

## PARENT'S 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.

### CONTENTS

- Table of Contents
- Registration Directions/Information
- **Dressing for Success**
- Student Services
- Student Activities/Policies and Procedures
- Policies and Procedures/Guide for Student Conduct
- **Meadowbrook Mustang Code/Standards of Conduct**
- **FAQ's/Frequently Asked Questions**
- Cell Phone Policy/PE Policy
- **6<sup>th</sup> Grade Team Letter**
- **7<sup>th</sup> Grade Team Letter**
- **8<sup>th</sup> Grade Team Letter**
- **Standards of Participation in 8<sup>th</sup> Grade Activities**
- **Vision/Hearing/Scoliosis Screening**
- Cafeteria Information/Lunch Accounts
- PTSA President's Message
- Daily Schedule

**Most bold items above are required reading for registration.**

**All the forms listed as 'required for registration' on our school website and the district website must be returned, signed by parent and student, or you will not be able to complete registration.**

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

If there is not an e-mail contact for someone you are trying to reach at Meadowbrook, or for general school information, please use [mbms@powayusd.com](mailto:mbms@powayusd.com).

**Please keep this booklet for reference!**

# Registration for the 2009 - 2010 School Year

Most of the registration forms are on the District website and there are links to it on our website: [www.powayusd.com/pusdmbms](http://www.powayusd.com/pusdmbms). You will now print out the 4 or 5 pages you need to return for registration.

The forms that are in this packet are **not** on the webpage because they would compromise your privacy, or because the company providing us the forms has asked us to deliver them to you in a hard copy.

REGISTRATION DATES/TIMES. You **MUST arrive during or AFTER** your scheduled time. Families arriving early will be asked to wait.

Tuesday, August 11, 2009		Wednesday, August 12, 2009		Thursday, August 13, 2009	
8 <sup>th</sup> Grade		6 <sup>th</sup> Grade		7 <sup>th</sup> Grade	
8:00 - 9:00	A - F	8:00 - 9:00	A - F	8:00 - 9:00	A - F
9:00 - 10:00	G - L	9:00 - 10:00	G - L	9:00 - 10:00	G - L
10:00 - 11:00	M - R	10:00 - 11:00	M - R	10:00 - 11:00	M - R
11:00 - 12:00	S - Z	11:00 - 12:00	S - Z	11:00 - 12:00	S - Z

**Be prepared to wait with your student until all the paperwork is completed.**

**Doors close promptly at the scheduled times.**

*If you cannot make it to any of our scheduled registration times, registration will be in the gym foyer on the first day of school at 7 am.*

## REGISTRATION DIRECTIONS

1. **Fill out the required pages** in your packet **and return them to the gym** (see the map at the back of this booklet). **PLEASE MAKE SURE EACH OF THESE FORMS IS SIGNED.**
2. In the gym foyer you will turn in all your papers, receive your student's list of classes and locker assignment. Then you will go into the gym for ID (identification) and yearbook pictures. You may also stop at the PTSA table to join
3. Proceed next to the library to check out textbooks. You may also go on a tour of the school with the ASB/WEB students (if desired).
4. On the first day of school, your student will bring home a packet of information that you can turn in after school starts.
5. PE clothes will be ordered through the PE classes, NOT at registration. Students will receive clothes the first week of school.

## **Possible Registration Costs (Payable by cash or check)**

ITEM	APPROXIMATE COST
BUS PASS	\$439.00/Yr, full pass
PRE-PAID LUNCHES	\$12.50 PER WEEK
PTSA MEMBERSHIP	\$7.00 to \$10.00
MBMS PE CLOTHES & LOCK (pay during the first week of school).	\$28.00
MBMS LOCK FOR STREET LOCKER	\$6.00 new/\$3.00 used
MEADOWBROOK EDUCATION FOUNDATION (MEF) MEMBERSHIP	\$5.00 to \$13.00
YEARBOOKS	\$33.00

## ***Dressing for Success***

At MBMS Students must dress in a manner that is safe, does not interfere with or distract from the learning process and is appropriate for school. This includes, but is not limited to, the following:

1. Clothing, jewelry, book covers, backpacks, or binders should be free of reference to sexual connotations, tobacco, alcohol, drugs, profanity, obscenity, weapons, racial slurs, violence, or gangs.
2. **Tops must cover undergarments and must have straps of at least two inches in width.** No revealing clothing is permitted (including strapless, see-through, low-cut, or anything exposing the midriff). **No spaghetti straps.**
3. Shirts and pants must meet when sitting or standing.
4. Shorts, skirts, and dresses **must meet the tips of the fingers when the fingers are extended.**
5. Pants and belts must fit at the waist. **“SAGGING” IS NOT PERMITTED.**
6. Shoes must be worn at all times. Closed toed shoes are recommended. No platform shoes over three inches high or bedroom slippers are allowed.
7. Hats, sunglasses and hoods on sweatshirts are permitted but must be taken off indoors.
8. Trench coats, knit caps, and heavy overcoats are allowed only during appropriate weather conditions.
9. Clothing and other items which may be intimidating to others, attributed to gang affiliation, or put the wearer in danger will not be allowed; including bandanas, hair nets, and ‘do’ rags.
10. Clothing that is altered (including metal studs, spikes, patches, safety pins, and chains) **is** not allowed.

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.

When students are out of compliance with the dress code, the following consequences may occur: loaner clothes, parent contact, Thursday School and/or suspension.

***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 the ride. Remember to: Behave well during your ride. Remain seated while the bus is in motion. Talk quietly to other students so that the bus driver can drive safely. Keep your hands and feet to yourself. Keep all parts of your body in the bus. Always obey the driver. Gum, food and glass containers are not allowed on the bus. **To ride a different bus or get off at a different stop, you need to show the driver a note from your parent that is signed by an Assistant Principal or Principal.**

**Activity Bus:** Monday through Thursday we have an after school activity bus which leaves one hour after school is dismissed. An activity bus pass must be obtained from a supervising teacher. All students must remain on school grounds until the activity bus arrives. If staying after school, students must be participating in a supervised school activity.

**Health Office:** The Health Attendant cannot dispense medication of any kind unless the proper forms are on file in the Health Office. Students are not allowed to carry medications on their person unless proper forms are in the Health Office.

**ID Cards:** All students are issued ID Cards with a picture. Student ID cards are required to purchase lunch, to purchase dance tickets, for 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.

**Lockers:** All students are assigned a hall 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. You **must** have permission from the office to change lockers. All locks must be purchased from Meadowbrook. **You must use a blue school lock on your hall locker.** Keep your locker locked! For your own security, do not share your locker combination with **anyone.** **We are not responsible for items that are lost or stolen from school lockers.** Lockers are school property and are under joint jurisdiction of the student assigned to the locker and the school district. 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 a book is lost, 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.**

**Office:** If you need to go to the office, you must have a pass unless it is an emergency. Please remember to talk quietly in the office so that others may do their work. **Please have friends wait for you outside the office.**

**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. **Cell phones** may be used before and after school only. **Any cell phones used or turned on during the day will be confiscated.**

**Library:** Student behavior in the library is expected to be quiet and respectful of other students' rights to a quiet place to study and do research. Quiet conversation is appropriate. Gum, eating or drinking is not allowed in the library.

Students are responsible for all materials checked out to them. Students with overdue books may not check out other materials until the overdue is cleared. If the student receives an overdue notice and believes that the item has been returned, he/she needs to go to the library and talk to the librarian. Students are expected to pay for books that are damaged or stolen. All library bills must be paid before a student can receive a promotion certificate.

**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 with jumbo sized book socks or sturdy paper covers. 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 week of school will be charged to the student.

**Library and Textbook Fines and Charges:** Should a library or textbook become damaged or lost, the following fines and charges will be assessed:

Missing computer barcode	\$3.00
Minor damage - gum, writing on cover or inside of book, liquid damage without mold, torn pages that can be mended	\$5.00/varies
Cover damage that requires replacement	\$15.00
Vulgarity written or drawn in/on book	100% of replacement cost
Liquid damage, book unusable	100% of replacement cost
Lost/stolen book	100% of replacement cost
Uncollected charges over \$50.00	District Collection Agency
Average cost of Textbook	\$50.00 - \$70.00

## *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 are sold on a first come, first served basis and must be purchased in advance. Tickets may not be sold at the door. Dance **tickets must be signed by a parent and shown along with an ID card for admission** to the dance. 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 citizenship on the most recent report card and no Thursday Schools or suspensions of any kind prior to the next scheduled dance.**

**Fundraisers:** ASB does an annual magazine drive to raise funds for dances and other activities. Middle school students taking band, dance, orchestra, and chorus earn funds for special events through various fundraisers. Usually these 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, track and tennis.

**Student Clubs** We have various clubs on campus and always welcome more. Club activities are announced in the daily bulletin. If you have a special interest, talk to a teacher, get others involved, and start a club!

## *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.

**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 assigned to Thursday School.**

**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.
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.
3. 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 behind the EBs at any time. Please drop off students in the parking area at the end of Eisenhower Street.**

**Bicycles/Skateboards:** Students may ride bikes, skateboards or scooters to school. Students must walk their bikes and carry their skateboards and scooters on campus and lock them in the skate board cage during the school day. All bike, skateboard and scooter riders **MUST** wear helmets. Failure to obey traffic laws may result in the loss of privileges.

**Change of Address and Phone Number:** A change of address requires proof of residency similar to initial enrollment and should be provided to the office as soon as possible. Change of phone numbers, email addresses and/or contact information should be immediately provided to the office to ensure we can contact you about school activities or in the event of an emergency.

**Computer Use:** All disks brought from home must be scanned for viruses before use in any Meadowbrook computer, whether in the library or in the classroom. 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.

**Lunch Area Procedures:** Lunch is thirty-three (33) minutes long. If students finish early, they may go to the lawn area or to the library. Eighth grade students may eat on their own lawn as long as it is kept clean.

Students are expected to:

1. Walk to lunch.
2. Bring or prepay lunch money. Soliciting money or food from other students may be considered extortion.

3. **Show their ID card to purchase a lunch.**
4. Stay in the designated areas during lunch period.
5. Use good manners and respect the rights and property of others.
6. Stand in a single file line at the lunch windows and carts.
7. Join the lunch line at the end, not the front or the middle of the line.
8. Eat lunch in the lunch area only.
9. Pick up all trash (students caught littering will be asked to pick up trash).
10. Make sure to get a pass from the teacher to go to a teacher's classroom during lunch.

**Nondiscrimination Statement:** District and school programs and activities shall not discriminate with respect to gender, race, color, national origin, ethnic group, marital or parental status, or physical or mental disability.

### *GUIDE FOR STUDENT CONDUCT 2009 – 2010*

**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 student 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. 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.
- **Tardies are not acceptable.** Students who have excessive tardies will be assigned Thursday School.
- **Truancy is not acceptable.** Students skipping school all day or skipping individual class periods are considered truant and will face Thursday School.
- **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 (Dressing for Success) will be strictly enforced.**
- **Students may not buy, sell, or trade** items at school for personal gain.
- **Running** in the halls and elsewhere on campus is not permitted.
- **Gum** is **NEVER** allowed on campus.
- **Gambling** of any kind is illegal on school campuses.
- **Cell Phones** may be used before and after school only.
- **Walkmans, CD players, iPods, laser pointers/pens, radios, electronic paging devices, tape recorders, cameras, toys, trading cards, slam books, and other items that distract from the learning process** are not to be brought to school. The school is not responsible if any of these items are lost or stolen.
- **Bicycles, skateboards and scooters** may not be ridden on campus.
- **Balloons** or birthday balloon bouquets 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 plans are supported by the administration and carefully explained to students on the first day of class. In addition, the rules and expectations are posted in each classroom. The plans provide for both positive and negative reinforcement. Examples of consequences include verbal warnings, parent contact by phone or a note, classroom detention, a parent conference with the teacher and a counselor and/or an administrator, or, in the case of serious or repeated offenses, a referral to an 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 LearningPoint.

**Positive Discipline:** At Meadowbrook, we appreciate and recognize good citizenship. Students may be recognized in the following ways:

**ATC (Above the Crowd):** ATC students are those with all O's in citizenship. ATC students receive special privileges and participate in special events after each trimester report card.

**Character Card Drawings:** Consistent and improved student behavior is rewarded with Character Cards which are entered into weekly and monthly drawings for rewards or prizes.

**Dances and Special Events:** Students with appropriate behavior are able to attend dances and other extra-curricular activities.

**Honor Roll:** Sixth, seventh and eighth grade students with a GPA of 3.5 and above become members of the Honor Roll. Honor Roll students receive special privileges and participate in special events after each trimester report card.

**Individual teachers** also have special ways to recognize students who are outstanding citizens.

**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) referred to an 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 Thursday School.

**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.
- **Thursday School:** Thursday School is held after school on Thursdays from 2:30 p.m. to 6:00 p. m. Parents are notified in advance when students are assigned to Thursday 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.
- **Parent accompanying the student to class**
- **In-school suspension**
- **Student attendance review board (SARB)**
- **Referral to law enforcement**

## • **Expulsion**

**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 (including parents signature on notes or forms)
- Unauthorized collaboration
- Plagiarism
- Theft/alteration of materials or equipment

In addition, the PUSD Board of Education 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:

- Expulsion
- Suspension
- Dropped from the class
- No credit
- "U" in citizenship

**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:

- Thursday School
- 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.

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

- The bulletin is posted daily and the weekend messages are updated on Fridays.
- 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 lots more!



## LUNCH

**What if there is a problem with my child's lunch account?** Please contact the Meadowbrook Cafeteria 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). 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. 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. There is no supervision in front of the school between 2:40 and 3:25 and after 3:40. Students who need to wait will be asked to wait in the quad or library. 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. 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 (\$10 for lost or stolen passes, \$5 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 office on Twin Peaks Road.

**2. Can my child ride the bus without a bus pass?** Yes. Each ride costs \$5.00, cash 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 (\$5.00).

**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, 7:40-2:25 (including field trips) and when students are on the school bus.
2. Phones must remain concealed during school hours.
3. The approved use times are before school (7:10-7:35), after school (2:25-2:35 and after 3:30), before/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. Written parent authorization and release from liability must be on file in the MBMS office.
2. Phones must be labeled with the identification of the owner.
3. **The school accepts no liability for loss or damage of cell phones.**
4. 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. One towel
6. Combination lock -- Must be 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)	\$10.00
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 2009-2010 school year. Sixth grade at middle school encompasses many changes in academic, social and emotional behaviors. Middle school is a very exciting time for your child and the changes you will see are a natural part of development and growth at this age. Knowing exactly what is expected can help each student meet responsibilities with a positive attitude. Please take time to go over these expectations.

### **EXPECTATIONS:**

- come to class prepared
- listen attentively
- respect yourself and others
- follow directions

### **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 important that each assignment is written down daily. Please ask to see the binder reminder throughout the school year.

Below is a general list of supplies needed. Please see your teacher for specific classroom supplies.

- 3-ring binder
- 8.5 x 11 College-ruled Paper
- Subject Dividers
- Erasers
- Colored pencils
- Textbooks
- Highlighter
- #2 Pencils and Sharpener
- Ballpoint Pens: black or blue and red
- Glue Sticks

### **HOMEWORK**

Homework is monitored consistently. Parents can be most helpful by frequently checking the level of completion and 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.

### **LEARNING POINT**

To further help home-school communication, assignments and other important information may be posted on Learning Point. Grades are accessed in this way and it is a good way to keep track of your child's progress during the year.

Again, welcome to middle school! Parents are an integral part of this team. You are encouraged to be active in your child's learning experiences. We look forward to a great year in 6<sup>th</sup> 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
- Come to class prepared (including homework)
- Have respect for others; respect others' personal property and space
- Listen attentively; participate and work quietly

### **BINDER REMINDER/SCHOOL SUPPLIES:**

To assist students with organization of assignments, a Binder Reminder (calendar/daily planner) will be issued to every student 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 subject
- 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, language arts, science
- 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, a grade point average below **1.5**, 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 Thursday 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 Dance
- \*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 participating in the Promotion Ceremony.
- E. Failure to display appropriate behavior at school, or any school-sponsored event, may result in a loss of privileges for 8<sup>th</sup> grade activities.

**EXTRACURRICULAR ACTIVITIES:** At the end of the school year, eighth grade students may participate in promotion exercises, yearbook signing party and the 8<sup>th</sup> grade promotion dance.

**PROMOTION:** Eighth grade promotion is an activity Meadowbrook conducts as we send our students to high school. The promotion exercise takes place at 8:15 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.

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.

**SCOLIOSIS SCREENING FOR 7<sup>TH</sup> GRADE GIRLS AND 8<sup>TH</sup> GRADE BOYS**

Parent or Guardian:

Scoliosis is a deviation of the spine. Early detection, correction, and medical management may deter serious discomfort and complications later in life. The targeted group for scoliosis screening is seventh grade girls and eighth grade boys.

Although the exact date has not been determined, scoliosis screening will be done at your student's school. You will be notified prior to the scheduled date. This state-mandated service is provided at no cost to you. Screening consists of a visual examination of the student's back by a credentialed school nurse. Girls are asked to wear a sports bra or bathing suit under their school clothes. Shirts/tops must be removed for proper screening. Appropriate privacy is provided.

You will be notified if any spinal deviation is observed. If medical evaluation is recommended, please follow up as soon as possible. Forward a copy of the medical results to your site Health Technician.



Dear Parents/Guardians:

Meadowbrook has a computerized account tracking system that allows us to accomplish several important things to benefit you and your children. Time in line at lunch is reduced, giving your children time to eat and digest their food. All purchases are recorded so you can inquire what foods your children have eaten, and we can tell you! Menus are available to help you and your children choose a healthy variety of meals.

### **Student Pre Payment Account**

The system is designed so that each student will have an “account” with us. This means that pre-paid money is deposited into each student's account to pre-pay for food. Students are able to purchase food items using that account. Each student has a Personal Identification Number (PIN) that must be used. At mealtime, students enter their numbers on a PIN pad at the cafeteria in order to access his/her account. If there is money in the account, the purchases are deducted. If the student is eligible for the free meal program, the computer knows the status automatically and charges nothing, as if the student had money on account. The National School Lunch Program and PUSD do not allow students to purchase food on credit. Therefore, we encourage prepayment to ensure your child receives lunch everyday. Go to [MyLunchMoney.com](http://MyLunchMoney.com) to prepay online!

### **What Are the Benefits?**

- You know where your money is going. Only food items may be purchased. Cash cannot be taken out of an account.
- You may pay with a weekly, monthly, or yearly check. You do not have to deal with spare change every day that may be lost before lunchtime.
- Students enjoy having their own account. It allows them to assume responsibility early in life. They will learn how to budget their money.
- Each PIN number is unique so numbers for free and reduced price meal program students cannot be distinguished from paid account students.
- Since less cash is handled, cashier lines will move more quickly.

### **What Do You Do?**

It's easy. Your children already have a student ID number. The last six digits of the student's school ID number are used to access the account at the cafeteria. (We need your assistance to help your children remember his/her student ID number.) Please encourage your child to have their school ID card with them at lunch. For account security, we do check ID's.

Deposit envelopes are available in the school office. You may pay by cash or check. Make checks payable to PUSD Food Service with the student's name and account number on the check. Students must turn in their deposits to the school office **by 10 am**. You may write a check for more than one child at the same school. Simply enter each child's name and ID number on the single check. Don't forget you can prepay online at [MyLunchMoney.com](http://MyLunchMoney.com)!

If you have any questions, please do not hesitate to call our Food Service Supervisor, at (858) 748-0303.

## PTSA President's Message

On behalf of the PTSA Board, welcome to the 2009-2010 school year! Whether you are a returning family or a brand new middle school family, we welcome you to Meadowbrook! It is going to be a great year!

I would like to encourage you to get involved. Come to our meetings, sit on a committee or volunteer, however you are able. Inside your registration packet you will find our PTSA membership flyer and an envelope. Please take a moment to join our PTSA, we need your support! Parents and students are both encouraged to join. We need you to be a voice not only for your child, but for all children. Your membership dollars support MBMS, as well as the state and national PTA levels.

Part of the mission of the PTA is "to encourage parent and public involvement in the public schools of this nation". We need everyone to be actively involved like never before. As a school family we are facing many changes this year... a new principal, reduced resources and an economic environment like we have never seen. This will give us plenty of opportunity to creatively find new ways to work together to ensure our student's success here at Meadowbrook.

**Together we will make a difference!**

I urge you to join the Meadowbrook Middle School PTSA. We can't do it without you!

Lois Miller  
President, MBMS PTSA  
lmiller.mbmspta@gmail.com

## DAILY SCHEDULE

Meadowbrook Middle School normal hours are 7:40 to 2:25. Most students have a schedule of 7 periods a day – 6 class periods and 1 lunch period. 7<sup>th</sup> Grade students in the language academy will go to school from 7:40 to 3:30 and have 8 periods a day, 7 class periods and 1 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 (3:30 for academy students). Students who ride the bus to school will be picked up at a later time on Tuesdays (see District bus schedule). We will still have our 6 to 6 program on Tuesdays, but **students arriving before 8:15 am should report to the school gymnasium.**

## ***DAILY SCHEDULE***

### **Monday, Wednesday – 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 – 3:28

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 – 3:28

### **Tuesday 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 – 3:28

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 – 3:28

Parent conferences will be held during the week of October 19th. Monday through Friday (October 19 - 23) will be minimum day schedule. On Tuesday, October 20<sup>th</sup>, ONLY, students will be released at 12:30 PM. Monday (Oct. 19) and Wednesday –Friday (Oct. 21<sup>st</sup>- 23<sup>rd</sup>) students will be released at 12:05. There will be no activity buses on these days.