

**BERNARDO HEIGHTS MIDDLE SCHOOL
2008-2009
PARENT REFERENCE BOOK**
Welcome to "Bobcat" Country!"



IMPORTANT DATES

AUGUST 2008

Tuesday	Aug 19	1st DAY OF SCHOOL (8:30 a.m. start time)
Friday	Aug 22	Collaboration Day—9:20 a.m. start time **
Friday	Aug 29	Collaboration Day—9:20 a.m. start time **

SEPTEMBER 2008

Monday	Sept 1	LABOR DAY— NO SCHOOL
Thursday	Sept 4	Back-To-School Night
Friday	Sept 5	Collaboration Day—9:20 a.m. start time **
Friday	Sept 12	Collaboration Day—9:20 a.m. start time **
Friday	Sept 19	Collaboration Day—9:20 a.m. start time **
Thursday	Sept 23	All school fundraiser begins
Friday	Sept 26	Collaboration Day—9:20 a.m. start time **
Monday	Sept 29	NON-STUDENT DAY —Staff Development

OCTOBER 2008

Friday	Oct 3	Collaboration Day—9:20 a.m. start time **
Friday	Oct 10	Collaboration Day—9:20 a.m. start time **
Wednesday	Oct 15	MINIMUM DAY —Math Adoption
Friday	Oct 17	Collaboration Day—9:20 a.m. start time **
Friday	Oct 24	Collaboration Day—9:20 a.m. start time **
Friday	Oct 24	End of grading period
Wed/Thurs	Oct 29-30	MINIMUM DAYS —Parent Conferences
Friday	Oct 31	NON-STUDENT DAY —Parent Conferences

NOVEMBER 2008

Friday	Nov 7	Collaboration Day—9:20 a.m. start time ** Report cards carried home
Tuesday	Nov 11	VETERANS DAY—NO SCHOOL
Friday	Nov 14	Collaboration Day—9:20 a.m. start time **
Friday	Nov 21	Collaboration Day—9:20 a.m. start time **
Mon-Fri	Nov 24-28	NO SCHOOL * Mon-Tues, Nov 24-25— DISTRICT RECESS * Wed, Nov 26— ADMISSIONS DAY * Thurs-Fri, Nov 27-28— THANKSGIVING

DECEMBER 2008

Friday	Dec 5	Collaboration Day—9:20 a.m. start time **
Friday	Dec 12	Collaboration Day—9:20 a.m. start time **
Friday	Dec 19	Collaboration Day—9:20 a.m. start time **
Mon-Fri	Dec 22– Jan 2	WINTER BREAK—NO SCHOOL

JANUARY 2009

Monday	Jan 5	SCHOOL RESUMES
Friday	Jan 9	Collaboration Day—9:20 a.m. start time **
Friday	Jan 16	Collaboration Day—9:20 a.m. start time **
Friday	Jan 16	End of grading period
Monday	Jan 19	MARTIN LUTHER KING DAY—NO SCHOOL
Tuesday	Jan 20	NON STUDENT DAY —Staff Development
Friday	Jan 23	Collaboration Day—9:20 a.m. start time **
Friday	Jan 30	Collaboration Day—9:20 a.m. start time **

FEBRUARY 2009

Friday	Feb 6	Collaboration Day—9:20 a.m. start time **
Friday	Feb 13	Collaboration Day—9:20 a.m. start time **
Mon-Fri	Feb 16-20	NO SCHOOL
		* Mon, Feb 16—WASHINGTON DAY
		* Tues-Thurs, Feb 17-19—DISTRICT RECESS
		* Fri, Feb 20—LINCOLN DAY
Friday	Feb 27	Collaboration Day—9:20 a.m. start time **

MARCH 2009

Friday	March 6	Collaboration Day—9:20 a.m. start time **
Friday	March 13	Collaboration Day—9:20 a.m. start time **
Friday	March 20	NON-STUDENT DAY —Staff Development
Friday	March 27	Collaboration Day—9:20 a.m. start time **
Friday	March 27	End of grading period

APRIL 2009

Friday	April 3	Collaboration Day—9:20 a.m. start time **
Mon - Fri	April 6-10	SPRING BREAK— NO SCHOOL
Friday	April 17	Collaboration Day—9:20 a.m. start time **
		Report cards carried home
Mon-Thurs	April 20-23	MINIMUM DAYS —Testing
Friday	April 24	Collaboration Day—9:20 a.m. start time **

MAY 2009

Friday	May 1	Collaboration Day—9:20 a.m. start time **
Friday	May 8	Collaboration Day—9:20 a.m. start time **
Friday	May 15	Collaboration Day—9:20 a.m. start time **
Friday	May 22	Collaboration Day—9:20 a.m. start time **
Monday	May 25	MEMORIAL DAY— NO SCHOOL
Friday	May 29	Collaboration Day—9:20 a.m. start time **

JUNE 2009

Friday	June 5	Collaboration Day—9:20 a.m. start time **
Thursday	June 11	PROMOTION/LAST DAY OF SCHOOL — TRADITIONAL MINIMUM DAY
		End of grading period—Report cards mailed home

** On "COLLABORATION DAYS," school will begin at 9:20 a.m.
See Collaboration Day schedule on page 24.

DISTRICT DISASTER RELEASE PLAN

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.

<p>ZONE A</p> <p>Meadowbrook middle – Primary Center</p> <p>Abraxas High – Secondary Center</p> <p>Creekside Elementary</p> <p>Morning Creek Elementary</p> <p>Pomerado Elementary</p> <p>Shoal Creek Elementary</p> <p>Valley Elementary</p> <p>Sabre Springs Satellite</p> <p>Poway Business Park</p> <p>ZONE B</p> <p>Mt. Carmel High – Primary Center</p> <p>Black Mountain Middle – Secondary Center</p> <p>Adobe Bluffs Elementary</p> <p>Los Penasquitos Elementary</p> <p>Sundance Elementary</p> <p>Sunset Hills Elementary</p>	<p>ZONE C</p> <p>Poway High – Primary Center</p> <p>Twin Peaks Middle – Secondary Center</p> <p>Chaparal Elementary</p> <p>Garden Road Elementary</p> <p>Midland Elementary</p> <p>Painted Rock Elementary</p> <p>Tierra Bonita Elementary</p> <p>ZONE</p> <p>Rancho Bernardo High – Primary Center</p> <p>Bernardo Heights Middle – Secondary Center</p> <p>Center</p> <p>Highland Ranch Elementary</p> <p>Rolling Hills Elementary</p> <p>Westwood Elementary</p> <p>ZONE E</p> <p>Oak Valley Middle – Primary Center</p> <p>Del Sur Elementary</p> <p>Stone Ranch Elementary</p> <p>Turtleback Elementary</p> <p>Monterey Ridge Elementary</p>	<p>ZONE F</p> <p>Westview High - Primary Center</p> <p>Mesa Verde Middle - Secondary Center</p> <p>Willow Grove Elementary</p> <p>Canyon View Elementary</p> <p>Deer Canyon Elementary</p> <p>Park Village Elementary</p> <p>ZONE G</p> <p>Administration Center</p> <p>Alternative Programs</p> <p>IT</p> <p>Facilities Development</p> <p>Facilities Management</p> <p>Finance, LSS</p> <p>Personnel</p> <p>Risk Management</p> <p>Superintendent's Office</p> <p>Transportation</p> <p>Emergency Operation Center</p>
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SCHOOL HOURS:

Students should not arrive on the BHMS campus any earlier than 7:55 a.m. Students arriving earlier than this must report to the gym for the before-school program which begins at 7:00 a.m.







The regular school day ends at 3:15 p.m., and students are to be **off campus** by 3:30 p.m. unless they are engaged in an adult-supervised after-school activity. Students who continue to loiter on the BHMS campus beyond 3:30 p.m. may be subject to disciplinary action.

Before and After-School Programs

BHMS provides **free** Before and After-School programming as part of California's After-School Education and Safety program. Before-School Program hours are 7:00 – 8:30 AM; 7:00 – 9:15 on Fridays. Quality Children's Services (our outside provider) and site staff offer a variety of after school clubs, sports, tutorials, homework assistance, arts and crafts and computers. Hours of operation are 3:15 PM – 6:15 PM. See BHMS website or contact Debby Sather (485-4894; dsather@powaysud.com) for more information.

BERNARD HEIGHTS MIDDLE SCHOOL MISSION STATEMENT

BERNARDO HEIGHTS MIDDLE SCHOOL WILL:

-  Maintain a partnership among students, parents, teachers, 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

Bernardo Heights—Where students reach new heights in excellence!

BERNARDO HEIGHTS MIDDLE SCHOOL *California Distinguished School—National Blue Ribbon School*

August 1, 2008

Dear Bernardo Heights Families,

Welcome to the 2008-09 school year! I am pleased to be able to work with all of you and serve you as principal. I want to thank you for all your efforts on behalf of your child and the school last year and I look forward to that continued energy. I'd also like to take this opportunity to welcome new families to Bernardo Heights. I know we will have a fabulous year together!

The beginning of the school year is an exciting time and is a wonderful opportunity for making "new school year" resolutions. A positive school and home partnership is important in strengthening, promoting, and celebrating student success. Here are a few ideas that can help:

- Make sure your child gets plenty of sleep and makes positive choices for meals. Rest and good nutrition are key to maximizing learning potential.
- Set aside a regular time and place for schoolwork. A 40 minute reading time each evening strengthens and improves reading and comprehension skills. Encourage varying reading genres.
- Believe in your child and build a "can do" attitude in him/her. Praise efforts, especially when he/she tries something new and difficult.
- Help your child organize homework and projects. Breaking down projects into smaller tasks makes things manageable.
- Be involved as a parent! Join our PTSA, the Bernardo Heights Education Foundation, our volunteer program, and attend activities together to promote positive feelings about school. Please schedule **Back-to-School Night** into your calendar—**Thursday, September 4**. Teachers will share very important information about curriculum, expectations, and plans for the school year.
- Most importantly, keep communication lines open at all times with your child. This includes reading all communications that come home from school.

The structure for our student schedules will continue in humanities/science villages to help with the coordinating of large assignments and to provide academic support to our students. Our rotating block schedule provides opportunities for students that struggle with academic classes after lunch to benefit from having those classes in the morning several times each week. All students are assigned to a Bobcat class that acts as our contact class or homeroom and is a time for academic support, sustained silent reading to enhance literacy, and character education. With your help ... I am confident that you and your child will have a positive experience during their enrollment at Bernardo Heights.

I am committed to providing and supporting a safe and orderly learning environment that supports each child. I look forward to meeting you. Please feel free to contact me if you have specific questions or concerns.

Welcome to Bernardo Heights where kids reach new heights of excellence!

Sincerely,
Elaine Johnson, Ph.D.
Principal

Extensions and Email Addresses for Administration Office:

NAME	NUMBER	EMAIL ADDRESS
Elaine Johnson, Ph.D., Principal	858-485-4884	eljohnson@powayusd.com
Karen Rockafellor, Administrative Assistant	858-485-4850, Ext. 4000	krockafellor@powayusd.com
Garry Rollins, Asst. Principal	858-485-4870	grollins@powayusd.com
Vickie Bakki, Asst. Principal	858-485-4875	vbakki@powayusd.com
Carolyn Buckner, Secretary	858-485-4850, Ext. 4055	cbuckner@powayusd.com
Roger Coloma, Counselor (A-I)	858-485-4890	rcoloma@powayusd.com
Carol Ochoa, Counselor (J-M)	858-485-4892	caochoa@powayusd.com
Sue Wise, Counselor (N-Z)	858-485-4891	swise@powayusd.com
Debby Sather, Student Support	858-485-4840, Ext. 4122	dsather@powayusd.com
Tracy Miller, Counseling Asst.	858-485-4850, Ext. 4044	trmiller@powayusd.com
Gina Stellwagen, Receptionist	848-485-4850	gstellwagen@powayusd.com
Jane Sahagian, Finance	858-485-4879	jsahagian@powayusd.com
Marsha Peterson, Attendance	858-485-4850, Ext. 4098	mpeterson@powayusd.com
Debbie Sabatini, Health Office	858-485-4850, Ext. 4037	dsabatini@powayusd.com
Krystal Avila, ASES Office	858-485-4850, Ext. 4122	kavila@powayusd.com
Amee Merchant, LAN Office	858-485-4850, Ext. 4614	amerchant@powayusd.com

Staff Extensions and Email Addresses

All extensions can be reached by dialing 858-485-4850 and then putting in the extension. Please note that teachers do not answer their phone during class, but request that parents leave a message on their voice mail.

NAME	EXTENSION	EMAIL ADDRESS
Azza Ayouty	4634	aayouty@powayusd.com
Barbara Barker	4677	bbarker@powayusd.com
Diane Bilardello	4903	dbilardello@powayusd.com
Karen Bungard	4697	kbungard@powayusd.com

Rotating Block Year Schedule

Bernardo Heights Middle School						
2008 - 09 Calendar Year						
1 to 6 = 1st Class of the Day (rotation)						
CD = Collaboration Day (34)						
MD = Minimum Day (8)						
NSD = Non-Student Day (4)						
HOL = Holiday (29)						
Q = End of Quarter						
September 2008						
MON	TUE	WED	THU	FRI		
1 HOL	2 4	3 5	4 6	5 1CD		
8 2	9 3	10 4	11 5	12 6CD		
15 1	16 2	17 3	18 4	19 5CD		
22 6	23 1	24 2	25 3	26 4CD		
29 NSD	30 5					
October 2008						
MON	TUE	WED	THU	FRI		
6 3	7 4	8 5	9 6	10 1CD		
13 2	14 3	15 4MD	16 5	17 6CD		
20 1	21 2	22 3	23 4	24 5CD/Q		
27 6	28 1	29 2MD	30 3MD	31 NSD		
November 2008						
MON	TUE	WED	THU	FRI		
3 4	4 5	5 6	6 1	7 2CD		
10 3	11 HOL	12 4	13 5	14 6CD		
17 1	18 2	19 3	20 4	21 5CD		
24 HOL	25 HOL	26 HOL	27 HOL	28 HOL		
December 2008						
MON	TUE	WED	THU	FRI		
1 6	2 1	3 2	4 3	5 4CD		
8 5	9 6	10 1	11 2	12 3CD		
15 4	16 5	17 6	18 1	19 2CD		
22 HOL	23 HOL	24 HOL	25 HOL	26 HOL		
29 HOL	30 HOL	31 HOL				
January 2009						
MON	TUE	WED	THU	FRI		
			1 HOL	2 HOL		
5 3	6 4	7 5	8 6	9 1CD		
12 2	13 3	14 4	15 5	16 6CD/Q		
19 HOL	20 NSD	21 1	22 2	23 3CD		
26 4	27 5	28 6	29 1	30 2CD		
February 2009						
MON	TUE	WED	THU	FRI		
2 3	3 4	4 5	5 6	6 1CD		
9 2	10 3	11 4	12 5	13 6CD		
16 HOL	17 HOL	18 HOL	19 HOL	20 HOL		
23 1	24 2	25 3	26 4	27 5CD		
March 2009						
MON	TUE	WED	THU	FRI		
2 6	3 1	4 2	5 3	6 4CD		
9 5	10 6	11 1	12 2	13 3CD		
16 4	17 5	18 6	19 1	20 NSD		
23 2	24 3	25 4	26 5	27 6CD/Q		
30 1	31 2					
April 2009						
MON	TUE	WED	THU	FRI		
		1 3	2 4	3 5CD		
6 HOL	7 HOL	8 HOL	9 HOL	10 HOL		
13 6	14 1	15 2	16 3	17 4CD		
20 5	21 MD	22 MD	23 MD	24 MD		
27 6	28 1	29 2	30 3			
May 2009						
MON	TUE	WED	THU	FRI		
				1 4CD		
4 5	5 6	6 1	7 2	8 3CD		
11 4	12 5	13 6	14 1	15 2CD		
18 3	19 4	20 5	21 6	22 1CD		
25 HOL	26 2	27 3	28 4	29 5CD		
June 2009						
MON	TUE	WED	THU	FRI		
1 6	2 1	3 2	4 3	5 4CD		
8 5	9 6	10 1	11 MD/Q			

BHMS BELL SCHEDULES

BLOCK SCHEDULE		
ODD	TIME/MIN.	EVEN
1	8:30-10:13 (103 min)	2
Break	10:13-10:21 (8 min)	Break
3	10:25-12:04 (98 min)	4
10	12:08-12:48 (40 min)	10
11	12:52-1:32 (40 min)	11
5	1:36-3:15 (98 min)	6

COLLABORATION DAY		
ODD/ THURS	TIME/MIN	EVEN/ FRI
Collab.	8:00-9:15 (75 min)	Collab.
1	9:20-10:45 (85 min)	2
Break	10:45-10:53 (8 min)	Break
3	10:57-12:20 (83 min)	4
10	12:24-1:04 (40 min)	10
11	1:08-1:48 (40 min)	11
5	1:52-3:15	6

ODD OR EVEN MINIMUM DAY		
ODD	TIME/MIN	EVEN
1	8:30-9:30 (60 min)	2
3	9:34-10:34 (60 min)	4
10	10:38-11:04 (26 min)	10
11	11:08-11:34 (26 min)	11
5	11:38-12:38 (60 min)	6

Staff Extensions and Email Addresses (continued):

All extensions can be reached by dialing 858-485-4850 and then putting in the extension. Please note that teachers do not answer their phone during class, but request that parents leave a message on their voice mail.

NAME	EXTENSION	EMAIL ADDRESS
Sally Burke	4621	sburke@powayusd.com
Karrie Campos	4609	kcampos@powayusd.com
Liz Campos	4676	ecampos@powayusd.com
David Carmichael	4631	dcarmichael@powayusd.com
Cathy Carr	4644	ccarr@powayusd.com
Dan Commons	4645	dacommons@powayusd.com
Trudi Conaway	4624	tconaway@powayusd.com
Pauline Crooks	4027	pcrooks@powayusd.com
Kati De Bolt	4633	kdebolt@powayusd.com
Denise Dupas	4699	ddupas@powayusd.com
Jill Emery	4622	jemery@powayusd.com
Lynneah Finkbeiner	4627	lfinkbeiner@powayusd.com
Peggy Flores	4029	pflores@powayusd.com
Angie Georggin	4676	ageorggin@powayusd.com
Denise Ginn	4032	dginn@powayusd.com
Kathe Hedges	4625	khedges@powayusd.com
Maryjean Howe	4635	mjhowe@powayusd.com
Jan Jensen	4032	jjensen@powayusd.com
Jen Joniec	4553	jjoniec@powayusd.com
Xoong Lou	4695	xlou@powayusd.com
Sonita Lucht	4625	slucht@powayusd.com
Tanya MacMartin	4637	tmacmartin@powayusd.com
Karen McKenzie	4693	kmckenzie@powayusd.com
Lesley Meisberger	4696	lmeisberger@powayusd.com
Deborah Montoro	4626	dmontoro@powayusd.com
Meera Navarro	4698	mnavarro@powayusd.com

Staff Extensions and Email Addresses (continued):

All extensions can be reached by dialing 858-485-4850 and then putting in the extension. **Please note that teachers do not answer their phone during class, but request that parents leave a message on their voice mail.**

NAME	EXTENSION	EMAIL ADDRESS
Greg Ormsby	4031	gormsby@powayusd.com
Alexis Peck	4672	alpeck@powayusd.com
Leonora Persichina	4642	lpersichina@powayusd.com
Ulli Reiner	4869	ureiner@powayusd.com
Beverly Reynolds	4873	breynolds@powayusd.com
Ginger Riggs	4628	griggs@powayusd.com
Tipton Roberts	4866	troberts@powayusd.com
Lynn Rozelle	4650	lrozelle@powayusd.com
Smail Saidani	4636	ssaidani@powayusd.com
James Shadoan	4028	jshadoan@powayusd.com
Susan Sheldon	4021	ssheldon@powayusd.com
Christine Smith	4607	chrsmith@powayusd.com
Loura Smith	4647	lousmith@powayusd.com
Penny Smith	4790	pensmith@powayusd.com
Mary Spain	4030	mspan@powayusd.com
Mary Jo Spehar	4646	mjspehar@powayusd.com
Lorrie Speights	4032	lspeights@powayusd.com
Richard Spindler	4678	rspindler@powayusd.com
Jennifer Strachan	4691	jstrachan@powayusd.com
LaShawn Summerour	4121	lsummerour@powayusd.com
Kim Valentine	4632	kvalentine@powayusd.com
Kurt Vozely	4031	kvozely@powayusd.com
Carol Wood	4905	cwood@powayusd.com
Jennifer Zingg	4032	jzingg@powayusd.com
Deirdre Zynkian	4643	dzynkian@powayusd.com

PROGRAMS SPONSORED BY CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION:

KIDSCAN: We know recycling is good for the world we live in, but did you know it also helps BHMS earn money for technology? **On the 2nd Tuesday of each month, from 7:45 a.m. to 8:30 a.m.,** bring in your **recyclable aluminum cans (crushed if possible), any size clear plastic water, juice, or Gatorade bottles; and all plastic soda bottles.** At the end of the year, the 10 highest contributing classrooms will receive extra funds for classroom technology. The remainder of the money will go into the general technology fund. **Just look for "CA.05"** recyclable on the plastic bottles. Donations will be collected by the steps at the roundabout. PLEASE separate plastic and aluminum and put them into clear bags. Mark the bags with your teacher's name. Students can earn a voucher good at the Student Store with just 5 lbs. of cans or plastic bottles.

PROGRAMS SPONSORED BY THE BHMS PTSA

The BHMS PTSA has formally adopted the following programs/activities to support, either with volunteers or through financial assistance:

- ✓ Math & Science Night
- ✓ 6th Grade Olympics
- ✓ 7th Grade "Cruisin' Through The Middle Ages"
- ✓ Spelling Bee
- ✓ Reflections
- ✓ 7th Grade Leadership Class
- ✓ Character Counts
- ✓ Chalk Festival
- ✓ 8th Grade U.S. History Challenge
- ✓ Leadership Crew
- ✓ Health Screenings
- ✓ 8th Grade Promotion
- ✓ Fall Teacher/Staff Welcome Back Breakfast
- ✓ Magazine Drive (help ASB)
- ✓ Teacher Appreciation Day
- ✓ Fall Registration
- ✓ 6th Grade Bobcat Camp
- ✓ Back-to-School Night
- ✓ School Newsletter (Bobcat Bulletin) & Parent Reference Book
- ✓ Book Fairs (fall and spring)

If you would like to volunteer for any of the PTSA-sponsored programs listed above, please email Kim Summers, V.P. Volunteers, at summers91@earthlink.net. Your help is welcomed.

PTSA meetings are held in the Bobcat Center on the 2nd Wednesday of each month. Please refer to the PTSA link on the school website for updates.



Welcome to Bobcat Country!

BERNARDO HEIGHTS EDUCATION FOUNDATION
A California Nonprofit Public Benefit Corporation

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 enhancement of education to BHMS staff and students. **If you would like more information or would like to be a part of the BHMS Education Foundation, please contact Vicki Reagan at 485-5108, or vicki@reaganfamily.com. BHEF meetings are held at 6:00 p.m. on the 1st TUESDAY of each month.**

Programs sponsored By the BHMS Education Foundation include:

Dime-A-Day: One way you can help support your child's educational experience is by contributing to our Dime-A-Day Program. We provide the opportunity for a one time gift through this campaign. A dime-a-day for the whole school year is equal to an \$18.00 gift. Or give a quarter-a-day by donating \$45.00! Every dime or quarter goes directly to BHMS improvements your student benefits from. Please the BHMS Foundation Website to find out more and to complete the Dime-A-Day form.

Bobcat-A-Thon: The students at BHMS have a unique opportunity to help raise funds to upgrade technology and fitness programs at their own school. Students get sponsors to pledge an amount of money for every lap they run or a fixed dollar contribution for their total laps. Students earn their pledges by running during one of their regular monthly bobcat runs. It is a way to give our students a sense of accomplishment by contributing to their school through a fun, healthy activity.

There are numerous other ways families can contribute to technology and campus improvements at BHMS. Many of them do not require monetary contributions.

1. **Grocery Card Programs.** Earn up to 4% of your grocery totals just by swiping your grocery club cards or entering your telephone number when you buy groceries! If you shop at Vons, Ralph's, or Albertsons grocery stores, please consider participating in their money-back-to-schools programs. Last year BHMS made over \$11,500, just by our families swiping their grocery club cards! These programs cost nothing for you to participate—but the return to BHMS makes a difference in your child's classroom. Visit the BHMS Foundation website and complete the Grocery Card Program form and return it to the office. Last year money raised through this program was used to buy classroom booksets, classroom printers, and classroom computers.
2. **Recycle Printer Cartridges and Old Cell Phones.** These used items generate cash for BHMS as well as encourage our families to participate in recycling efforts. Bring these items (wrap printer cartridges in plastic bags) to Karen Rockafellor in the BHMS office and we will turn these into cash. Bring these used items in from your workplace, too!
3. **Corporate Matching Funds Program.** Did you know most companies offer a Matching Funds Program for them to make donations to our schools? Some of these companies are large (i.e. Qualcomm), some are small (local stores and offices). If you designate a monetary gift to your school, your company will match it. Of course, your donation is 100% tax deductible. Your company's Human Resource Departments will know if your company offers this program, and they will provide the necessary form for you to fill out. Please contact Vicki Reagan, BHMS Education Foundation, Vicki@reaganfamily.com, Phone No. 858-485-5108, if you have further questions regarding participating in this program.
4. **Annual Giving Program.** Please consider making a donation to your child's school if you are considering charitable giving at the end of the year. Your child will directly benefit from your charitable giving, and as always, any donation you make to the BHMS Education Foundation is 100% tax deductible. Giving to the BHMS Education Foundation also allows your charitable contribution to remain in your community. Visit the BHMS Education Foundation website for further details on these programs.

SCHOOL SUPPLIES



The following supplies are suggested for all students and are not provide by Bernardo Heights Middle School:

GENERAL:

- 3-ring binder with 1-1/2" or 2" rings
- Notebook dividers
- College rule lined notebook paper
- Blue, black, and red ball-point pens
- #2 pencils
- Colored pencils
- 12-inch ruler (3-hole and unbreakable) with 30 centimeters on back
- Highlighters (4 colors)
- Glue sticks
- Zippered case for pens/pencils
- Calculator (scientific for higher math)
- Erasers
- Small student scissors
- Mini pencil sharpener with cover
- Single-subject spiral notebooks
- 1 x 1 Post-It-Notes

ADDITIONAL SUPPLIES:

Math

- Graph paper notebooks

Geometry

- Protractor
- Small ruler with centimeters and inches
- Compass

7th & 8th Grade Humanities

- 3 x 5 index cards
- 5 x 7 index cards

Academic Honesty—PUSD Board Policy 3.40.1

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 guidelines:

1. 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.
2. Parents and students will be required to review and sign the Academic Honesty Policy and Procedures at the beginning of each school year.
3. Teachers and staff will be responsible for providing safeguards that discourage acts of student dishonest on tests and assignments.
4. School staffs (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
5. 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.
6. 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: leadership positions, co-curricular activities, and extra curricular 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 voice contact with parent • Referral to Assistant Principal • Zero on assignment/test, as determined by the classroom teacher • Detention assignment • Unsatisfactory in citizenship for that grading period
2nd offense	<ul style="list-style-type: none"> • Teacher makes voice contact with parent • Referral to Assistant Principal • Zero on assignment/test, as determined by the classroom teacher • Unsatisfactory citizenship grade for remainder of that grading period, as determined by the classroom teacher • Saturday School assignment
3rd offense:	<ul style="list-style-type: none"> • Teacher makes voice 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 • Saturday School or suspension • Parent-teacher conference with administrator upon return from suspension

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 (3:30 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.

PLEASE NOTE: If you choose to drive onto campus to drop off or pick up your children, be prepared for a lengthy delay and plan accordingly!

Thank you for helping us maintain a safe and orderly campus for your children.

Student Store

- Hours: Daily 8:05-8:20 a.m. & 3:15-3:30 p.m.
- The student store is open during all lunches as volunteers are available. School supplies are only sold during lunch times.

Student Visitors

Sometimes students ask to bring students from other schools to our campus to visit for the school day. We do not allow such visits. We work hard to keep distractions from learning to a minimum and cannot be responsible for students from other schools.

Telephones



The office telephones are for EMERGENCY USE ONLY and may only be used with staff permission. **(Forgetting homework, supplies, or instruments does not qualify as an emergency.)**

Cell Phone Policy:

- ◇ Phones must remain **off** and concealed during the entire school day: 8:30-3:15. This includes lunch, snack break, and field trips, and when students are on school buses. **ABSOLUTELY NO TEXT MESSAGING** during the school day.
- ◇ If a phone call needs to be made during school hours, come to the office to ask permission to use your phone there.
- ◇ If your phone has a camera in it, you are **not** permitted to use that feature on our campus.

If a phone rings during class time, it is considered a classroom disruption and will result in disciplinary action.

Consequences:

- ◇ Violation of this cell phone policy will result in confiscation of the phone by school staff, and a parent will need to come to school to pick up the phone.
- ◇ Repeated violations will result in other disciplinary action.

📞 *Bernardo Heights Middle School is not responsible for lost, damaged, or stolen phones.*

Attendance Procedures

School begins at 8:30 a.m. (9:20 a.m. on Collaboration Days) and ends at 3:15 p.m. Students should arrive no earlier than 30 minutes before the start of the school day. Students must depart campus by 3:25 p.m. unless involved in an approved after school activity. Disciplinary action may be taken against students consistently loitering on campus after 3:30 p.m.

✓ Arrival to School:

Students **arriving late to school** MUST come to the Attendance Office to check into school. A note or a telephone call indicating why the student is late is necessary to sign in. When accompanied by a parent, the parent must sign the student into school by signing the SIGN-IN LOG in the Attendance Office, even if the student is arriving during lunch or Bobcat Time. **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 the student.**

✓ Departure from School:

If a student has to leave campus for ANY reason, they must first obtain an Off Campus Pass. The Off Campus Pass can be obtained by calling the Attendance Hotline @ 485-4888 and leaving the information (the Off Campus Pass will be sent to the student’s class) or the student can bring a note from the parent to the Attendance Office window **BEFORE SCHOOL** or **DURING BREAK** to receive their Off Campus Pass. The note must be signed by a parent and state the date, time, and the reason the student will be leaving. Students are to show their Off Campus Pass to their teacher, who will then release them from class to meet their parent in the office at the designated time. Parents must sign the student out on the SIGN-OUT LOG in the Attendance Office.

Students are expected to be in their classes every day. Students need to be on time and to have all the materials necessary for the day. Doctor, dentist, or orthodontist appointments and personal illness are considered excused absences. Unexcused absences for all or any part of the school day will be subject to disciplinary action. Students absent without an excuse will be considered TRUANT and will be assigned Saturday School.

✓ **Reporting Absences:** To **clear an absence**, parents are requested to report their student’s absence on the 24-hour Attendance Hotline at 485-4888 within 48 hours. If your student’s absence **has been** cleared, upon returning to school student may report directly to class. If you **have not** called the Attendance Hotline to report your student’s absence, student must bring a signed and dated note from a parent stating the reason for their absence and **MUST** be in the attendance window line by 8:25 (first bell) to get the Readmit Slip.

****IMPORTANT INFORMATION:** Parent/Guardian **must** contact the Attendance Office by telephone or by sending a note with the student to the Attendance Office to clear absences **within two (2) days** of the student's absence. If not cleared within two (2) days, the student will be declared truant for the day/days absent & will be assigned a Saturday School. This information will then be recorded & included in the student's discipline records.

✓ **Tardy Policy:** Students are allowed only **two** unexcused tardies. On the third unexcused tardy (i.e., a tardy without any excuse from a parent, doctor, dentist, teacher, administrator, or office staff within 24 hours of occurrence) a Lunch Detention will be assigned. Two additional tardies will result in an After-School Detention. Once a student has reached their 7th tardy, an administrator will assign Saturday School. Every third tardy after that will also result in a Saturday School. Please see *sample* table below.

TARDY	CONSEQUENCE
3 Unexcused Tardies	Lunch Detention
5 Unexcused Tardies	After-School Detention
7 Unexcused Tardies	Saturday School
10 Unexcused Tardies	Saturday School
13 Unexcused Tardies	Saturday School
Etc.	

If a student is tardy over 30 minutes without an excuse, they are considered truant and can be sent to Saturday School even if it is their first tardy.

✓ **OCIS Contracts:** At BHMS, we believe there is no substitution for classroom instruction. However, if an absence from school for personal reasons cannot be avoided, please pick up an OCIS contract from the Attendance Office at least 5 days in advance of the absence. **Please note: Contracts will only be issued if a student will be absent for 5 or more consecutive days.**



When you miss school — you miss out!

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

Helmets Should:

- ✓ Have a label that says the helmet meets the standards of either the American Society for Testing and Materials (ASTM) or the U.S. Consumer Product Safety Commission (CPSC).
- ✓ Have a strong strap that will keep it on the child's head after the first impact (car) and for the second impact (street).
- ✓ Be replaced if they become damaged, especially after a fall or impact.
- ✓ Be easy to adjust or be self-adjusting.
- ✓ Fit well: level on the head, touching the head all around, and comfortably snug but not tight.
- ✓ Be comfortable to wear: cool, light, and fashionable.
- ✓ Be easy for drivers to see at night and during the day.

Helmets should not:

- Move more than an inch in any direction.
- Pull off no matter how hard you try.
- Have an "aero" tail that can shove the helmet sideways in a crash and leave your head unprotected.

For more information, call the San Diego Safe Kids Coalition at 858-576-1700, Extension 5704.



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

Student Safety

Students are under the authority of the school from the time they leave home in the morning until they return home at the end of the school day. School rules are in effect on your student's way to school, their way home, and during all school activities.

PLEASE HELP US MAINTAIN A SAFE, POSITIVE LEARNING ENVIRONMENT FOR ALL STUDENTS

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. The following behaviors will not be tolerated:

- ✓ Horseplay
- ✓ Pushing and shoving
- ✓ Name-calling
- ✓ Teasing
- ✓ Harassing
- ✓ Classroom disruption
- ✓ Throwing food, drinks, or objects
- ✓ Misbehaving during lunch
- ✓ Treating others in an unkind way
- ✓ Not following directions from adults

Remind your student to walk carefully in the hallways, not to stand in the middle of the walkway to talk to friends as this blocks the flow of traffic. Talk to students about keeping their roller backpacks under control and out of the way.

If your child needs assistance in any way, please have them contact the office without hesitation!



California Helmet Law

What the Law Says:

- ◇ 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.

Buses

(Please refer to Administrative Procedure 6.51.3 on PUSD web page under "Returning Student Registration" - School Bus Safety Rules)

Regular Bus: Bus drivers are responsible for student safety. All Bernardo Heights and PUSD rules are in effect at the bus stop before and after school, as well as during your ride. No standing while the bus is in motion. No bothering the bus driver or other students. No pushing or shoving. No eating. No glass containers. Students must keep all parts of the body in the bus. Students must obey the driver. Please refer to Bus Safety Rules on the reverse of the Rules of Student Discipline. Failure to comply with all bus safety rules may result in students being suspended from the bus. **You need a note from your parent, signed by office personnel prior to the end of the school day to be able to ride a different bus or get off at a different stop.**

Activity Bus: We have an after school activity bus, Monday through Thursday, which leaves at 4:30 p.m. In order to ride the activity bus, student must be involved in a school-sponsored after school activity and obtain an activity bus pass from the supervising teacher. All students must remain on school grounds until the activity bus arrives. **Students cannot stay after school unless a teacher supervises them in an organized school activity.**



THERE IS NO ACTIVITY BUS ON FRIDAYS.

Delivery of Items or Messages to Students

In an effort to encourage students to become more independent, self-sufficient, and also to prepare them for high school, BHMS will NO LONGER DELIVER forgotten lunches, P.E. clothes, homework (remembering to bring homework to school when due is part of the homework assignment), or other items. Develop a "spot" at home where your student can collect items to bring to school the next day.

MESSAGES: To minimize classroom disruptions, only EMERGENCY messages will be delivered to students in class. Suggestions:

- Arrange to pick your student up at a pre-arranged time and location *prior* to the start of the school day.
- Communicate appointments, work schedules, and rainy day arrangements in advance.

BALLOON AND FLOWER DELIVERY: Due to congested hallways and the disruption caused by having balloons on campus and in classrooms, we ask that there be NO balloon or flower bouquets brought to school for birthdays or other special events. These items don't always draw positive attention from the general student population. In addition to this, no gifts should be brought to school for students. If any of these items arrive at school, they must remain in the school office until the end of the school day.

FOOD DELIVERIES: To avoid undue distractions and disruptions during the lunch period, outside food deliveries such as pizza to individual students is highly discouraged and should be avoided.

Dress Code

THE DRESS CODE AT BERNARDO HEIGHTS WILL BE STRICTLY ENFORCED

The Bobcat Dress Code is designed to encourage students to dress for the purpose of learning. Clothing should be neat, clean, free from tatters and tears, and fit properly, while following the standards of common decency and respect.



- School clothing, jewelry, book covers, backpacks, or binders: No sexual connotations, tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence. Items that are discriminatory or demeaning toward others are prohibited. Clothing should not be altered (e.g., metal studs, patches, safety pins).
- No sunglasses, hats, or hoods indoors. No bandanas, do-rags, or hairnets. Extreme hairstyles, hair dyes, or make-up are not permitted - only natural human hair colors are permitted.
- Clothing that is revealing such as halter tops, tube tops, bathing suit tops, or tops that are strapless, see-through, low-cut or expose the midriff are not permitted. Bra straps, belly buttons, and cleavage should not be seen. Tank top shoulder straps must be 1-1/2" to 2" wide. No thin or spaghetti straps allowed. No pajama tops.
- Shorts, skirts, and dresses must be an appropriate length for school. The hem bottom must meet the tips of the fingers when fingers are extended.
- Long dangling belts are not permitted.
- Pants and shorts must be sewn to fit and be able to be worn at the waist without the need for a belt - **"Sagging" is not allowed.** Pants and shorts must be hemmed or cuffed - no torn or tattered edges. No visible underwear showing above or below pants. Shirts and pants must meet when sitting. No pajama bottoms.
- Footwear must adequately protect feet and not interfere with required school activities. Slippers and footwear containing wheels are not permitted.

Also: Jewelry, wallet chains over 3" long, key chains, and accessories which, in the opinion of the staff, attract undue attention or pose a threat to the safety of others are not permitted. No offensive writing on backpacks, book covers, clothes, or binders. For identification purposes, only the student's first name and last should be written on the backpack.

The administration retains the sole discretion to make the final determination whether clothing, jewelry and accessories and/or appearance meet acceptable standards.

Consequences for not following the dress code:

Students who do not comply with the Bobcat Dress Code can expect (1) to be asked to change into P.E. clothes or other available clothes located in the Health Office; (2) to have a parent called to bring other clothes; (3) to be sent home and/or assigned additional consequences for repeated behaviors.

Participation Guidelines

According to BHMS Guidelines for **Student Participation in Extracurricular Activities**, 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. Eligibility 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. These activities include, but are not limited to, dances, sports teams, concerts, trips, and grade-level events.

Students must have:

- ◆ _____ **GPA of 2.0 or above**
- ◆ _____ **No "U's" in CONDUCT**
- ◆ _____ **No HOME SUSPENSIONS**
- ◆ _____ **No OUTSTANDING SCHOOL FINES OR DEBTS**

PHYSICAL EDUCATION

Bernardo Heights Middle School requires a specific uniform. Each student must have the following in his/her locker:

1. BHMS T-shirt **or** plain white T-shirt (See price below)
2. Black BHMS shorts **or** black athletic short (See price below)
3. One pair of tennis shoes
4. Optional clothing - sweatpants and sweatshirt

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

Uniforms may be purchased at August Registration, during the first week of school, or during the school year from your student's P.E. Coach. They may also be purchased during the first week of school from their coaches. Size and availability is on a first come first served basis. Checks payable to BHMS for amount of purchase only.

ITEM:	COST:
PE T-shirt (boys/girls)	\$12.00
PE shorts (boys/girls)	\$12.00
PE combination locks	\$ 6.00
PE Sweatshirt/Crew Sweatshirt	\$20.00 (Optional)

daily search for meal money. We encourage you to place \$10.00-\$20.00 in your child's lunch account as "lunch insurance". Weekly, monthly, or quarterly pre-payments are advised. Envelopes for this purpose are available at the school office and at the cafeteria. Payments dropped off at the school office in the morning are picked up daily by food and nutrition department for deposit to students account. We will notify you if your balance falls below \$3.00. Detailed information about the District's online credit card payment system can be found on this website: <http://www.powayusd.com/admin/foodservices/MyLunchMoney/MyLunchMoney.html>

We use a computerized system to account for school meals. We maintain the status of all students electronically. Each student has a 6-digit PIN, which is their Student Identification Number. Students enter their number each day on a keypad at the end of the lunch line. This is not a charge system so meals must be paid in advance. Please help your child memorize their PIN. Also, please advise your student to keep their PIN confidential. **Students are required to have their Student picture ID in order to access their lunch account.**

Free and Reduced Lunches:

Free and reduced price meals are available for all students who qualify. Lunch applications are available in the school office and at the Food & Nutrition Department. A new application must be completed each year. Remember that only one application is required for each family.

**Parent-Teacher-Conference
Discussion Topics and Questions**

- **Homework**—Is my child's homework completed thoroughly, accurately, and on time?
- **Class Participation**—Does my child ask questions, volunteer answers, and participate in discussions?
- **Organization**—Does my child seem organized? Does he/she come to class prepared?
- **Academic Success**—How is my child doing in this class? Is my child working up to his/her potential? Is this class appropriate for my child's ability level?
- **Classroom Time Management**—Does my child use class time wisely?
- **Attendance and Punctuality**—Is my child in class every day? Does he/she come to class on time?
- **Focus**—Does my child pay attention in class?
- **Social Adjustment**—Is my child respectful and courteous to teachers and classmates? Does my child appear to get along with other students?
- **Strengths and Weaknesses**—What are my child's strengths? Which skills need more work?
- **Additional Comments**—Do you have any advice or suggestions for me to help my child be more successful?

Electronics

Tape recorders, electronic games, laser pens, and *any* type of trading cards or electronic signaling devices are strictly forbidden. If a student is found in possession of a shock device or using one, disciplinary action will be taken. Radios, Walkmans, CD players, iPods or other MP3 players if brought to school, can only be used before school or after school. **If they are seen during the school day, whether in use or not, they will be confiscated and held in the office for a parent to come and pick up.** The school is not responsible for damage or loss to any items brought to school.

Health Office



➤ **ILLNESS:** If a student becomes ill at school, they should report to their teacher FIRST and request a referral to the Health Office. The Health Office is across from the Attendance Office in the Administration Building. **STUDENTS MUST NOT LEAVE SCHOOL WITHOUT AUTHORIZATION.**



➤ **MEDICATION:** According to California state law, prescription AND non-prescription medications are permitted to be taken at school ONLY with a written statement from the physician AND a written statement from the parent or guardian. The Health Office has a form available titled, "**Parent Authorization for Medication Administration**" (PUSD Form H-26). Written information that must be provided is the student's name, name of medication, and physician's instructions detailing the method, amount, and time medication is to be given, as well as parent/guardian and physician's signature. This information is required for all medications, including "over-the-counter" pain medication, cold/allergy medications, etc. All medication **MUST** be in a bottle that is labeled with the student's name and above information. **NO PLASTIC BAGGIES WILL BE ACCEPTED!** **Students who must carry their medication with them (i.e. inhaler) also need specific authorization to do so (use PUSD Form H-26). Please call our Health Technician at 485-4850, Extension 4037, with questions or concerns.

PUSD MEDICATION PHILOSOPHY: Parents bear the primary responsibility in providing medication for their students. *Whenever possible*, medication is to be administered at home. A parent has the option to personally administer medication(s) to his/her student at any time. Health assistance at school is provided to support student learning and attendance. Medication administration is provided under the direction of the Health Services Department. Please go to <http://powayusd.sco.k12.ca.us/admin/lss/health/#Medication> for more information on the following:

- Authorization for Medication Administration (Form H-26)
- Potential Anaphylactic Reaction
- Diabetic Management Plan
- Emergency Procedure Severe Low Blood Glucose—Gel or Injection
- Emergency Procedure Severe Low Blood Glucose—Gel Only
- Procedure for Blood Glucose Testing
- Procedure for High Blood Glucose
- Procedure for Mild or Moderate Low Blood Glucose

POWAY UNIFIED SCHOOL DISTRICT

13626 Twin Peaks Road

Poway, CA 92064-3034

(858) 748-0010

HEALTH INFORMATION

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 INFORMATION** – Assures 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:
 - (a) Names and phone numbers of neighbors/friends, with available transportation, to call in case you cannot be reached.
 - (b) 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** – The school is 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, head lice, chicken pox, staff infection, 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.
6. **MEDICATION** – Before any medication (prescribed or over-the-counter) can be given during school hours, an Authorization for Medication Administration (PUSD H-26) or similar must be on file (form available on-line). This form, or a doctor's note, 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. The school staff will supervise self-administration of the medication during school hours.
 4. *Students are not allowed to carry medications during the school day without written physician and parent approval. See the Health Technician for appropriate forms.*
 4. *Please contact the Health Technician (Debbie Sabatini @ 858-485-4850, Ext. 4037) if you have any questions. Your school welcomes communication between home and school for the health of your student.*

Lost and Found

- Small items (jewelry, wallets, money, etc.) are located in the Attendance Office.
- "Lost and Found" clothing will be kept on a cart in the main hallway for 30 days.

Library



The library is open from 7:30-3:45 Monday through Thursday, and from 7:30-3:30 on Friday. On Collaboration days, the library opens at 8:00. Students are welcome to use the library before school, during snack, and after school. Lunchtime availability will vary. To use the library during class time and Bobcat Time, a pass from the student's teacher is required.

- ✓ Library resources are accessible from home via the Library Catalog website at <https://destiny.powayusd.com/common/welcome.jsp?site=203>. To check your library & textbook records online, access online resources, place a hold on a book, or write a book review: Login (Username = Student ID Number; Password = Last Name) and click the "My Info" Tab.
- ✓ Student's ID card is required for checking out library and textbook materials as well as for computer use.
- ✓ Students are expected to work in a quiet, respectful manner.
- ✓ Overdue notices will be sent to student's Bobcat class bi-weekly. If you feel the notices are in error, please stop by the library to discuss.
- ✓ NO food, drinks (including water), gum, cell phone use, and listening devices are allowed in the library.
- ✓ Students are responsible for keeping their books in good condition and for the costs to repair or replace damaged, lost or stolen items. Students must have no outstanding items or bills for school materials before they may 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.
- ✓ Please see the library website for more information about the library, its resources and research support at:

<http://powayusd.sdcoe.k12.ca.us/PUSDBHMS/Departments/Library/Library.htm>

Lunches

There are two options for middle school lunch. Students may participate in the school lunch program and purchase a full lunch or choose individual food items from our a la carte menu. The full lunch program is by far the most nutritious and best value. This meal includes an entrée, a variety of fruits and vegetables, and a choice of 1% low-fat white milk or non-fat chocolate milk for only \$2.25. Special entrees are offered on the full lunch program daily for \$2.50.

The school lunch menu is posted daily in the lunch area and on the food services web site. The a la carte items and prices are posted at the lunch area windows. Both the school lunch menu and the a la carte items can be accessed online at:

<http://www.powayusd.com/admin/foodservices/menus/menus.html>

Don't let your child go without a meal! There is a **no borrowing** policy at the middle school level, so utilize the pre-payment option. Pre-paying for lunches and all menu items is the ultimate in convenience for parents and students and eliminates the