

**MEADOWBROOK MIDDLE SCHOOL
2019-2020 PARENTS' REFERENCE BOOK**

Welcome to Meadowbrook! The purpose of this book is to familiarize you with the programs, policies, and procedures at Meadowbrook, answer some frequently asked questions, and provide important dates and contact information. We hope you will find it useful.

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Teachers, administrators, and staff e-mail addresses are available on our website: <http://www.powavusd.com/pusdmbms>.

Please keep this booklet for reference!



Principal's Message

Welcome to the Meadowbrook Family! My name is Principal Brownlee and I am very excited to get to know each and every one of you this school year. At Meadowbrook we take great pride in building our Community of Kindness and carry ourselves with integrity. We look forward to providing all students with a world class education and opportunities for success both on campus and in their future lives. As students form and build relationships with staff members, peers, and the community, they will take away life lessons that they can celebrate and reflect upon. Their time here at Meadowbrook will be short but everlasting.

We are a caring community of educators and encourage students to connect and thrive in our learning community by offering award winning extra-curricular opportunities. Our amazing staff ensures all students know they belong, are valued and have a voice. Meadowbrook provides rigorous, positive and impactful educational experiences. This is evident as we are both a California Distinguished School and a National Blue Ribbon School.

We appreciate the support of our parents, PTSA, Meadowbrook Education Foundation (MEF) and other integral and impactful community supporters. In response, we will provide current, continuous learning and open communication with students, staff, families and community members. As we continue to build and forge strong relationships to ensure student success, please be sure to reach out to our Mustang Family. Our Community of Kindness is a loving environment that celebrates positive interactions and contributions of others. I look forward to an amazing year together.

Gratefully in your service,
Principal Brownlee

Dressing for Success

At MBMS, all students must dress in a manner that is safe and appropriate for the school setting. This includes, but is not limited to:

- Clothing, jewelry, book covers, backpacks or binders that contain sexual connotations, mention tobacco, alcohol, drugs, profanity, obscenity, weapons, violence or gangs are not permitted.
- Revealing clothing is not permitted. This includes strapless shirts, strapless dresses, low-cut shirts, spaghetti strap shirts or shirts that expose the midriff or trunk area. All tops must cover undergarments (bra and bra straps, bandeaus, sports bras, bralettes, etc.) and must have straps of 1 inch in width or wider.
- All shirts must be long enough to cover the midriff/trunk areas at all times.
- Shorts must be an appropriate length for school. The length of the shorts must meet or exceed the tip of the thumb when thumb is extended and be the same length all around.
- Skirts and dresses must be an appropriate length for school. The length of skirts and dresses must meet or exceed the tip of the middle finger when fingers are extended and be the same length all around.
- Pants, shorts and skirts must fit at the waist and not require a belt to be held up. Sagging is not permitted. Long dangling belts are not permitted.
- Shoes must be worn at all times. Shoes with heels over 3 inches and bedroom slippers are not permitted. Closed toe shoes are recommended.
- Hats, sunglasses and hoods on sweatshirts are permitted but must be taken off indoors. Trench coats, knit caps and heavy overcoats are allowed only during appropriate weather conditions.
- Clothing and other items which may be intimidating to others, are altered (metal studs, spikes, patches, safety pins, etc.), or are attributed to gang affiliation or puts the wearer in danger are not permitted.
- Bandanas, hairnets and do rags are not permitted.

Dress Code Enforcement

In an effort to maintain the belief that education is our primary purpose, the staff will address new fads that occur during the school year. All school personnel are responsible for reporting dress code violations.

Consequences for Dress Code Violations

- 1st offense: Office will issue loaner article of clothing and students will be given a warning infraction. Students may pick up the article after school.
- Further offenses: Office will issue loaner article of clothing and hold the non-compliant article of clothing until a parent picks it up from the Assistant Principal's office.
- If a student receives three infractions for violating the dress code, they will serve lunch detention for every subsequent violation.
- The administration retains the sole discretion to make the final determination whether clothing, jewelry and accessories and/or appearance meet acceptable standards.

STUDENT SERVICES

Buses: Bus drivers are responsible for student safety. All Meadowbrook and PUSD rules are in effect at the bus stop before and after school, as well as during your ride. You can help by behaving appropriately during your ride. Remain seated while the bus is in motion. Talk quietly to other students. Keep hands and feet to yourself. Gum, food and glass containers are not allowed on the bus. Keep all parts of your body in the bus. Obey the driver at all times.

*To ride a different bus or get off at a different stop, you need a note from your parent and it must be signed by an Administrator.

Activity Bus: Monday through Thursday we have an after-school activity bus which leaves from the front of the school at 3:35. A paper activity bus pass must be obtained from a supervising teacher, in addition to your regular bus pass. All students must remain on school grounds until the activity bus arrives. **THERE IS NO ACTIVITY BUS ON FRIDAYS.**

Health Office: In case of illness or injury during class time, your teacher will give you a pass to the Health Office. You cannot go to the health office without a pass unless it's an emergency. If you don't feel well between classes you must go to your next period class and get a health office pass. Students who have a fever of 100.4 or above must remain home until the temperature returns to normal for at least 24hrs. Students who are vomiting or have diarrhea must remain home until vomiting/diarrhea has stopped for 24hrs. You must go through the health office if you become ill and you need to leave school, the Health Tech will contact your parents to take you home.

ID Cards:

All students are issued ID Cards with a picture. You must have your ID card with you at all times. Student ID cards are required to purchase lunches, dance tickets, admission to a dance, to check out a library book or a textbook, to use the computers in the library, or to borrow intramural equipment at lunch. Replacement cards may be purchased at the library for \$5.00. If you have lost your ID card, check at the library.

Lockers: All 6th, 7th and 8th grade students are assigned a locker. Lockers are to be used only by the person assigned to the locker and that person will be required to pay for any damages to the locker. Students must have permission from the office to change lockers. The use of lockers is an option for students. If a student chooses to have a locker for books and supplies, that student must use a school assigned lock and not any other type of lock.

You must use a blue school lock on your hall locker. Keep lockers locked! For your own security, do not share your locker combination with **anyone**. **The school is not responsible for lost or stolen items.**

Important: The school administration reserves the right to inspect the contents of your locker when there are reasonable grounds to believe that the locker contains items that are detrimental to student safety.

Lost and Found: If you have lost a book, check first in the library. The office handles all other lost items. **Leave anything of great value at home. The school is not responsible for lost or stolen items**, including textbooks, band or orchestra instruments, cell phones and all electronic devices.

Office: If you need to go to the office, you will always need a pass unless it is an emergency. Please remember to talk quietly in the office so that others may do their work. Only students with passes should be in the office. Friends should wait for you outside.

Telephones: The office phone may be used by students for emergencies only. Telephones are located in all classrooms for use at the teacher's discretion.

Library:

1. The Library is open for students use between the hours of 7:10 a.m.- 3:15 p.m. The library and computers are for academic use only.
2. Students may check out up to five books for a period of three weeks. Books may be renewed for an additional three weeks.
3. Students are responsible for *all* materials checked out to them. Students with overdue books cannot check out other library books until the overdue is cleared. Students are expected to pay for books that are damaged or lost. Students may review their current library records in MyPlan -under the 'Destiny Catalog' icon. Students can log in with their PUSD username and password.

Textbooks: Textbooks are issued to all students and students are responsible for all books checked out to them. Students are expected to pay for the replacement of any textbook that has been lost or stolen. Textbooks should be treated with care and covered. Do not use tape, staples, or sticky contact paper to cover the books. If, after checking out a book, a student notices damage that has not previously been noted (writing, water damage, torn pages, etc.), the book should be returned immediately to the library for repair or replacement. Repairs for any damage not noted by the library after the first month of school will be charged to the student.

STUDENT ACTIVITIES

ASB Dances: ASB sponsors several dances during the school year. Students must present their ID cards in order to purchase a dance ticket. Tickets should be purchased in advance and are sold on a first come, first served basis. Tickets are not sold on the day of the dance or at the door. Dance tickets must be signed by a parent and shown along with an ID card for admission to the dance. Students may not leave the dance early unless their parent is present at the door. Students must be picked up no later than fifteen minutes after the dance ends, or forfeit the privilege of attending the next dance. Students must have appropriate behavior to be eligible to attend dances. This means no U's in conduct on the most recent report card and no *Wednesday School* or suspension of any kind prior to the next scheduled dance. Dancing at any Meadowbrook function must remain appropriate at all times. Students whose dancing is considered inappropriate by any chaperone may be asked to leave the dance to be picked up immediately by a parent or guardian. Dress code applies to all dances. Students breaking dress code will be asked to correct the violation or may be asked to leave the dance, to be picked up by a parent or guardian.

Fundraisers: ASB conducts fundraisers to raise funds for student activities including dances, spirit days, lunchtime activities, motivational speakers, and much more. Middle school students taking band, orchestra, and chorus earn funds for special events through various fundraisers through those programs. Usually fundraisers are held early in the school year. Although participation is not mandatory, we greatly appreciate your involvement in these fundraisers.

Intramural Sports: Some intramural sports are offered Monday – Thursday after school. These may include: football, soccer, basketball, volleyball, cross country, and wrestling. Most are run through our school's ASES program. Please see the ASES coordinator for more information.

Student Clubs: We have various clubs on campus and always welcome more. Club activities are announced in the daily bulletin and MB News. If you have a special interest, talk to a teacher, get others involved, and start a club! Applications for new clubs are available from ASB in room 902.

Nondiscrimination Statement: The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.

POLICIES AND PROCEDURES

Attendance Policy: Satisfactory school progress is dependent upon regular attendance. The only excused absences are those resulting from illness, medical/dental appointments, court appearances, or a death within the immediate family. All other absences are considered unexcused. Absences not excused by parent within three days will be changed to a truant.

Reporting Absences: When a student is going to be absent, parents are encouraged to leave a message on the school attendance hotline, **(858) 679-2610, before 11:00 a.m.** each day the student is absent. Upon returning to school, the student may report directly to class if his/her absence has been cleared. A readmit slip is not needed if the office has received a parent call each day of the absence.

Readmission: When returning to school with an **uncleared** absence, a student must:

1. Bring a signed and dated note from the parent(s) stating the reason for the absence, (*only* if the parent did not call to report the absence).
2. Take the note to the Attendance Assistant prior to first period.

Student Truancies: The following are considered truancies:

1. Being absent from school without the knowledge and consent of a parent.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

Students who are truant will be referred to the Assistant Principal's office.

Contacting a Student on Campus: In the interest of academic learning time, if you need to contact your child during school time, please:

1. Restrict your meetings to emergencies/vital items only.
2. Call the school in advance.
3. Check in with the school office and ask the office staff to call your child out of class. Please do not go directly to the classroom.
4. Complete the conference with your child in a timely manner so they can return to class.
5. Ask the office staff to note the time and sign the pass so the student can return to class.

Visiting Campus: All visitors to the school must check in at the office, sign in and obtain a visitor's nametag. Visits to classrooms should be pre-arranged with the teacher.

Traffic Policy: In order to ensure the safety of Meadowbrook students, please observe the following traffic rules when dropping off or picking up your child:

1. Drop them off at the curb only. Pull completely to the curb.
2. In order to keep traffic flowing through the parking lot, pull to the forward-most spot available along the curb to drop off your child being careful NOT to park in the handicapped area or block the crosswalk.
3. For your child's safety and the safety of others, please do not double park or allow your child to walk through the parking lot.
4. Students who are dropped off on Meadowbrook Lane must walk on the sidewalk to the school. They may not cross the parking lot.
5. Do not make U-turns or drop students off on Pomerado Road.

Parents are not to drive into the fire lane in the back of the school at any time. Please drop off students in the parking area at the end of Eisenhower Street.

Bicycles/Skateboards: Students may ride bikes to school. Students must walk their bikes on campus and lock them at the bike racks during the school day. State law states that all bike riders MUST wear helmets. Failure to obey traffic laws may result in the loss of bike privileges. Skateboard riders and scooter must also wear a helmet and bring their skateboards and scooters to the cage outside of the office for safekeeping during the day. Bikes, skateboards and scooters may not be ridden on campus or down the hill to Pomerado Road.

Change of Address and Phone Number: Change of phone numbers, email addresses and/or contact information should be immediately provided to the office to ensure we can contact you in the event of an emergency or about school activities. (Before your address can be officially changed in our database, you must provide proof of residency similar to initial enrollment as soon as possible.)

Computer Use: Students may not move or change any desktop or icon on the computer screen. Changing icons, removing or switching computer keys or downloading games will result in a referral to the Assistant Principal.

Lunch Area Procedures: If students finish lunch early they may go to the library; students may not wait outside their classroom. At lunch students are expected to:

1. Walk to lunch.
2. Bring a lunch or money. Soliciting money or food from other students may be considered extortion.
3. Stay in the designated areas (marked with red lines) throughout the lunch period.
4. Use good manners.
5. Stand in a single file line at the lunch windows and carts.
6. Join the lunch line at the end, not the front or the middle of the line.
7. Eat lunch in designated areas only.
8. No glass bottles allowed on campus.
9. Pick up all trash

Failure to follow these expectations will result in campus clean-up duty or other consequences.

GUIDE FOR STUDENT CONDUCT 2019- 2020

Code of Conduct: Meadowbrook Middle School maintains a safe and orderly environment. Students at Meadowbrook are expected to follow the Meadowbrook Mustang Code, which includes being responsible for their actions, following directions, showing respect and respecting the rights and property of others.

Meadowbrook Mustang Code

We believe that:

- All students have the right to learn
- All teachers have the right to teach

All students will:

- Be responsible for their actions
- Follow directions the first time they are given
- Be ready to work when the bell rings
- Bring all books and materials daily
- Follow the dress code policy
- Be polite and respectful in word and action
- Be actively involved in class activities
- Use appropriate language **at all times**
- Keep hands, feet and objects to themselves

Standards of Conduct:

In addition to the Meadowbrook Mustang Code, the following standards of conduct are expected of all Meadowbrook students:

- **Closed Campus:** Students are expected to remain on the school grounds from their time of arrival at school until they are **dismissed at the end** of the school day. Walking to and from the 7-11 is prohibited. Students should leave campus or be picked up within fifteen (15) minutes of the end of the school day unless they are in a supervised activity.
- **Bus transportation** is a privilege, not a right. Proper conduct on buses at all times is essential for the safety of all passengers.
- **Unexcused tardies to any class are not acceptable.** Students must be inside the classroom when the bell rings.
- **Truancy is not acceptable.** Students skipping school all day or skipping individual class periods are considered truant (see p. 6).
- **Gang Activity is prohibited.** Board Policy, Article 5.0, Section 5.25: The Board of Education of the Poway Unified School District believes in a safe and orderly environment for students and prohibits behavior that promotes gang activity or that may provoke confrontation, violence, or disruption of the school environment.
- **The Dress Code will be strictly enforced** (see p. 3).
- **Students may not buy, sell, or trade** items at school unless it is an approved school event.
- **Running** in the halls and elsewhere on campus is not permitted.
- **Gum** is not allowed on campus.
- **Gambling** of any kind is illegal on school campuses.
- **Cell Phones** may be used **before and after school only** (see p. 13).
- **iPods, iTouch, Nintendo DS, etc.** are not permitted on campus. Students are strongly encouraged NOT to bring iPods or iTouch players on campus. Stolen iPods or iTouch players will NOT be handled through the school's discipline office. Stolen iPods or i-Touch reports should be filed with the Poway Sheriff's Department (858) 513-2800.
- Laser pointers/pens, electronic paging devices, tape recorders, cameras, trading cards and other items that distract from the learning process are not to be brought to school and are PROHIBITED. These items will be confiscated. **The school is not responsible for any lost or stolen items.**
- **Bicycles, skateboards and scooters** may not be ridden on campus.
- **Balloons** are not allowed on campus.

Classroom Expectations: All teachers have a classroom discipline plan which includes the Mustang Code as well as any individual teacher expectations. These specific teacher expectations are posted in each classroom. These plans are supported by the administration and are carefully explained to students. The plans provide for both positive and negative reinforcement. Examples of consequences include verbal warnings, parent contact by phone call, email or note, classroom detention, a parent conference with the teacher, a counselor and/or an administrator. In the case of serious or repeated offenses, a referral is made to the Assistant Principal.

Zero Tolerance for Drugs: In an effort to enforce its policy of zero tolerance for drugs, the Poway Unified School District uses specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy. The above inspections will be unannounced.

Academic Standards: Students attending Meadowbrook Middle School are expected to pass all academic subjects. Class assignments, homework, and test scores all measure student learning and constitute a student's grade. Those students who need extra help may attend tutoring sessions after school. Parents are encouraged to support your child by checking assignments and grades on Synergy and MyConnect. (<https://myplan.powayusd.com>)

Positive Discipline: At Meadowbrook, we appreciate and recognize good citizenship. Students may be recognized as follows

- **Above the Crowd (ATC):** Students who receive all O's or all O's and one G in conduct are Above the Crowd. ATC members participate in special events to recognize their excellent citizenship.
- **Character Card Drawings:** Consistent and improved student behavior is rewarded with Character Cards. Weekly and monthly drawings are held as incentives for students to earn Character Cards.
- **All-campus special events:** High ratings by students and staff for campus cleanliness and behavior may be rewarded by a special event for all students.
- **Honor Roll and academic improvement:** 6th, 7th and 8th grade students with a GPA of 3.5 and above become members of the Honor Roll and receive a certificate of achievement. Honor Roll members participate in special events to recognize their academic achievement.
- **Mustang Pride Principal's Award:** nominated for an exemplary deed or behavior.
- **Individual teachers** also recognize individual students in their classes for academic or behavioral progress.

Disciplinary Procedures: Unfortunately, some students choose to not follow the Mustang Code and break a rule. If this happens, consequences may include:

Parent meeting with teachers: The parents, student's teacher(s), and/or counselor meet to discuss behavior and/or grades and develop a plan to provide support or improved behavior.

Teacher Detention: Any teacher may require students to attend a teacher detention. A one-day notice is given to parents unless the teacher and parent reach another agreement. Students failing to attend a teacher detention, arriving late, or being disruptive may: (1) be assigned an additional detention or (2) be referred to the Assistant Principal.

Loss of privileges to attend and participate in school/ASB activities.

Campus beautification: Students may be asked to help clean up the campus.

Infraction Slips: Students who have classroom violations or break rules outside of the classroom (i.e. tardiness, gum, rude language, dress code violations) will receive an infraction slip. Students who receive an infraction slip will not be eligible for an "O" in citizenship. Students with repeated infractions may be assigned to detention.

Referrals: Referrals are issued for serious offenses and to students who chose to habitually violate school rules. Consequences for referrals may include:

- **Detentions:** Held during lunch or after school.
- **Suspension:** Students are suspended from school when the nature of an offense merits it, when other means of correction have not been successful, or when their presence on campus is a danger to themselves or others. Students may be suspended from a particular class or from all classes for one or more days. For all suspensions, parents are notified and may be requested to come to school for a conference. Parents do have the right to appeal a suspension and should contact the Assistant Principal for information on the appeal process.

Academic Honesty Policy: The Poway District Governing Board believes that academic honesty and personal integrity are fundamental components of a student's educational experience. The Board expects that students will demonstrate acts of academic honesty at all times and will not engage in acts of: Cheating on tests; Fabrication/falsification; Forgery; Unauthorized collaboration; Plagiarism; Theft/alteration of materials or equipment.

The Board intends that the District data network, Internet, and other on-line resources provided, be used to support the instructional program and further student learning. Users of the District's computing and network resources are required to use such resources responsibly, ethically, and in compliance with usage agreements outlined in District policy.

Disciplinary actions for violations of the rules of the academic honesty policy may range in severity and will be appropriate to the situation. Disciplinary actions may include, but are not limited to, the following: "U" in citizenship; No credit; Dropped from the class; Suspension; Expulsion.

Bullying and Harassment: In accordance with State and District policies, bullying or any form of harassment, including sexual, will not be tolerated. Students are encouraged to report any bullying or harassment immediately to an adult (parent, teacher, administrator). Disciplinary actions for violations may include, but are not limited to: Detention; Suspension; Expulsion.

Hate Harassment and Behavior: The Governing Board affirms the right of every student to learn in an environment free from harassment and hate-motivated behavior. It is the commitment of the District to provide a safe and harmonious learning environment for our students. Behavior or statements that degrade, intimidate, harass, and/or harm an individual or group on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes or religious beliefs or practices will not be tolerated.

PHONE NUMBERS: ATTENDANCE HOTLINE: 858-679-2610

MAIN OFFICE: 858-748-0802

FAX: 858-679-0149

NUTRITION CENTER: 858-748-0303

BUS INFO: 858-679-2636

Please be sure to check our school website regularly for updates and information:

- ⇒ The bulletin is posted daily.
- ⇒ You can also contact Teachers, Counselors, Staff, and Administrators through our website's e-mail.
- ⇒ Other things on our website include: a *Counselor's Corner* with lots of community resources, lunch menus, information about student activities, volunteer opportunities, and much more.
- ⇒ The website address is: www.powayusd.com/pusdmbms

Meadowbrook Middle School FAQ's

ABSENCES

What do I do when my child is absent? An adult should report the absence on the Attendance Hotline at 679-2610 the morning of each day's absence – PLEASE do not call the office to report routine absences – use the hotline! Since California requires absences to be excused by an adult, absences may not be excused via e-mail.

GETTING YOUR STUDENT DURING THE DAY

What if I need to pick my child up early, or just take them to the dentist? Have your child bring a note to the Attendance Office before school telling us what time you need him or her in the office. We will have them waiting for you to sign them out at that time. **All students must be signed out in the office.**

FORGOTTEN ITEMS

What do I do if my child forgot something at home? To minimize classroom interruptions forgotten items will NOT be delivered to the classrooms. Tell your child to come to the office to check for lost/forgotten items. If students forget their PE clothes, they can use loaner clothes, but they will still need to make up points. Consider putting money in their lunch account so that we do not have to interrupt classes when they forget their lunch. Go to schoolpaymentsolutions.com to pay online.

TARDY

What do I do if my child will be late? Tardies accompanied by a note from the doctor or dentist will always be accepted and not counted against a student. In addition, parents may excuse three tardies per trimester. Excessive tardies will result in assignment to lunch detention. Don't be late...Leave early to avoid traffic!

EXTENDED ABSENCES

- 1. What do I do if we have to take our child on a trip with us, or will be out for a medical reason?** For planned absences of FIVE or more consecutive school days, try to contact the office as soon as possible (two weeks is good). An independent study (OCIS) contract can be set up to allow your child to keep up with the schoolwork. To avoid confusion, please notify the Attendance Office, and we will get the assignments from the teachers.
- 2. What about homework for planned absences less than five days?** Please notify the teachers and look on Learning Point. (<https://myplan.powayusd.com>)
- 3. My child will be having major surgery and missing more than ten days of school?** In some cases, we can get a home tutor for extended medical absences. However, this must be done well ahead of time if possible. Contact the Attendance Office ASAP!

GETTING HOMEWORK

How do I get homework for unplanned absences? Each student should get a study buddy for each class to get the assignments from. Most teachers also post homework on MyConnect. If your child is absent three or more days, please call the classrooms directly to get homework; before school is best. Please remember to notify the office EACH day your child is absent, and notify us well in advance for PLANNED absences.

LUNCH

What if there is a problem with my child's lunch account? Please contact the Meadowbrook Nutrition Center directly at 858-748-0303.

STUDENTS CALLING HOME

What if my child needs to contact me? Students can call for some things from the classrooms with teacher permission. Students may also use cell phones before or after school (see cell phone policy pg. 13). The office phones are for emergencies only.

P. E. EXCUSES

What if I don't want my child to do P. E.? State law says that parents may excuse a student from P.E. for up to three days, after which they must have a doctor's excuse. A PE excuse has to come from a licensed physician. A physical therapist, holistic doctor or anything other than a licensed physician will not be accepted. All P. E. excuses must go through the health office.

STAYING AFTER SCHOOL

What if my child needs to stay after school? Students staying after school must be with a teacher who will give them an activity bus pass or sign in with the after school program. Please know that there is **no supervision** in front of the school between 2:40 and 3:25 and after 3:40. Please, for your child's safety, pick up your child immediately after school. **There is NEVER an activity bus on minimum days.**

MEDICATION

What if my child needs to take medicine (even Tylenol) at school? California law requires the school to have a doctor's prescription for any medications given at school, including over-the-counter medicines. We also have to have the parent's written permission and the medicine must be brought in the original container. Forms are available in the office.

CONTACTING TEACHERS

How do I contact my child's teacher? You can email via our website or call them by calling 748-0802 and then their extension followed by the # sign. The extension is their room number with a 2 in front (with a few exceptions). During school hours calls go directly to voice mail.

BUSES

1. What do we do if my child loses their bus pass? A lost bus pass costs money to be replaced. There is a \$20.00 fee for lost, stolen or to replace mutilated passes. Bring the money to the office and a new one will be ordered. Your child will get a temporary bus pass to use until the new one comes in. You can also go directly to the Transportation Department on Twin Peaks Road.

2. Can my child ride the bus without a bus pass? Yes. Each ride costs \$4.00 one way, exact change only.

3. Do the students need a special bus pass to ride the activity bus? Yes. Students must be with an adult on campus between 2:30 and 3:30, and then get an activity bus pass from that teacher. Also, if they don't have a regular bus pass, they must be prepared to pay for the bus ride (\$4.00) one way, exact change only.

4. Can my child ride the bus to a friend's house? Yes, but they must have your written permission and the note must also be signed by a faculty member in the office.

5. What if my child lost something on the bus? PUSD Transportation maintains its own lost and found. If they know who owns the lost item, they will send it to the school through our District mail (which takes a couple of days). You can also call Transportation at 679-2636 to check on lost items.

6. What if I have a complaint about the bus/bus driver? PLEASE call Transportation directly at 679-2636. They are the ones who can fix a problem.

MBMS CELL PHONE POLICY

The Meadowbrook Middle School Site Council adopted the following guidelines for student use of cell phones on campus:

Student Responsibility:

1. Phones must remain off during school hours, 7:40-3:25 (including field trips).
2. Once students enter through the school gates, phones must be turned off and concealed.
3. Students are permitted to use their phones outside the school gates before school, until 7:35am and after dismissal at 2:25pm (Academy 3:25pm) before or after an on-campus event or after school activity, and with permission from school staff.
4. **The school accepts no liability for loss or damage of cell phones.**
5. Use of cell phones for unlawful purposes will be subject to the PUSD Rules of Student Discipline.

Parental Responsibility:

1. Phones must be labeled with identification of owner.
2. **The school accepts no liability for loss or damage of cell phones.**
3. Use of cell phones for unlawful purposes will be subject to the PUSD Rules of Student Discipline.

Violation of Phone Policy:

1. Violation of phone policy will result in confiscation of the phone by school staff.
2. Phones will be held in the Assistant Principal's office to be returned only to the student's parent or guardian.
3. Repeated violations of the phone policy will result in permanent loss of phone privileges for the remainder of the school year.

PHYSICAL EDUCATION REQUIREMENTS

Each student is expected to have the following athletic uniform for physical education:

1. Meadowbrook T-shirt
2. Royal Blue Shorts (no zippers or pockets)
3. One pair of white socks
4. One pair of athletic shoes
5. Combination lock -- purchased from the Physical Education office.

Note: Locks for hall lockers are different and are purchased from the student store.

All items must be labeled with the student's ***LAST name and first initial*** using permanent ink. Physical Education uniforms may be purchased through the Physical Education Department during the first week of class.

Meadowbrook Physical Education Shirt (boys/girls)	\$12.00
Meadowbrook Physical Education Shorts (boys/girls)	\$12.00
Physical Education Combination Lock	\$ 6.00

Sixth Grade Team Letter

Dear Parents and Students,

Welcome to the 2019-2020 school year as a Meadowbrook Middle School Mustang. Sixth grade provides a wonderful opportunity to apply all of the skills learned in elementary school. Along with the rigorous demands of five core classes and an elective, each class will have high expectations for academic growth and academic achievement.

EXPECTATIONS:

- Come to class prepared with classroom supplies and completed assignments
- Listen attentively; participate in lessons and put forth consistent effort
- Respect yourself and others
- Follow directions and school wide behavior code

BINDER REMINDER/SCHOOL SUPPLIES:

To assist students with organization of assignments, a Binder Reminder (calendar) will be issued to every student to record daily homework. It is the student's responsibility to use the Binder Reminder to write down each class assignment during each class period. Online homework calendars should be viewed as a back-up in order to help build positive academic and organizational habits in our awesome students. Below is a general list of supplies needed.

- One 8.5 x 11 size notebook for every class period. TEACHER TIPS:
 - * Use one notebook for one class only. You may have two different teachers require you to submit your notebook on the same day as part of your grade. You risk losing points if you use only one notebook for more than one class period.
 - * If you get the 3-Subject or 5-Subject Notebook and use it for one class period, you are less likely to run out of room and need to replace it half-way through the year.
- Textbooks from the library
- One or more boxes of #2 pencils - TEACHER TIP: You will go through pencils incredibly fast! The more you have ready to go, the better.
- Pencil sharpener
- Erasers
- Pens
- Glue sticks
- Highlighters
- One folder per class

HOMEWORK

Homework is monitored consistently. Parents can be most helpful by frequently checking completion and assignments and the general quality of work. Absent work is due in the number of days the student was absent (the earlier the better so as not to fall behind). If you find your child is spending an excessive amount of time on homework, please contact the subject area teacher.

MYCONNECT/MYPLAN/ STUDENTVUE/ SYNERGY GRADEBOOK

To further support home-school communication, important information will be posted on each teacher's MyConnect site. Grades are accessed using the Synergy Grade book on MyPlan, StudentVue or MyConnect. Parents and students can log into My Plan which is found as a link on the Meadowbrook website. This is crucial in order to keep track of grades in all classes. It is highly recommended that students check their grade book daily, and parents should check the grade book at least once a week.

Again, welcome to Meadowbrook! We look forward to a great year in 6th grade.

Sincerely,

The Sixth Grade Team

Seventh Grade Team Letter

Dear Parents and Students,

Welcome to 7th grade. This will be a year of growth in all aspects of life. To ensure a successful year, we are providing you a list of expectations in advance. Knowing exactly what is expected can help each student meet responsibilities with a positive attitude. Please take a moment to go over and discuss these rules and policies together.

EXPECTATIONS:

- Be on time
- Follow directions
- Obey school rules
- Respect other students' right to learn.
- Come to class prepared (including homework)
- Have respect for others; respect others' personal property and space
- Listen attentively; participate and work quietly
- Respect the teacher's responsibility to teach

BINDER REMINDER/SCHOOL SUPPLIES:

To assist students with organization of assignments, a Binder Reminder (calendar/daily planner) can be purchased at our library to record daily work/appointments. It is important that each assignment is written down daily. **Please** ask to see this record throughout the school year to establish a pattern of accountability.

It would also be helpful if the following materials were available to the students throughout the year:

- 3-ring binder with subject dividers
- Lined notebook paper
- Pens (black and dark blue only for writing)
- #2 pencils
- Colored pencils
- Highlighters

If you are unable to provide any of these items, please bring it to our attention. We will be happy to work with you.

HOMEWORK

Students at Meadowbrook will be assigned homework on a daily basis. Individual classes may have different amounts of homework, but as a general guideline, your student(s) will have homework on a consistent basis including, but not limited to, the following:

- 1) Daily assignments for each class.
- 2) Study/review materials for tests and/or quizzes
- 3) Review of lecture or reading notes and concepts
- 4) Long-term projects
- 5) Daily reading in social studies, science, language arts
- 6) Rewriting final drafts prior to submittal for evaluation

Homework must be organized, neat, and completed on time. Late work may not be accepted by all teachers. Parents can be most helpful by frequently monitoring the level of completion and general quality of work. Homework assignments may be posted on Learning Point. You may use this to check on work being assigned by your child's teachers. Grades are also accessed in this way and it is a good way to keep track of your child's progress during the year.

Parents, you are encouraged to be active in the learning experiences and challenges that this year is sure to bring. We look forward to receiving your input via phone, email, note or visit.

Sincerely,

The Seventh Grade Team

Eighth Grade Team Letter

Dear Students and Parents:

The eighth grade teachers welcome the new eighth grade class and their parents to Meadowbrook Middle School. The following information will be helpful in preparing for the upcoming year.

SUPPLIES: Required supplies will differ according to the needs of individual classes. Teachers will tell students what they need or send a list home the first week of school. A blue or black pen, a #2 pencil, and paper are required at all times. Some teachers may require loose-leaf, three-ring binders with subject dividers. Personal sets of colored pencils, highlighters, and markers are helpful.

BOOKS: Students will be issued social studies, spelling, literature, math, science, and various core literature books. All hardcover books issued to students need to be covered without attaching tape to any part of the book. Names must be written in ink in the front cover. Students are responsible for their textbooks.

HOMEWORK: Students at Meadowbrook will be assigned homework on a daily basis. Individual classes may have different amounts of homework, but as a general guideline, your student(s) will have homework on a consistent basis including, but not limited to, the following:

- | | |
|---|--|
| 1) Daily assignments for each subject | 5) Organization and review of class handouts |
| 2) Study/review materials for tests and/or quizzes | 6) Daily reading in U.S. History, Science and Language Arts |
| 3) Review of lecture or reading notes and concepts | 7) Reviewing spelling and vocabulary lists |
| 4) Long-term projects, which may require research, first drafts, note cards, outlines | 8) Rewriting final drafts prior to submitting for evaluation |

Homework must be organized, neat, and completed on time. Late work may not be accepted by all teachers. Parents can be most helpful by frequently monitoring the level of completion and general quality of the work. If you do not see evidence of homework, please contact your child's teacher(s).

Again, welcome to the eighth grade. By working together we can make this a successful year!

Sincerely,

The Eighth Grade Team

Poway Unified School District
**NOTIFICATION OF STANDARDS FOR
PARTICIPATION IN 8TH GRADE ACTIVITIES**

To ensure full understanding of our expectations and standards, here is a summary of the academic and behavioral standards for participation in eighth grade activities. If you have any questions or would like clarification about any of the items, please contact the Counseling Department at 858-748-0802.

OVERALL STANDARDS:

- A. Participation in 8th grade activities and the Promotion Ceremony is a **privilege** earned by 8th grade students in good standing.
- B. Students will participate in Promotion Ceremonies only at the site where they are currently enrolled.

ACADEMIC STANDARDS AND DISCIPLINE: Appropriate conduct in all school activities and on the school buses is expected of all students. Multiple discipline referrals, or two consecutive U's in citizenship, may exclude students from eighth grade extracurricular activities that are designed as recognition for academic effort as well as good citizenship in all classes.

ACADEMIC STANDARDS:

- A. Following the end of each grading period if a student's GPA falls below 2.0, he/she may be placed on a contract to monitor academic progress, and/or placed in an after school tutorial program.
- B. Parents will be notified in writing of their student's potential ineligibility to participate in 8th grade activities.

BEHAVIORAL GUIDELINES:

- A. Any suspension or Wednesday school for infractions other than missing schoolwork) or U's in citizenship received on progress notices or the report card immediately preceding an event will make the student ineligible for that activity. Activities may include:

- *Promotion Party
- *Yearbook Party
- *Promotion Ceremony
- *Other Special Events

Verification of progress and eligibility for participation will be confirmed prior to each event.

- B. Regular attendance is required in all classes during the school year. Truancy may affect participation in 8th grade activities during that grading period. More than one truancy, within any trimester, will result in a written contract and may exclude the student from that trimester's activities and exclusion from the Promotion Ceremony.
- C. Any suspension will result in loss of privileges for 8th grade activities during that grading period. Additional suspensions may affect a student's participation in the Promotion Ceremony.
- D. Failure to fulfill financial obligations may deny a student the privilege of receiving a Promotion Certificate.
- E. Failure to display appropriate behavior at school, or any school-sponsored event, may result in a loss of privileges for 8th grade activities.

EXTRACURRICULAR ACTIVITIES: At the end of the school year, eighth grade students may participate in promotion exercises, Yearbook Signing Party and the 8th Grade Promotion Party.

PROMOTION: Eighth grade promotion is an activity Meadowbrook conducts as we send our students to high school. The promotion exercise takes place at 8:00 a.m. and is for all qualified eighth grade students. Students are asked to dress neatly and appropriately. Expensive dresses, tuxedos, and limousines are inappropriate for this event.

Additional information regarding promotion and all school activities will be sent home prior to each event.

PTSA President's Message

Welcome back to our returning families, and to our new families, welcome to our proud Mustang community! I hope this new school year finds you and your children rested, relaxed and ready to start an exciting and successful school adventure!

Membership is vital to our PTSA. It not only helps us support our own programs, but part of each membership helps California and National PTAs to continue fighting for kids and families in our state and federal governments. Here at Meadowbrook, your membership also helps us provide our school with programs and services that simply would not exist otherwise: Student Recognition, Career Fair, Honor Roll, Cross Country, Red Ribbon week, the 7th and 8th Grade End of Year Events, Mustang Plus, Reflections, Volunteer Recognition, Staff Appreciation and much more. The whole family is welcome and encouraged to join and show their support! We now have the option for you to join online. Just use your phone's camera to look at this code and then click on the "Join Online Now" button and follow the prompts. You can also go to jointotem.com and search for Meadowbrook Middle School.



In addition, we ask that you make a donation to our main fundraising event that allows us to provide your student with over 22 programs. With a PTSA MONEY FOR MUSTANGS donation, 100% of your tax-deductible contribution goes directly to benefit our students and school. We welcome donations of every size – no donation is too small. If you are able to make a larger donation, we have special rewards for \$50, \$100 and \$200 contributions. See the membership/donation form on our webpage or in the front office for more information.

With your support, the PTSA can continue to make Meadowbrook a welcoming community with vibrant parent involvement. Your contribution, whether it is your time, knowledge, or resources do make a difference. Thank you for helping in any way you can, and showing your children the importance you place on their education.

On behalf of the PTSA, I wish everyone a very productive and enjoyable year. Feel free to reach out to me at mbmsptsapres@gmail.com, with any questions you may have.

Warmly,

Lisa Wood
MBMS PTSA President

DAILY SCHEDULE

Meadowbrook Middle School hours are 7:40 to 2:25. Most students have a schedule of 7 periods a day; 6 class periods and one lunch period. All students in *The Academy at Meadowbrook* will go to school from 7:40 to 3:25 and have 8 periods a day; 7 class periods and one lunch period. Professional time for teachers is every Tuesday morning. School will start at 8:55 and students will be released at 2:25 on Tuesdays (3:25 for *The Academy* students). Students who ride the bus to school will be picked up at a later time on Tuesdays. We will still have our Six-to-Six Program (ASES) each day, including Tuesdays, but **students arriving on Tuesday before 8:15 am should report to the school gymnasium.**

DAILY SCHEDULE

Monday, Wednesday to Friday Schedule

Period 4 Lunch	
PERIOD	TIME
1	7:40 – 8:42
2	8:46 – 9:43
3	9:47 – 10:44
4	Lunch 10:48 – 11:21
5	11:25 – 12:22
6	12:26 – 1:23
7	1:27 – 2:25
8	2:30 – 3:25

Period 5 Lunch	
PERIOD	TIME
1	7:40 – 8:42
2	8:46 – 9:43
3	9:47 – 10:44
4	10:48 – 11:45
5	Lunch 11:49 – 12:22
6	12:26 – 1:23
7	1:27 – 2:25
8	2:30 – 3:25

Tuesdays Only Schedule

Period 4 Lunch	
PERIOD	TIME
Prof. Time	7:40 – 8:45
1	8:55 – 9:51
2	9:55 – 10:39
3	10:43 – 11:27
4	Lunch 11:31 – 12:01
5	12:05 – 12:49
6	12:53 – 1:37
7	1:41 – 2:25
8	2:30 – 3:25

Period 5 Lunch	
PERIOD	TIME
Prof. Time	7:40 – 8:45
1	8:55 – 9:51
2	9:55 – 10:39
3	10:43 – 11:27
4	11:31 – 12:15
5	Lunch 12:19 – 12:49
6	12:53 – 1:37
7	1:41 – 2:25
8	2:30 – 3:25

**POWAY UNIFIED SCHOOL DISTRICT
HEALTH SERVICES**

VISION AND HEARING SCREENING

Every year, PUSD provides vision and hearing screening at selected grade levels. After the screening, you will be notified if there are any concerns or the need for follow up. Although the exact dates have not been determined, notification will be made prior to the scheduled date in the newsletter, on the website, and in the weekly call-out.

PUSD FOOD AND NUTRITION- MEADOWBROOK (858) 748-0303

ADD FUNDS TO YOUR CHILD'S LUNCH ACCOUNT online at www.myschoolbucks.com
Checks payable to PUSD Food and Nutrition or cash (accompanied with child's name and ID#) may be handed directly to any Food and Nutrition staff member, or to the office.

FREE AND REDUCED MEAL APPLICATIONS for breakfast and lunch can be requested from the office or submitted online at www.applyforlunch.com
APPLICATIONS MUST BE SUBMITTED ANNUALLY TO MAINTAIN FREE OR REDUCED MEAL STATUS.

MENUS are available online at www.powayusdnutrition.com

There are two options for purchasing lunches:
Students may participate in the National School Lunch Program in which a complete lunch meal includes: choice of entree, fruits, vegetables, and milk for only \$3.75. Free and Reduced priced complete meals are available for all students who qualify. Students may also purchase individual snack and beverage items.

PUSD has a **no borrowing** policy regarding school meals. Meals may be purchased by check, cash or by using the pre-payment option to establish or replenish a personal lunch account.

Our computer system accounts for all school meals and maintains the confidential status and security of all students electronically. Students may be required to show their student picture ID in order to access their lunch account.

For further information, please visit the PUSD Food and Nutrition Department website at: www.powayusdnutrition.com