

My BHMS Schedule

NAME _____

1st Semester			
Per.	Rm.	Tchr.	Subject
1			
2			
3			
4			
5			
6			
Bobcat			
2nd Semester – Do Not Complete Until 2nd Semester			
Per.	Rm.	Tchr.	Subject
1			
2			
3			
4			
5			
6			
Bobcat			

MONDAY - THURSDAY DAILY SCHEDULE	
BLOCK	TIME/MIN.
1 ST Block	8:30-10:13 (103 min.)
Break	10:13-10:21 (8 min.)
2 ND Block	10:25-12:06 (101 min.)
Bobcat Lunch	12:10-12:48 (38 min.)
Bobcat Lunch	12:52-1:30 (38 min.)
3 RD Block	1:34-3:15 (101 min.)

FRIDAY COLLABORATION DAY	
BLOCK	TIME/MIN.
1 ST Block	9:30-10:55 (85 min.)
Break	10:55-11:03 (8 min.)
2 ND Block	11:07-12:30 (83 min.)
Bobcat Lunch	12:35-1:09 (35 min.)
Bobcat Lunch	1:13-1:48 (35 min.)
3 RD Block	1:52-3:15 (83 min.)



FAMILY HANDBOOK

Bernardo Heights Middle School
 12990 Paseo Lucido
 San Diego, CA 92128

Main Office	(858) 485-4850
Office Fax	(858)485-4865
Attendance Hotline	(858) 485-4888
Health Office	(858) 485-4850 ext. 4037
Counseling Office	(858) 485-4850 ext. 4044

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of age, race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact the Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

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Welcome to Bobcat Country!

Up-to-date information is always available on our website at

<http://www.powayusd.com/pusdbhms/>

At Bernardo Heights we are committed to sustaining a school community where all members feel safe. Our school policies are in place to empower students to maximize learning.

At BHMS, we will:

- Promote social, emotional, ethical, civic and intellectual skills and knowledge
- Enhance engagement in teaching, learning and school-wide activities
- Promote the capacity of all members to actively support a healthy school climate

SCHOOL HOURS

Monday through Thursday 8:30 - 3:15, Friday 9:30 - 3:15

Students should not arrive on the BHMS campus any earlier than 8:00 a.m. Monday through Thursday and 9:00am on Friday, unless they are a registered participant of the ASES morning program. Once students arrive to campus, either by bus or parent drop-off, they may not leave campus without being signed out by a parent or another authorized adult.

The regular school day ends at 3:15 p.m., and students are to be ***off campus*** by 3:25 p.m. unless they are engaged in an adult-supervised after-school activity. Students may not leave campus and return to attend a club or activity.

VISION/MISSION STATEMENT

- Maintain a partnership among students, parents, staff, and community.
- Provide a safe, positive, and challenging environment for all children to succeed.
- Offer diverse opportunities for intellectual and personal growth for all members of the school community.
- Develop multiple literacy skills to ensure our students are effective users of ideas, information, communication, and technology.
- Promote productive, responsible, respectful, and healthy citizens for a global society
- Encourage a passion and curiosity for life-long learning.

NONDISCRIMINATION POLICY

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BOBCAT PRIDE

Our students will be expected to use Bobcat PRIDE daily to ensure a safe and productive learning environment.

Common Areas

Positive: Be considerate of others, Help each other

Responsible: Respect and be aware of personal boundaries of others, Keep our campus clean

Integrity: Compliment others, Build positive relationships

Determined: Commit to being on time, Walk with purpose

Engaged: Keep your head up and be aware of your surroundings, Smile and greet one another

Classroom

Positive: Be a positive role model, Use appropriate language and tone of voice

Responsible: Be on time and come prepared every day, Follow directions

Integrity: Think about your future, Be a team player

Determined: Get focused, stay focused, Ask questions, seek help

Engaged: Be present, Collaborate well with others

Restroom/Locker Room

Positive: Treat other as you want to be treated, Respect others' privacy and personal space, and property

Responsible: Lock up your personal items, Clean up after every use

Integrity: Leave it better than you found it, Practice good hygiene

Determined: Be a problem solver, Return to class in a timely manner

Engaged: Respect facilities, Report any misuse of facilities, Be aware

ACADEMIC HONESTY

It is expected that students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that supports and encourages honesty. In support of academic honesty and the personal integrity of all students, the Poway Unified School District has established the following:

- Discipline rules and procedures for all violations of academic honesty will be conveyed to staff, parents, and students, in writing, at the beginning of each school year.
- Parents and students will be required to review and sign the Academic Honesty Policy and Procedures at the beginning of each school year.
- Teachers and staff will be responsible for providing safeguards that discourage acts of student dishonesty on tests and assignments.
- School staff (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
- Students found to be in violation of rules of academic honesty will be subject to disciplinary action outlined in the school's discipline rules and procedures.
- Teachers are encouraged to be the first point of parent contact at all levels regardless of

frequency of offense.

Acts of academic dishonesty include, but are not limited to; the following (please refer to PUSD Board Policy 3.40.1 for definitions of the following acts):

- | | |
|---------------------------|---|
| Cheating on tests | Unauthorized Collaboration |
| Fabrication/Falsification | Plagiarism |
| Forgery | Theft or Alteration of Materials or Equipment |

Guidelines for Consequences of Academic Honesty violations:

A system of progressive discipline shall be followed whenever practicable and the listed consequences shall serve as guidelines. Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the elementary, middle, and high school levels. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: suspension from school, leadership positions, co-curricular and extracurricular activities.

At the middle school level, violations are cumulative and do not start over at the beginning of each grade level. Consequences may include, but are not limited to:	
1st offense:	<ul style="list-style-type: none">· Teacher makes contact with parent· Referral to Assistant Principal· Zero on assignment/test, as determined by the classroom teacher· Office Detention assigned· Unsatisfactory in citizenship for that grading period
2nd offense:	<ul style="list-style-type: none">· Teacher makes contact with parent· Referral to Assistant Principal· Zero on assignment/test, as determined by the classroom teacher· Unsatisfactory citizenship grade for the remainder of that grading period, as determined by the classroom teacher
3rd offense:	<ul style="list-style-type: none">· Teacher makes contact with parent· Referral to Assistant Principal· Zero on assignment/test, as determined by the classroom teacher· Unsatisfactory in citizenship grade for the remainder of that grading period, as determined by the classroom teacher· Parent-teacher conference with administrator

ASES

BHMS provides **free** before and After-School programming as part of California’s After-School Education and Safety (ASES) program. Before-School Program hours are 6:45 – 8:00 AM, Monday thru Thursday; and 6:45 – 9:00 AM on Fridays. We offer a variety of after school clubs, sports, homework assistance, arts and crafts, electronics and computers during our after school program. Hours of operation are 3:15 – 6:15 PM. **There are attendance requirements for both programs.** See BHMS website or contact the ASES Coordinator at (858)485-4894 for more information. **ASES programs are only open on days students are in school.**

SCHOOL ATTENDANCE

At BHMS, we believe there is no substitute for school attendance. While occasional absences are necessary for excused reasons, when pupils are not present in the classroom to actively engage in learning and essential experiences that deepen understanding, students do not gain the full benefit of the school educational program.

STUDENT ABSENCE POLICY

Under California Education Code 48200, each person between the ages of 6 and 18 are subject to a compulsory full-time education. If your child is going to be absent from school, please notify the BHMS school office as early as possible and report the absence. Our Attendance Hotline number is (858) 485-4888 and can be called any time, day or night. Any unreported absences will be recorded as truancies after 72 hours, and grades may be negatively impacted.

MAKE-UP WORK/QUIZZES/TESTS:

Students with excused absences shall be allowed to complete all assignments and tests missed during the absence and shall receive full credit if the work is completed within a reasonable time (usually equivalent to the number of days of the absence). Please check with individual teachers for their specific classroom policies regarding absences.

EXCUSED ABSENCES

A pupil absent from school under excused reason enumerated under California Education Code 48205 shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine tests and assignments that shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

SCHOOL ATTENDANCE POLICIES

School begins at 8:30 a.m. M-Th. and 9:30 a.m. on Friday and ends at 3:15 p.m. daily. School gates do not open until 8:00 a.m. M-Th. and 9:00 a.m. on Friday, students should not arrive before the gates open. Students need to be off campus by 3:25 p.m. as supervision is not provided during these times. Bernardo Heights is a closed campus. Upon arrival to school, students are to remain on school grounds until the end of the school day.

REPORTING ABSENCES:

To clear an absence, parents are requested to report your absence on the 24-hour Attendance Hotline at 858-485-4888 within 72 hours. If the absence has been cleared, upon returning to school, the student may report directly to class. If the parent has not called the hotline to report the absence, the student must bring a signed and dated note from a parent stating the reason for the absence.

ARRIVAL TO SCHOOL

If your student is late to school, he/she MUST come to the Attendance Window to check into school. A note or telephone call indicating why he/she is late is necessary to check-in. When arriving late to school because of a doctor or dental appointment, a note from the doctor is suggested. This will "medically" excuse the student and, therefore, the absence will not count against him/her. If a parent wishes to excuse a tardy, but is unable to send a student with a note or call the Attendance Hotline prior to the student's arrival, they may still do so by calling the Attendance Hotline within 24 hours.

DEPARTURE FROM SCHOOL

If your student has to leave campus for ANY reason, he/she must first obtain an Off Campus Pass from the office. Parents can either send their student to the office before school starts with a note from home or call the attendance 24-hour hotline at (858) 485-4888 before school starts. The note must be signed by a parent and state the time and the reason the student will be leaving. Students must show the Off Campus Pass to his/her teacher, who will then release the student from class to meet the parent in the office at a designated time. Parents must show a government issued identification at the Front Desk. Only parents or legal guardians may call to request an Off Campus Pass, however, parents may authorize another responsible adult to pick up the student. Please avoid checking your student out during the last 30 minutes of the day.

QUARTERLY TARDY POLICY

At Bernardo Heights students are expected to be at school on time. Detention will be assigned to students for every five tardies. Additionally, parents may only excuse three tardies per quarter unless a doctor’s note has been provided.

TARDY	CONSEQUENCE
5 Unexcused Tardies	Lunch Detention
10 Unexcused Tardies	After-School Detention
15 Unexcused Tardies	Parent Conference with Assistant Principal After-School Detention

CELEBRATIONS

Students are asked to celebrate birthdays and special occasions outside the school day. **Please do not have flowers, balloons, singing grams, food etc. delivered to school as items will not be sent to the students. Blankets, pillows, stuffed animals, kites, balloons etc. will not be permitted.**

DISASTER PLAN

IT IS THE PARENT’S RESPONSIBILITY TO NOTIFY THE SCHOOL OF ANY CHANGE IN WORK AND/OR HOME TELEPHONE NUMBERS.

In the event of a critical incident during school hours, students will be sheltered and supervised until safe release to parents/guardians is feasible. All students are required to remain in school under staff supervision in any emergency situation until officially released to parents. Students who are not called for by dusk will be transported to the appropriate Primary or Secondary Center.

Disaster Zones - District

<p>ZONE A Meadowbrook middle – Primary Center Abraxas High – Secondary Center Creekside Elementary Morning Creek Elementary Pomerado Elementary Shoal Creek Elementary Valley Elementary Poway Business Park</p> <p>ZONE B Mt. Carmel High – Primary Center Black Mountain Middle – Secondary Center Adobe Bluffs Elementary Los Penasquitos Elementary Sundance Elementary Sunset Hills Elementary</p>	<p>ZONE C Poway High – Primary Center Twin Peaks Middle – Secondary Center Chaparral Elementary Garden Road Elementary Midland Elementary Painted Rock Elementary Tierra Bonita Elementary</p> <p>ZONE D Rancho Bernardo High – Primary Center <u>Bernardo Heights Middle – Secondary Center</u> Highland Ranch Elementary Rolling Hills Elementary Westwood Elementary</p> <p>ZONE E Del Norte High – Primary Center Oak Valley Middle — Secondary Center Del Sur Elementary Stone Ranch Elementary Turtleback Elementary Monterey Ridge Elementary</p>	<p>ZONE F Westview High - Primary Center Mesa Verde Middle - Secondary Center Canyon View Elementary Deer Canyon Elementary Park Village Elementary Willow Grove Elementary</p> <p>ZONE G DISTRICT OFFICE AND EMERGENCY OPERATIONS CENTER (EOC)</p> <p>ZONE H TWIN PEAKS CENTER Alternative Programs Caring Connections CT&AE Facilities M&O Planning Purchasing Pubs Transportation Warehouse</p>
<p>Within each zone, Primary and Secondary centers may be used to house students for extended periods of time.</p>		

DRESSING FOR SUCCESS

California Administrative Code, Title 5, Section 302 states:

“A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to properly prepare for school, or shall be required to prepare for the school room before entering.”

School clothing should be neat, clean, and of a professional nature for school activities. Attire should not cause a disruption to the learning environment. The dress code will be enforced at all school-sponsored activities. Clothing that violates this standard is unacceptable, and the student in violation will be asked to resolve the issue so that dress meets standards.

- Clothing should be neat, clean, fit properly and not distract from the learning environment.
- School clothing, jewelry, book covers, backpacks, or binders should not display content or images such as sexual connotations, tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence. Items that are discriminatory or demeaning toward others are prohibited.
- **Sunglasses, hats are not permitted indoors. Hoods not to be worn on campus.** We need to be able to identify students.
- Writing on skin is not permitted.
- Closed toe shoes must be worn to participate in sports on our athletic courts.

See Guidelines to Follow:

<u>GUIDELINE</u>	<u>WHAT NOT TO WEAR</u>
<p><u>SHIRTS/TOPS</u> Shirts, tops should cover chest, back and stomach area.</p>	<p>Do NOT wear:</p> <ul style="list-style-type: none"> ● Halter Tops ● Tube Tops ● Bathing Suit Tops ● Strapless Shirts ● See-through Clothing ● Low-cut or Exposed Midriff ● Tank tops with deep cut arm holes
<p><u>PANTS/SHORTS</u> <u>SKIRTS/DRESSES</u> Pants, shorts, skirts and dresses need to be appropriate for the learning environment.</p>	<p>Do NOT wear:</p> <ul style="list-style-type: none"> ● "Sagging" pants ● Sheer pants
<p><u>FOOTWEAR</u> Footwear must protect feet and not interfere with school activities.</p>	<p>Do NOT wear:</p> <ul style="list-style-type: none"> ● Shoes with wheels
<p><u>ACCESSORIES</u> Should be appropriate to the learning environment.</p>	<p>Do NOT wear:</p> <ul style="list-style-type: none"> ● Wallet chains over 3 inches long ● Long dangling belts ● Metal studs, safety pins, or similar modifications
<p>The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance meet standards for respect and safety.</p>	

Consequences for Dress Code Violations are outlined below:

OFFENSE	CONSEQUENCE
1 st Violation	Change into P.E. clothes or other clothing from Health Office. Clothes will be returned to student at the end of the school day.
2 nd Violation	Change, lunch detention. Clothes will be returned to student at the end of the school day.
3 rd Violation	Change, parent notification, after school and/or lunch detention(s). Consequences will continue with subsequent violations. Clothes will be returned to student at the end of the school day.

FOOD DELIVERIES

To avoid undue distractions and disruptions during the lunch period and the school day, outside food deliveries such as pizza, Uber Eats, Amazon Restaurants, Door Dash, etc., for individuals or to share with friends **are not allowed** and will not be sent to students. Sometimes, teachers or clubs will host special "parties" where food may be brought under the direction of the teacher or club advisor. **Any food brought for children must be commercially packaged and sealed -- NO homemade food allowed for classroom/club celebrations.**

FORGOTTEN ITEMS OR NOTES FROM HOME

In an effort to limit classroom interruptions, BHMS would like to minimize the delivery of forgotten lunches, PE clothes, homework, non-emergency items, etc. In the event an item is delivered or a parent needs to contact a child through the day, a note will be delivered to the classroom.

FOUNDATION

The primary objective and purpose of the Bernardo Heights Education Foundation is to provide additional financial support for BHMS. The BHEF assists in the purchasing of technology and ongoing campus improvements, which contribute significantly to the enrichment of education at BHMS. For more information please see the Foundation Link on the BHMS Website or go to <http://bernardoheightseducationfoundation.org>

GUM

Gum chewing is not allowed on campus at any time. This can be considered defiant behavior and can result in detention.

HEALTH OFFICE

Illness: If you become ill at school, report to your teacher FIRST and then request a pass to see the Health Technician. The Health Office is across from the Attendance Office in the Administration Building. You cannot leave school without authorization.

Poway Unified School District philosophy is that parents bear the primary responsibility in providing medication for their students. Whenever possible, medication should be administered at home. Parents have the option to personally administer medication to their child at any time during the school day. Health assistance can be provided to support student learning and attendance. Medication administration is provided under the direction and indirect supervision of the resource nurses in Health Services. If a student needs medication during the school day, the following procedure must be followed, according to Ed Code:

- Complete an Authorization for Medication Administration form (H-26) for all prescriptions, over the counter, and herbal medication. The form requires signatures by both the parent and the student's physician. The physician must be licensed in the State of California.
- The completed form should be given to the Health Technician at the same time as you deliver the medication.
- The medication must be in a pharmacy-labeled container stating the student's full name, medication name, proper dosage, and time to be given. NO PLASTIC BAGGIES WILL BE ACCEPTED.
- Please check the expiration date on all medication you provide to the school site and update this medication as needed.

Students may carry their own medication only if they are responsible and an Authorization to Carry Medication While at School form (H-26B) has been signed by the physician, parent, and student.

The following forms are available in the school Health Office or on-line at powayusd.com under Health Services.

- Authorization for Medication Administration (H-26)

- Authorization to Carry Medication While at School (H-26B)
- Life Threatening Allergy Plan (H-58)
- Diabetic Management Plan

Note: Poway Unified School District has a “zero tolerance” drug policy for all students.

Do not put your child at risk of receiving disciplinary action. Don't send your child to school with any medication unless you have followed the medication procedures. Remember, even Tylenol or Advil are considered to be drugs.

POWAY UNIFIED SCHOOL DISTRICT POLICY

Health Services

Your student's health influences his/her performance in school. You can assist the school in maintaining healthy and safe conditions for your student by cooperating with the following:

1. **Emergency** – Assure up-to-date emergency information/contacts are on file at school. **This includes parents' home, work, and cell phone numbers!** Emergency contacts may be called when parents are unavailable. Provide your school with: Names and phone numbers of neighbors/friends, with available transportation, to call in case you cannot be reached. Current health concerns for your student (i.e., asthma, any allergies, diabetes, epilepsy, etc.). This information will be shared with staff that have a need to know.
2. **First Aid** – In case of an injury at school, staff will provide first aid care only. Your student will then be referred to you. However, if your student's health is considered “at-risk”, paramedics will be called. Parents are responsible for any cost incurred.
3. **Non-School Injuries** – Please notify the school health office of any serious injuries that occur outside the school day. School staff are not permitted to provide care for injuries that have occurred away from school. This includes the changing of bandages or similar services.
4. **Specialized Health Care Procedures** – Students that require specific health procedures in order to attend school must have written instructions with parent and physician approval. See the Health Technician for appropriate forms.
5. **Communicable Diseases** – When your student has any symptoms of a communicable disease, please keep him/her at home and consult with your health care provider. Please call the Health Technician when your student has a confirmed communicable disease (i.e., strep throat, chicken pox, measles, MRSA, etc.) or serious illness. Obtain a note from your health care provider verifying the diagnosis, treatment plan, and date your student may return to school and give to the Health Technician. PUSD has a “No Nit” policy for head lice. Following examination by the Health Technician **students are readmitted to school only when hair is clear of all visible nits.** Parents should stay or be with their student during this exam to provide transportation home if needed.
6. **Medication** – Before any medication (prescribed or over-the-counter) can be given during school hours, an Authorization for Medication Administration (PUSD H-26 available on PUSD/Health Services website or from the school) must be on file. This form must be **signed by the physician and parent/guardian.** Exception: Sunscreen, lip balm, throat lozenges, cough drops, contact lens solution require written parent permission only.
7. **Procedure to Carry Medicine - Students are not allowed to carry medications during the school day without written approval.** Authorization to Carry Medication While at School form H-26B (available on PUSD Health Services website or at school) must be **signed by physician, parent/guardian, and student.**

Please contact the Health Technician @ 858-485-4850, Ext. 4037 if you have any questions. Your school welcomes communication between home and school for the health of your student.

LIBRARY

The library hours are 8:00-3:25 Monday through Thursday and 9-3:25 on Friday. Students are welcome to use the library before school, at break, lunch, and after school. To use the library during class time, a pass from the student's teacher is required.

- Many library resources are available 24/7 from the Library Catalog website at <http://destiny.powayusd.com/common/welcome.jsp?site=203>. On the "Home" tab, find links to subscription databases and other important information. Use the "Catalog" tab to search for book titles. Log in to the Library Catalog (Student ID Number/PUSD Password) for a listing of all library and textbook checkouts on the "My Info" tab, renew library books, place a hold, or write a review.
- The student's ID card is required for checking out library and textbook materials as well as for computer use. There is a \$5 charge for replacement cards.
- Overdue notices will be emailed home and sent to student's Bobcat class on a regular basis. Please contact the library to discuss any problems or errors.
- Students are expected to work in a quiet, respectful manner while in the library.
- NO food, drinks (including water), or gum. Electronic devices for school purposes may be used with permission of the library staff.
- Students are responsible for keeping their books in good condition and for costs to repair or replace damaged, lost or stolen items. Students may need a clear library record (no outstanding books or library fines) to participate in end-of-the-year activities.
- Through September 30, students may bring any problems with the condition of their textbooks to the attention of the library staff to avoid damage costs in June.
- Students may check out and read books electronically using Overdrive. The link to Overdrive can be found at the BHMS Destiny homepage. You may also click here for the link: <https://powayca.libraryreserve.com/10/45/en/SignIn.htm?url=Default.htm>

Please see the Library Catalog homepage for more information about the library, book recommendations, resources and research support at:

<http://destiny.powayusd.com/common/welcome.jsp?site=203>

HONOR ROLL

Students who have a grade point average of **3.5** and above will be designated as Honor Roll students.

LOST AND FOUND

Small items (wallets, money, etc.) are located in the school office and other items such as clothing, shoes and water bottles are located outside the school office in the "Cat Box".

LUNCH

There are two options available for middle school meals. Students may purchase complete school lunches or choose individual food items from our a la carte menu. The complete school lunch is the best value because it includes five (5) food groups (Protein, Grains, Vegetables, Fruits, and Milk).

Nutritious meals are served every school day. School lunch and a la carte menus are posted in the lunch area and on the Food and Nutrition website at: <http://powayusdnutrition.com>.

Prepaying for Meals:

Parents have three options available to prepay for school meals: online, personal checks, or cash money. Personal checks should be made payable to PUSD Food and Nutrition. Pre-payments can be made for any denomination.

Online Meal Payments:

The District uses an on-line prepayment service that allows you to monitor your child's account and make meal payments using your credit or debit card. There is no charge if you just want to monitor your child's account balance and view account activity. You can pre-pay for lunch at www.myschoolbucks.com or by following the link on the BHMS homepage. You can also request an email to notify you when your child's balance reaches a specific low balance.

We encourage parents to pre-pay for all meals and deposit \$20.00 in your child's account as "lunch insurance".

Free and Reduced Price Applications:

If you believe your child qualifies for free or reduced priced meals, we encourage you to complete an application for meal benefits. You may complete a paper application or apply for benefits online. Paper applications are available in the school office and at the Food and Nutrition Department. A new application must be completed each year. Remember that only one application is required for each family. The fastest way for your child to start receiving benefits is to apply online at www.applyforlunch.com. Using the online meal application system will benefit parents, students, and school staff. The application will be processed within 24 hours, and you will not have to fill out a paper application.

PHYSICAL EDUCATION

Bernardo Heights Middle School requires a specific uniform and equipment. Each student needs the following in his/her locker:

1. BHMS T-shirt
2. Black BHMS shorts
3. One pair of tennis shoes
4. Socks
5. Optional clothing - sweatpants and sweatshirt
6. BHMS issued lock

All items should be **labeled with first and last name in permanent ink**.

Uniforms are available for purchase at August Registration, during the first week of school, or during the school year from your student's P.E. Coach. Make all checks payable to BHMS. If assistance is needed with the purchase of PE clothes, please contact the student's PE teacher or the BHMS office.

If your child prefers to wear leggings or compression pants, they must be solid black (no sheer or color), and must be worn **underneath** the BHMS shorts. Leggings or compression shorts must be used only for P.E. and cannot be worn to school.

Physical Education Policies

Make Ups: If your child misses their P.E. class for any reason, they are expected to make up any missed activity as well as academic information delivered that day. Make up runs are held once per month on a Friday before school. A make-up form can also be completed and can be found on their PE MyConnect page. A student should use MyConnect and contact their teacher directly to find out any content or assignments missed.

Medical Excuses: If a student is ill or injured and under the care of a doctor, a doctor's note can be turned in to their PE teacher to excuse a person from physical activity. The doctor's note must identify the date the student may return to activity as well as provide any aspects of class they CAN participate in. The student is expected to make up any assignments or academic content learned in class.

PTSA

The primary objective BHMS PTSA is to make a positive difference in the education and quality of life for all students. If you would like to become a member of PTSA, please refer to the BHMS web site and then go to the PTSA link or go to <http://www.bhms-pts.org/>

PUBLIC DISPLAYS OF AFFECTION

We ask that all students keep their hands to themselves and refrain from intimate displays of affection.

PUSD RULES OF STUDENT DISCIPLINE & PROHIBITED ACTS

Students of the Poway Unified School District will be disciplined in accordance with Statutes of the State of California. A student will be subject to disciplinary action for the designated acts that are related to school activity and attendance and which occur at any time, including but not limited to any of the following:

- The student is on school grounds at a time when school is in session or a school-sponsored activity is in progress
- The student is going to or coming from school
- The student is on breaks or lunch periods whether on or off campus
- The student is going to, coming from or attending a school-sponsored or District-sponsored activity
- The student has engaged in an electronic act on or off campus

We expect socially acceptable behavior at all times.

The following actions may result in one or more of these consequences:

- Behavior Support Call, Detention, Suspension, Restitution, Expulsion.
- Involuntary Transfer, and/or Police Action. Parents are responsible for all restitution.
- Suspension: removal of a student from ongoing instruction for adjustment purposes.
- Expulsion: removal of a student from the immediate supervision and control of, or the general supervision of, school personnel.
- Involuntary Transfer: transfer of a student from one school to another school, or to an alternative instructional program, within the district.

ACTS PROHIBITED BY CALIFORNIA EDUCATION CODE

Violations of any of the following will result in disciplinary action that may include detention, in-school suspension, home suspension and/or expulsion.

1. Causing, attempting to cause, or threatening to cause injury to another person
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as but not limited to brass knuckle, slingshots, razor blades, BB guns, or pellet guns;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, or other controlled substances or intoxicants of any kind;
Consequences:
4. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give, or sell to other students substances which are, or purported to be, alcohol, narcotics, dangerous drugs, other controlled substances (i.e., marijuana, crystal methamphetamine, or anabolic steroids), or intoxicants of any kind;
5. Committing or attempting to commit robbery or extortion;
6. Causing or attempting to cause damage to school or private property;
7. Committing or attempting to commit theft of school or private property;
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises;
9. Commission of obscene act or engaging in habitual profanity or vulgarity;
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
11. Disruption of school activities or willful defiance of school authority;
12. Knowingly receiving stolen school property or private property;
13. Possessing an imitation firearm, including but not limited to B-B, paintball and pellet guns.
14. Committing or attempting to commit a sexual assault or sexual battery;
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding;
16. Sexual harassment;
17. Hate Behavior/Violence;
18. Violating technology-use policies and inappropriate use of electronic signaling devices (e.g., cell phones, pagers, laser printers, computers);
19. Causing or attempting to cause an assault or battery, intimidation, harassment, or threats on any school employee or school property;
20. Causing or attempting to cause acts of intimidation, harassment, or hazing on any student;
21. Terrorist threats against school officials, school property, or both;
22. Violating individual school rules, or violating bus rules.

For Prohibited Acts 7 through 16, suspension or expulsion may be imposed when other means of correction fail to bring about proper conduct. However, at any time, if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instruction process, the student may be suspended or expelled. The Board of Education authorizes the school principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may also be required in cases of damage or destruction of property. Certain rights are protected by federal and state laws and

regulations. To help make you aware of your rights, the District is providing you with this notice. If you have any questions or need to clarify something you read here, please contact any administrator or Personnel Support Services.

Cell Phones and Electronic Devices:

Cell phones and other electronic devices are brought to campus at the **student’s own risk. BHMS and PUSD are not responsible for lost or stolen devices.** In the event of theft, please notify the office and contact the San Diego Police Department to file a report. Electronic devices including headphones, air pods and earbuds cannot be used during school hours, unless permitted by the individual teacher.

Cell phone rules:

- Phones must remain **OFF (not on SILENT)** and out of sight during the entire school day: 8:30-3:15. This includes lunch, snack break, field trips, restroom visits and when students are on school buses.
- **If a phone call needs to be made during school hours, come to the office to ask permission to use your cell phone.**
- If your phone has a camera in it, you are **not** permitted to use that feature on our campus for any reason, **including before or after school.**
- There is **NO** cell phone use in library, classrooms, or bathrooms at any time.
- At times, teachers may permit the use of cell phones or tablets in class to support learning and will notify parents of this possibility. Phones must be turned off and stowed away in accordance with school policy prior to leaving class.

Office telephones are available and may be used with staff permission. Students may also come to the office to use their cell phones to contact parents. The consequences for violating cell phones or electronics policies are as follows:

OFFENSE	CONSEQUENCE
1 ST Violation	Confiscation of device. Student may pick up device from the front office at the end of the school day. Warning.
2 nd Violation	Confiscation of device. A parent must pick up the device from the front office or give verbal confirmation to office for student to pick up their device. Lunch Detention
3 rd Violation	Confiscation of device. Parent and student must set up a meeting with an administrator to retrieve item and discuss defiance.

Hate Behavior:

Poway Unified School District Board Policy, supported by the California statute, defines hate-motivated behavior as an act, or attempted act, motivated by hostility toward a victim’s actual or perceived race, ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. ** For more information on the penalties for hate-motivated behavior visit the PUSD website.*

1. Name calling, racial slurs or bigoted epithets.
2. The presence of symbols or words considered offensive to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged, such as graffiti, slurs or painted swastikas.
3. Activities historically associated with threats to persons of a specific gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged (e.g., burning crosses, wearing swastikas or white sheets, flying confederate flags, hanging effigies, defacing pink triangles).
4. The posting or circulation of demeaning jokes or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or mental or physical challenges.
5. The defacing, removal, or destruction of posted materials, meeting places, memorials, etc. associated with specific gender, race, ethnic, religious, sexual orientation or mental or physical challenges.
6. Victim belief that the incident was motivated by bias against him/her as a member of a specific gender, racial, ethnic, religious, sexual orientation or mentally or physically challenged group.
7. Perpetrator explanation/defense of incident involves exalting own gender, race, ethnicity, religion, sexual orientation or mental or physical status and/or includes statements demeaning victim group.
8. The presence of organized hate group literature and/or posters or reference to an organized hate group.

Insensitive or inappropriate remarks and behavior:

For incidents involving insensitive or inappropriate remarks which are absent of hostility or malice, we will provide guidance and/or appropriate support services to the victim, as well as take appropriate corrective or disciplinary action for students exhibiting inappropriate behavior. Suspension may be imposed when other means of correction fail to bring about proper conduct.

Examples include, but are not limited to:

- Demeaning statements or degrading language stated between students in a manner wholly without malice.

Harassment:

Harassment is unwanted and unwelcome behavior from other students or staff members that interferes with another individual's life. When it is sexual in nature, it is "sexual harassment". When it is racial in nature, it is a "hate-motivated behavior" or sometimes a "hate crime". Please refer to Board Policy Section 5.28 for a more detailed explanation.

Sexual Harassment:

The Poway Unified School District recognizes that harassment on the basis of sex or gender is a violation of Federal and State discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee, student, or other person at school or at a school sponsored activity. Any person with a complaint of

sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures.

The law defines “sexual harassment” to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress; or
2. Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. See PUSD Board Policy 5.24.1

Dissemination, Reporting, and Response Procedures:

The response to reports of harassment, hate-behavior, or sexual harassment shall include timely investigation, assurance of protection for the victim, notification of the victim’s parents or guardians, and, as appropriate, disciplinary action for the perpetrator. If the victim believes that the situation has not been remedied, he/she may file a complaint in accordance with district complaint procedures for discrimination or sexual harassment.

REPORT CARDS

Your report card is an important document; keep it in a safe place. Outside sports, cheer and some clubs may require you to provide a copy of your grades. If you lose or cannot find your report card, you can print a new one from MyConnect. Always keep your original report card for copies.

Reprints of report cards from the office are \$1.00 for each copy.

SAFE SCHOOLS

Bernardo Heights Middle School would like to enlist the support of parents and guardians to help us maintain a safe, positive learning environment for all students. Please urge your students to behave respectfully and appropriately at school and make sure to review the student planner for details regarding school rules.

Safe Schools Hotline 858.668.4161

SDPD School Safety Hotline 844-PUSD-TIP (844-787-3847)

Students, parents, and the community can report suspicious and illegal activities by seeing an adult in person or calling the PUSD Safe Schools Hotline. Together we can help keep our children safe.

The confidentiality of those reporting is protected.

California Helmet Law

- The California law requires that **anyone under 18 years of age** must wear a properly fitted and fastened helmet while operating or as a passenger on a non-motorized **scooter, skateboard, or bicycle**, and while wearing **in-line or roller skates**.
- The law also requires that any person who rides in a seat that is attached to a bicycle or towed by a bicycle must also wear a helmet.

Helmets save lives! While a helmet may not prevent a crash, it can prevent or significantly reduce the severity of a head injury.

NO skateboards, roller skates/roller shoes, rollerblades, scooters, or motorized bikes can be ridden on campus at any time.

STUDENT ID CARDS

Carry your picture ID card with you at all times on campus. You will need it to check out materials, make purchases, gain admission to school sponsored events, use computers and to identify yourself. Replacement IDs can be purchased in the library for \$5.

STUDENT PARTICIPATION GUIDELINES

According to BHMS Guidelines for *Student Participation in Extracurricular Activities Agreement* signed at registration, students must meet the criteria listed below, each quarter in order to participate during the following quarter in school-sponsored activities. Please note that the first quarter of the new school year provides a “fresh start” for students. Participation ineligibility does not carry over from the prior year. However, students can become ineligible at any time based on poor behavior as determined by an administrative review team comprised of an administrator, teacher(s) and the student’s counselor. Serious discipline infractions, which do not result in suspension, may result in revocation of eligibility. These activities include, but are not limited to, dances, after-school program events, festivals, and grade-level end-of-year events.

Students must have:

- **GPA of 2.0 or above**
- **No Grade of Unacceptable (“U”) in Conduct**
- **No HOME OR IN-SCHOOL SUSPENSIONS-seven weeks prior to event**

TRAFFIC GUIDELINES

Traffic guidelines at BERNARDO HEIGHTS MIDDLE SCHOOL are as follows:

- Buses ALWAYS have priority! They have route schedules they have to meet.
- ALL traffic entering the BHMS campus from Paseo Lucido has the right of way! It is against the law to block any main thoroughfare! **PLEASE pay close attention to traffic flow indicators and signs, and always use your turn signal indicator when entering campus.** (Knowing the direction you intend to go will help us clear traffic more quickly).
- Patience and cooperation on your part is very important for the safety of our students. Follow directions of traffic control personnel as they may be able to see things from their position that you may not be able to see.
- Students crossing the street have priority over traffic.
- NO through traffic is allowed in the driveway parallel to Paseo Lucido (where the buses park). The only vehicles allowed in this area are designated staff, school deliveries, and “special needs” drop off and pick up!
- If you drop your student off in the circle by the Performing Arts Center (PAC), you are NOT to leave your vehicle unattended. Rancho Bernardo High School campus security will issue a costly citation. Please **DO NOT** stop in this area **20 minutes before, or 20 minutes after dismissal time (3:15 p.m.)** as buses have priority parking.
- Handicapped parking spaces are for handicapped persons only. **YOU MUST BE THE**

RIGHTFUL OWNER OF AND DISPLAY A HANDICAPPED PLACARD IN YOUR VEHICLE TO USE THESE PARKING SPACES. Violations may result in a citation with a fine in excess of \$300.

- **DO NOT** block our neighbor's driveways as they may need to enter or exit during pick-up.

BERNARDO HEIGHTS MIDDLE SCHOOL

Citizenship Assessment Scale

Outstanding(O)	Good (G)	Satisfactory (S)	Needs Improvement(N)	Unsatisfactory (U)
<p>Show a high degree of self-control</p> <ul style="list-style-type: none"> Talks appropriately in class at appropriate times Stays on task consistently 	<p>Shows a good degree of self-control</p> <ul style="list-style-type: none"> Talks appropriately in class most of the time, and at appropriate times Stays on task most of the time 	<p>Shows some degree of self-control</p> <ul style="list-style-type: none"> Usually talks appropriately in class, at appropriately 1 class, at appropriate times Usually stays on task 	<p>Shows a limited degree of self-control</p> <ul style="list-style-type: none"> Talks inappropriately, and/or at inappropriate times Displays off-task behavior, needs teacher intervention Ethics policy (1st offense) 	<p>Rarely shows self – control</p> <ul style="list-style-type: none"> Makes little attempt to control inappropriate talking Makes minimum attempt to stay on task, requires frequent teacher intervention Ethics policy (2nd offense)
<p>Consistently is an asset to class</p> <ul style="list-style-type: none"> Provides leadership Takes initiative to help others Maintains positive relationships with peers 	<p>Often (frequently)contributes to the class</p> <ul style="list-style-type: none"> Frequently provides leadership Often volunteers to take part in discussions Often takes initiative to help others Maintains good relationship with peers 	<p>Contributes to class</p> <ul style="list-style-type: none"> Takes a leadership role when assigned Participates in class discussion when called on Willing to help others when asked Maintains satisfactory relationships with peers 	<p>Makes a limited contribution to class</p> <ul style="list-style-type: none"> Takes infrequent leadership role Volunteers to take part in discussion Infrequently, may disrupt others Helps others infrequently, tends to distract others Engages in negative peer behavior 	<p>Rarely makes contribution to class</p> <ul style="list-style-type: none"> Takes no leadership role Does not volunteer in class discussion, frequently disrupts class discussion Does not help others, distracts others and/or disrupts the learning environment Routinely engages in negative peer behavior (relationship)
<p>Has an exemplary attitude</p> <ul style="list-style-type: none"> Is positive and enthusiastic about school Demonstrates a strong connection between school and future performance Contributes to the benefit of others in the class, school, and/or community 	<p>Has a good attitudes about school</p> <ul style="list-style-type: none"> Is generally positive and enthusiastic about school Demonstrates a good connection between school and future performance Contributes to the benefit of others in the class, school, and/or community 	<p>Has a satisfactory (generally good) attitude</p> <ul style="list-style-type: none"> Like school Makes some connection between school and future performance Makes some contribution to the benefit of others in the class, school, and/or community 	<p>Has a poor attitude</p> <ul style="list-style-type: none"> Seems to dislike school Makes a limited connection between school and future performance Makes a limited contribution to the benefit of others in the class, school, and/or community 	<p>Generally has a negative attitude</p> <ul style="list-style-type: none"> Displays a consistently negative attitude about school Makes no connection between school and future performance Makes no contribution to the benefit of others in the class, school, and/or community. Attitude/contribution is counter productive

BERNARDO HEIGHTS MIDDLE SCHOOL

Work Habits Assessment Scale

Outstanding(O)	Good (G)	Satisfactory (S)	Needs Improvement(N)	Unsatisfactory (U)
Consistently completes and submits assignments as required (homework, classwork, parent signatures) <ul style="list-style-type: none"> • Consistently completes assignments in and out of class without prompting • Consistently plans ahead to meet assignments due dates 	Regularly completes and submits assignments as required (homework, classwork, parent signatures) <ul style="list-style-type: none"> • Regularly completes assignments without prompting • Regularly plans ahead to meet assignment due dates 	Usually completes and submits assignments as required (homework, classwork, parent signatures) <ul style="list-style-type: none"> • Usually completes assignments without prompting • Usually plans ahead to meet assignment due dates 	Frequently fails to complete or submit assignments as required (homework, classwork, parent signatures) <ul style="list-style-type: none"> • Needs prompting to complete assignments • Often fails to meet assignment due dates 	Rarely completes or submits assignments as required (homework, classwork, parent signatures) <ul style="list-style-type: none"> • Rarely completes assignments even with prompting • Rarely meets assignment due dates
Carefully follows directions all the time and often goes beyond expectations	Carefully follows directions, occasionally going beyond expectations	Follows directions most of the time	Often fails to pay attention or to follow directions	Rarely follows directions
Consistently use class time wisely <ul style="list-style-type: none"> • Stays on task consistently • Frequently asks clarifying and/or insightful questions • Seeks assistance when needed 	Regularly uses class time wisely <ul style="list-style-type: none"> • Stays on task most of the time • Often asks clarifying and/or thoughtful questions • Seeks assistance when needed 	Usually uses class time wisely <ul style="list-style-type: none"> • Usually stays on task • Asks clarifying questions • Seeks assistance when needed 	Often does not use class time wisely <ul style="list-style-type: none"> • Displays off task behavior, needs teacher intervention • Rarely asks clarifying questions • Does not seek assistance when needed 	Generally uses class time poorly <ul style="list-style-type: none"> • Makes no attempt to stay on task, requires frequent teacher intervention • Does not ask relevant questions • Resists assistance
Consistently brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)	Regularly brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)	Usually brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)	Often fails brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)	Rarely brings required materials/tools to class (textbooks, writing tools, paper, and other necessary supplies)
Student's work products are outstanding in appearance/presentation <ul style="list-style-type: none"> • Penmanship is exceptional • Products are clean and neat • Use of space shows relevance, purpose, and if organized 	Student's work products are good in appearance/presentation <ul style="list-style-type: none"> • Penmanship is neat • Products are clean and neat • Use of space is purposeful, and organized 	Student's work products are satisfactory in appearance/presentation <ul style="list-style-type: none"> • Penmanship is readable • Products are clean • Use of space is organized 	Student's work products are in need of improvement in appearance/presentation <ul style="list-style-type: none"> • Penmanship is sloppy • Products are blemished and messy • Use of space is ineffective 	Student's work products are unsatisfactory in appearance/presentation <ul style="list-style-type: none"> • Penmanship is illegible • Products are torn, dirty, or otherwise cared for poorly