, or any other extracurricular activity. If a student is in grade 8, participation in eighth grade promotion activities shall be referenced to site policy. (Audubon Policy – Students suspended the last fifteen weeks of school may be ineligible to participate in promotion. A conference/meeting with parents will be required to discuss individual student circumstances before a decision is made.)
- Enforcement of all other school rules related to the incident.
 - Depending on the severity of the incident student may receive Formal Suspension (3 days) or possibly Expulsion (5 day suspension with recommendation for expulsion)
 - Parent must meet with administration prior to return to school.

ATTENDANCE

State Education Codes 48200 and 4826 (a) mandate that all children are required to attend school daily and arrive on time. It has been proven that the academic achievement of children is directly related to their school attendance. It is important that your child be in school every day.

TARDINESS

Tardiness is very disruptive to the classroom instructional program and your child's education. **Seventh and Eighth grade students are expected to arrive at school by 7:50**

a.m. Students are considered late if they have not arrived in their class by 8:00 a.m. and have not arrived within 5 minutes to each of their classes after passing periods. (See tardy policy under Daily Expectations and Procedures.)

ABSENCES

A recent change in state law regarding excused absences has changed the way the school district collects state funds for daily attendance. The school no longer receives money for **all** excused absences. **Any absences not related to health, medical, legal, or religious holidays are considered unexcused (U). We strongly encourage you to schedule medical and dental appointments during school vacations and after-school hours.** If an appointment must occur during school hours, please have your child attend school before or after the appointment so he/she does not miss a full day of school. You may request a doctor's or a dentist's pre printed note to turn into the school office upon your child's return. Students with a truant mark (Z) will be referred to school police. All medical absences of five days or more must have a doctor's verification note. In this case, you should request a Contract for Independent Study (CIS).

If your child will not be attending school for one or more days, call the school office at (619) 344-5800 the morning of the first day's absence. The school district requires a specific cause or symptom of illness for the absence (example, my child is ill with a fever and a severe headache, my child has the flu, etc., rather than stating my child is sick).

A **Contract for Independent Study (CIS)** can be arranged between parents and school staff when children need to be absent for any reason for five days or more. **(See the paragraph on Contract of Independent Study Below).**

CONTRACT OF INDEPENDENT STUDY

Parents may initiate a Contract of Independent Study from the school office for their students for absences that can be expected to last at least five or more days. **Applications for study contracts MUST BE SIGNED AND COMPLETED AT LEAST 7 SCHOOL DAYS IN ADVANCE OF THE PLANNED ABSENCE.** Your child's teacher will provide work your child will be missing with the contract. The completed work must be turned into the school office on the **FIRST** day of the student's return in order to receive credit for the contract. The site administrator or a site designee as appointed by the site administrator must approve the request for contract of Independent Study. **Our school no longer receives money for your child for any absence except those that are covered by a Contract of Independent Study.** We strongly encourage you to schedule medical and dental appointments during school vacations or **AFTER** school hours so your child will not be missing valuable instructional time.

Students who are in school everyday will receive special recognition throughout the school year and at the end-of-the-year awards. All absences, including excused absences, and tardies or early leaves (no matter the reason), will count against Perfect Attendance Awards. We appreciate the cooperation of all our parents in improving the attendance of students.

If a student is late, the following measures will take place:

- Citizenship will be lowered for excessive tardies

Audubon will strictly follow the district wide guidelines for absences. The absence policy will be as follows:

- **2 total** full days unexcused absences and/or tardies over 30 minutes= Attendance Warning Letter will be sent out.
- **3 total** full days unexcused absences= First notice of Truancy Classification letter will be sent out.

- **6 total** full days unexcused absences=Second Notification of Truancy (Habitual) letter will be sent out. A meeting with the School Attendance Review Team will also need to take place. A contract that lays out additional strategies that will be put in place in an effort to help the student get to class will need to be signed.
- **7+ total** full days unexcused= Third Notification of Truancy and Referral to School Attendance Review Board (SARB) letter will be sent out.

LEAVING SCHOOL GROUNDS/RELEASE OF CHILDREN:

State law prohibits pupils from leaving school grounds once they have arrived on campus. When you need to take your child from school during the school day, it is necessary for you to come to the office and sign a “Permit to Leave” form. Your child will not be released from the classroom without this form. **A child will only be released to the adult(s) listed on the school registration card with proof of ID.** This requirement is for the protection of all concerned.

HEALTH OFFICE

A school nurse or health technician will be available five days per week.

- If students require medication at school, parents and the child’s physician must complete the necessary forms, which are available in the school’s health office.
- **Students MAY NOT** carry medication with them on campus.

DRESS CODE

All clothing worn to school should match our appropriate guidelines and should be clean, practical, and not distract from the learning environment. **Students will be required to change the clothing item that does not meet our dress code, which may include calling home for a change of clothing or shoes.**

DRESS CODE VIOLATION

In the event a student comes to school dressed inappropriately:

1. Teacher conversation with student.
2. Student will be sent to the office to call parents.
3. Parents will be asked to bring in the appropriate clothing.

Middle School Eligibility

For special field trips, awards, and incentives, good grades and behavior are expected. To participate in these special events, **a 2.0 academic grade point average and a 2.0 citizenship grade point average must be maintained.**

Discipline

Behaviors subject to disciplinary action

The following behaviors may result in suspension, expulsion or other disciplinary actions:

- Bullying/Cyber Bullying
- Assaults/Battery/Mutual Combat
- Controlled/Prohibited Substances
- Harassment
- Sexual Harassment
- Substance in Lieu of Controlled Substances
- Tobacco or Nicotine Product
- Robbery/Extortion (includes attempts)
- Property-Damages
- Property-Theft
- Drug Paraphernalia

- Weapons/Explosives/Dangerous Objects/Imitation Firearms
- Disruption/Defiance
- Hate Violence (includes electronic attempts)
- Threats and Intimidation (includes electronic attempts)

The Audubon Behavior Policy is designed to make your school a safe environment and to provide an appropriate learning environment for you and other students. There can be no acceptable reason for violating these rules.

The Audubon Behavior Policy may recommend In School Suspension, Out of School Suspension, or Expulsion in accordance with San Diego Unified District Policies for the following behaviors:

- Causing serious injury (third offense)
- Possession of weapons (firearms, knives, explosives or other dangerous objects)
- extortion and robbery
- Gambling- Gambling in any form is prohibited by state law. Gambling is defined as wagering or betting money on the outcome of an activity. Students who are involved in this activity may be suspended. Students should not have dice, cards or anything that can be considered a gambling device in their possession at school. These will be taken from students (Administration Code 301. Education Code 10601-10609)
- Selling alcohol, intoxicants, or controlled substances
- Visiting other school campuses without permission.
- Leaving school grounds without permission.

In addition to discipline, if you are found to have violated the law you may be arrested and taken to a juvenile detention facility.

Bicycles, Skateboards, and Roller Blades

- **Bicycles may be ridden to and from school by 4th - 8th grade students only. We require students to bring a lock to secure the bicycle to the school's bike rack. Bicycles should be locked in the bike racks immediately upon arrival at school.**
- **Helmets must be worn in accordance with state law.**
- All bicycles must be walked while on school grounds.
- Students and parents take responsibility for any bicycles ridden to and from school. The school and school district will not be responsible for the loss or damage of a bicycle.
- Only bicycles are allowed to be ridden to school. It is against school policy to ride skateboards, scooters, Heelys (shoes with skates), or roller blades to school.

Lunch Rules

- Follow the directions of yard duty personnel and other supervisory staff.
- Play all games according to school rules.
- Use courteous, calm, and appropriate language to solve problems.
- School lunches and drinks must be finished before leaving the lunch area.

CAFETERIA/LUNCH ARBOR RULES

Students will:

- Walk to their assigned area. Use good manners when eating lunch.
- Use respectful voices in the cafeteria and in the lunch arbor.
- Eat lunch on their trays and not share with others.
- Students may not play "food games" or mix several foods together in an attempt to be disruptive.
- Eat only food that belongs to them due to serious food allergies. (No sharing!)
- Pick up any trash left on/under the table and empty their lunch trays.
- As directed by noon supervision, exit the cafeteria or lunch area in an orderly manner.

Positive Consequences

We believe students who are RESPECTFUL, RESPONSIBLE, & READY when traveling to and from school deserve to be recognized for their efforts. At Audubon, we recognize and praise our students with the following:

- Classroom rewards
- Academic, Citizenship and Effort award ceremonies
- End of the year awards ceremony
- A variety of special events and presentations
- Individual classroom recognition
- Monday Morning Assembly Recognition

DISCIPLINARY CONSEQUENCES

The consequences for breaking school, classroom and /or playground rules may include the following:

- Verbal warnings from teacher and staff
- Referral to the counselor
- Loss of assemblies, classroom parties, etc.
- Confiscation of toys/items brought to school
- Parent contact by teacher and/ or administrator/support staff
- Counselor may refer to the administration for serious or repeated offenses
- Lunch and after-school detention, in-school suspension, formal suspension and/or expulsion
- Administrative Referral to Campus Security Assistant

Daily Expectations and Procedures

Morning Procedures: Middle school students are to enter school through the front gate and go to the lunch arbor at 7:55 a.m. Students will remain in the lunch arbor until the bell rings at 8:00 a.m. at which time they will walk into their classroom. Breakfast is served at 8:00.

Tardy Procedures: Students are expected to be in their seats when the bell rings. Students who are tardy will receive disciplinary action by both the teacher and/or administration.

Being On Time: The first few minutes of any class are usually the most important. Please be sure to arrive at school in plenty of time so you will not be tardy for your first class.

Cell Phones and other Electronic Signaling Devices Policy

Student possession and use of cellular phones and other electronic signaling devices on school campuses and school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted under circumstances described here.

All students (UTK-8) may use these devices on campus before school begins and after school ends. **These devices must be kept out of sight and turned off during the instructional program and in the classroom.** Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. Repeated unauthorized use of such devices may lead to disciplinary action. All phones and other electronic signaling devices must be turned off before entering classrooms.

Hall Passes

Any student who wishes to enter or leave the room during the class period **must have a pass** issued by a faculty or staff member.

GRADE 7TH AND 8TH INTERACTION

7th and 8th grade students are only allowed to interact with one another and not with elementary school students unless an activity is planned and supervised by school staff.

Audubon's Behavior Policy

Audubon's Behavior Policy defines a weapon as a firearm, pistol replica, starter pistol, stun gun, taser, BB or pellet gun, knife or any size/type, dirk, dagger, razor, slingshot, explosive and all fireworks. Any object used in a threatening manner and not usually considered a weapon will be considered a weapon under Audubon's Behavior Policy.

Audubon's Behavior Policy is designed to ensure the safety of those attending the San Diego City Schools and to provide an appropriate learning environment for all students. There can be no acceptable reason for possession of a weapon on the school grounds.

Student Nondiscrimination and Sexual Harassment Policy

The Board of Education has approved a Student Nondiscrimination and Sexual Harassment Policy, which addresses the rights of all students and steps to take in filing a claim.

Parent Responsibilities

Parent involvement is not an option - it is a necessity. Students need family, teachers, and their entire community to be involved with supporting their growth. As outlined in the Education Code, parents "shall be responsible, financially and otherwise, for the willful misconduct of their children." Parents need to also check their child's planner daily. Students are required to write down all assignments in their planners

Dismissal

Students in grades 7-8 are dismissed at 2:45 p.m. on Monday, Tuesday, Thursday, and Friday. Dismissal on Wednesday (minimum day) is at 12:52 p.m.

Late work

It is important for students to turn in all of their assignments on time. Middle school is preparation for high school. Now is the time to start good habits and turn work in on time. **Middle School Teachers will be sending home their individual class syllabus explaining procedures for late work.**

***Class projects may have different guidelines - please see individual teacher's policies regarding projects.**

8th Grade promotion requirements

Everyone wants to celebrate the success of students, especially all of the hard work they have put into their education from Preschool up to 8th grade. Audubon UTK-8 has high expectations and standards for our departing eighth graders. Students who put forth the effort to meet the requirements listed below may participate in activities and celebrations to mark the end of their middle school experience. These include end of the year social events and the promotion ceremony. Eighth Grade End of Year Activities and The Eighth Grade Promotion are very special moments for eighth graders, and the privilege of participating is earned by fulfilling the following requirements:

1. Students must have earned a 2.0 Academic Grade Point Average (GPA)
2. Students must have earned a 2.0 Citizenship Grade Point Average (GPA)

3. No U citizenship grade in any course
4. No Truancies
5. No Level 3/4 Restorative Justice Practice Offense

San Diego Unified School District also has certain requirements for students to be promoted to the ninth grade. In early spring, the counselor and teachers will inform students of promotion requirements, meet with students at risk of failing or retention, explain high school enrollment options, and communicate other information about their move to high school. In addition, there will be Home/School communication for students who are at-risk of not participating in End of the Year Activities or Walking in Promotion. It is our hope we can have all eighth grade students fully participating in these experiences.

* final decisions are at MS teachers discretion

Signature Page

We appreciate the time you have taken to read and discuss the Audubon UTK-8 School Code of Conduct with your child. Please complete the form below. Keep the Audubon Code of Conduct for future reference.

Thank you for your cooperation and support.

Sincerely,

The Audubon UTK-8 School Staff

We have read and discussed the Audubon Code of Conduct with our child and will keep it available for future reference.

Name of Student: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Grade: _____