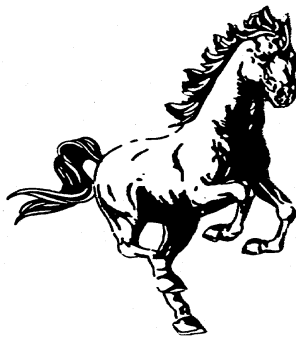


# Meadowbrook Middle School

12320 Meadowbrook Lane  
Poway, CA 92064

Office: (858) 748-0802  
Attendance Hotline: (858) 679-2610  
FAX: (858) 679-0149  
E-mail: [mbms@powayusd.com](mailto:mbms@powayusd.com)  
<http://www.powayusd.com/mbms>

## Student Handbook 2021 - 2022



**This Binder Reminder belongs to:**

**Name:**

**Basic Ed. Teacher:**

**Room:**

### Principal's Message

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

This planner is provided by your Associated Student Body (ASB) and is designed to help you be a successful Meadowbrook Student. We hope you will use this planner to record your daily homework, projects, and your goals for the year. By setting goals, you will have stepping stones that provide you with celebrations and the motivation to continue to reach for higher levels of learning. This planner also contains some of the most common rules and regulations that provide us all with a safe learning environment on campus. I look forward to an amazing year together!

Gratefully in your service,  
Principal Brownlee  
Meadowbrook Middle School

## Meadowbrook Mustang Code

### We believe that:

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

### All students will:

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

## Student Services

### Buses

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

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

### Activity Bus

Monday through Thursday we have an after-school activity bus which leaves from the front of the school at 3:35. A paper activity bus pass must be obtained from a supervising teacher, in addition to your regular bus pass. All students must remain on school grounds until the activity bus arrives.

### Health Office

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

vomiting/diarrhea has stopped for 24hrs. You must go through the health office if you become ill and you need to leave school, the Health Tech will contact your parents to take you home.

## Meadowbrook's Who's Who

### Office

Principal	Crystal Brownlee
Administrative Assistant	Adriana Gonzalez
Assistant Principal	Alicia Pentz-Lopez
Assistant Principal	Matt Hunt
A.P. Secretary	Priscilla Simmons
Counselor	Mary Kay Knock
Counselor	Lea Garza
Counselor	Daniel Vejar
Counseling Assistant	Susan Cooper
Attendance Assistant	TBD
Office Assistant	Crystal Wiederhold
Health Technician	Valerie Hernandez-Bautista
After School Program.	Terry Tu
Finance	Kacy Bonneficini

### Library

Librarian	Heidi Uyloan
Library Media Technician	Sue Dunlap

### ID Cards

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

### Library



The Library is open for academic use from 7:10a.m. to 3:15p.m. Student behavior in the Library is expected to be quiet and respectful. Gum, food or liquids are not allowed in the Library. Cell phone use is not permitted before school, after school or during the school day. Computers are to be used for academic purposes only.

Students may check out up to five books for a period of three weeks. Books may be renewed for an additional three weeks.

Students are responsible for all materials checked out to them. Students with overdue books are not allowed to check out other materials until the overdue is cleared.

Students are expected to pay for books that are damaged or lost. Students may review their current library records including books currently checked out, due dates and cost of the books. Go to the Library Catalog. Log into the Library account with PUSD ID and password. Click on the "My Info" tab. Damage charges are assessed in accordance with the fine charges posted on the Library Web page.

School Databases are accessed through the Library webpage.

### Lost and Found

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

### Office

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

### Telephones

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

Meadowbrook has adopted the following guidelines for **STUDENT USE OF CELL PHONES:**

1. Phones must remain off during school hours 7:40am-2:25pm (Academy 3:25pm), including field trips, when students are on the school bus and while students are on campus within the school gates.
2. The approved use times are, outside the school gates, before school until 7:35am and after 2:25pm (Academy 3:25pm), or with permission from school staff.
3. Once students enter through the school gates, phones must be turned off and concealed.
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.

### **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 our phone policy will result in permanent loss of phone privileges for the remainder of the school year.

## Student Activities

### ASB – Associated Student Body

All members of the MBMS Leadership class serve on Meadowbrook Middle School's Associated Student Body (ASB). Our ASB provides for student activities, serves as training experience for student leaders, promotes the common good for all students, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Officers of ASB are leaders and representatives of the entire student body and have direct access to the school administration. Participation in MBMS ASB is open to all Meadowbrook students and was established the year prior. Any student that meets the requirements as outlined in the MBMS ASB Election Packet may run for a position on Meadowbrook's ASB and subsequent enrollment in the Leadership Class. The ASB Executive Council, is comprised of the ASB President (must have one year's prior experience serving in ASB), Vice President, Secretary, and Treasurer, shall be elected by their peers (prior year's 6<sup>th</sup> & 7<sup>th</sup> grade classes). All other members of MBMS ASB (commissionerships) will be interviewed and selected by a panel of the prior year's 8<sup>th</sup> grade ASB members and advisor. Each Social Studies class at MBMS will have at least one ASB Classroom Representative. The classroom representative and alternate may be elected or appointed at the teacher's discretion. Any current ASB members will serve as the classroom representative unless the teacher deems otherwise. Meadowbrook Middle School ASB and all events and activities provided by such adhere to Poway Unified School District's Nondiscrimination Statement. Student involvement in activities outside the regular curricular program is an integral part of a complete educational program. Student participation in these programs adds to a student's educational experience and enhances the overall educational process. Extra-curricular and co-curricular opportunities are designed to enrich

classroom learning by providing opportunities which allow students to experience first-hand situations. These activities encourage student participation through teamwork and social interaction. Planning, problem solving, and goal setting, are some of the skills learned through the experience.

### Before and After School Program (ASES)

**Before School:** The MBMS gates open at 7:10am M/W/TH/F and 8:25am Tuesdays. For students enrolled in the ASES morning program, there are many activities offered: Sports, movies, crafts, and table games. Daily breakfast is also served from 6:00-6:45.

**After School:** Students will have academic hour or a teacher tutorial immediately after school. Students may not leave campus and then return unless accompanied by a parent/guardian. An afternoon snack is also served, but extra food brought from home is also encouraged.

Students will first scan in with their assigned homework ASES classroom. Students will scan and sign out at the front of school. Enrollment is based on attendance and will prioritize students who attend daily.

### Dances

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

### Nondiscrimination Statement

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

### Attendance Policy

Satisfactory school progress is dependent upon regular attendance. The only excused absences are those resulting from illness, medical/dental appointments, court appearances, or a death within the immediate family. All other absences are considered unexcused. Absences not excused by parent(s) within 3 days will be changed to a truant.

### Tardy Policy

Students must arrive to school on time in order to take advantage of all classroom instruction. If students arrive late, they must check in with the attendance office with either a note from home, a phone call from a parent/guardian, or accompanied by a parent/guardian. Students are allowed three tardies per trimester, excused or unexcused. Students with more than three tardies will be assigned lunch detention.

### Student Truancies

The following are considered truancies:

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

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

## Bicycles/Skateboards/Scooters

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

## Computer Use

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

## Internet Use

Students must have an Acceptable Use Agreement form signed by them and their parents on file at Meadowbrook before they are allowed to use the computers for Internet access on campus. This form must be signed annually.

Use of the library computers for Internet access must be supervised by the library staff, another staff member, or a parent volunteer. Students may not access their personal e-mail accounts at school or utilize chat rooms.

## Lunch Area Procedures

Lunch is thirty minutes long. If students finish early, they may go to the blacktop (if open), a classroom for tutorial (with a teacher pass) or the library.

At lunch students are expected to:

1. Walk to lunch.
2. Bring own lunch money. Soliciting money or food from other students may be considered extortion.
3. Stay in the designated areas during lunch period.
4. Use good manners.
5. Stand in a single file line at the cafeteria and lunch windows.
6. Join the lunch line at the end, not the front or the middle of the line.
7. Eat lunch only in designated areas.
8. Pick up all trash

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

## Fire Drills

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the bells and a flashing strobe light. Leave the room in a quick, orderly manner. Walk in single file without talking so that teacher instructions may be heard.

## Earthquake Procedures

In case of an earthquake, DROP down to the floor and take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek COVER against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture. Stay calm and quiet and wait for directions.

# Guide for Student Conduct

## Standards of Conduct

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

- **Closed Campus:** Students are expected to remain on the school grounds from their time of arrival at school until they are **dismissed at the end** of the school day. Walking to and from the 7-11 is prohibited. Students should leave campus or be picked up within fifteen (15) minutes of the end of the school day unless they are in a supervised activity.
- **Bus transportation** is a privilege, not a right. Proper conduct on buses at all times is essential for the safety of all passengers.
- **Unexcused tardies to any class are not acceptable.**
- **Truancy is not acceptable.** Students skipping school all day or skipping individual class periods are considered truant (see p. 4).
- **Gang Activity is prohibited.** Board Policy, Article 5.0, Section 5.25: The Board of Education of the Poway Unified School District believes in a safe and orderly environment for students and prohibits behavior that promotes gang activity or that may provoke confrontation, violence, or disruption of the school environment.
- **The Dress Code will be strictly enforced** (see P. 6).
- **Students may not buy, sell, or trade** items at school.
- **Running** in the halls and elsewhere on campus is not permitted.
- **Gum** is not allowed on campus.
- **Aerosol and scented sprays** are not allowed on campus.
- **Gambling** of any kind is illegal on school campuses.  
**Cell Phones** may be used **before and after school**

- **outside of the front gates only** (see p. 3).
- **Electronic devices of any kind (with the exception of Chromebooks and cell phones)** are not permitted on campus, they MAY NOT be used during class time in or outside of the classroom. Headphones and earbuds may only be used with permission from a staff member. Stolen electronic devices will NOT be handled through the school's discipline office. Reports should be filed with the Poway Sheriff's Department (858) 513-2800.
- **Laser pointers/pens, electronic paging devices, tape recorders, cameras, trading cards and other items that distract from the learning process** are not to be brought to school and are PROHIBITED. These items will be confiscated.  
**The school is not responsible if any of these items are lost or stolen.**
- **Balloons** or birthday balloon bouquets are not allowed on campus.

### Classroom

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

### Dressing for Success

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

- Clothing, jewelry, book covers, backpacks or binders that contain sexual connotations, mention tobacco, alcohol, drugs, profanity, obscenity, weapons, violence or gangs are not permitted.
- Revealing clothing is not permitted. This includes strapless shirts, strapless dresses, low-cut shirts, spaghetti strap shirts or shirts that expose the midriff or trunk area. All tops must cover undergarments (bra and bra straps, bandeaus, sports bras, bralettes, etc.) and must have straps of 1 inch in width or wider.
- All shirts must be long enough to cover the midriff/trunk areas at all times.
- Shorts must be an appropriate length for school. The length of the shorts must meet or exceed the tip of the thumb when thumb is extended and be the same length

all around.

- Skirts and dresses must be an appropriate length for school. The length of skirts and dresses must meet or exceed the tip of the middle finger when fingers are extended and be the same length all around.
- Pants, shorts and skirts must fit at the waist and not require a belt to be held up. Sagging is not permitted. Long dangling belts are not permitted.
- Shoes must be worn at all times. Shoes with heels over 3 inches and bedroom slippers are not permitted. Closed toe shoes are recommended.
- Hats, sunglasses and hoods on sweatshirts are permitted but must be taken off indoors. Trench coats, knit caps and heavy overcoats are allowed only during appropriate weather conditions.
- Clothing and other items which may be intimidating to others, are altered (metal studs, spikes, patches, safety pins, etc.), or are attributed to gang affiliation or puts the wearer in danger are not permitted.
- Bandanas, hairnets and doo rags are not permitted.

### Dress Code Enforcement

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

### Consequences for Dress Code Violations

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

### Academic Honesty Policy

The Poway District Governing Board believes that academic honesty and personal integrity are fundamental components of a student's educational experience. The Board expects that students will demonstrate acts of academic honesty at all times and will not engage in acts of:

- Cheating on tests



- Fabrication/falsification
- Forgery
- Unauthorized collaboration
- Plagiarism
- Theft/alteration of materials or equipment

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

Disciplinary actions for violations of the rules of the academic honesty policy may range in severity and will be appropriate to the situation. Disciplinary actions may include, but are not limited to, the following:

- “U” in citizenship
- One hour detention
- No credit
- Dropped from the class
- Suspension
- Expulsion

### Rules of Student Discipline in the Poway Unified School District

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

- *The student is on school grounds.*
- *The student is going to or coming from school.*
- *The student is on breaks or lunch periods, whether on or off campus.*
- *The student is going to, coming from, or attending a school or District-sponsored activity.*

The prohibited acts are:

1. Causing, attempting to cause, threatening to cause, or assisting in the cause or threat of physical injury to another person;
2. Possessing, selling, or otherwise furnishing to others any firearm, any knife, explosive, or other dangerous objects such as, but not limited to, brass knuckles, slingshots, razor blades, BB guns, or pellet guns;
3. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, or other controlled substances or intoxicants of any kind;
5. Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to provide, give, or sell to other students substances which are, or are

6. Committing or attempting to commit robbery or extortion;
7. Causing or attempting to cause damage to school or private property;
7. Committing or attempting to commit theft of school or private property;
8. Possessing or using tobacco or any products containing tobacco or nicotine on school premises;
9. Commission of obscene act or engaging in habitual profanity or vulgarity;
10. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code;
11. Disruption of school activities or willful defiance of school authority, including violations of academic honesty or technology-use policies;
11. Knowingly receiving stolen school or private property;
13. Possessing an imitation firearm;
14. Committing or attempting to commit a sexual assault or sexual battery;
15. Threatening or intimidating a witness or a complaining witness in a school disciplinary proceeding;
16. Sexual harassment;
17. Hate behavior/Violence;
18. Possessing or using electronic signaling devices, including but not limited to pagers and signaling equipment;
19. Causing or attempting to cause an assault or battery on any school employee;
20. Violating individual school rules;
21. Violating bus rules.

Disciplinary actions may include, but are not limited to, advice and counsel, warnings, campus work details, detention, In-School Suspension (ISS), Thursday School, bus suspension, home suspension, behavior contracts, transfer to another school/program, and/or expulsion from the Poway Unified School District.

### Sexual Harassment

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

activity.

Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. **Retaliation or reprisals for reporting any incidents of sexual harassment, making any complaints, or being involved in the investigation process, are not permitted and will not be tolerated.**

The District will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints.

The Poway Unified School District strictly prohibits harassment based upon gender or sex, against any student in the educational environment. Prohibited sexual harassment includes unwelcome conduct based upon sex or gender by someone who is of the opposite or same gender, a fellow student, a teacher or other employee of the District, a District administrator, or any other person, within the school, school environment or school sponsored activity.

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

**Examples** of unwelcome conduct which may be sexual harassment include, but are not limited to, the following:

1. Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one’s gender which are unwelcome or interfere with school productivity;
2. Implicit or explicit sexual behavior by a fellow student, District employee, or other person within the school environment which has the effect of controlling, influencing, or otherwise affecting the school environment;
3. Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

**Retaliation:** The Poway Unified School District strictly prohibits any retaliation and attempts or threats to retaliate against anyone for filing, reporting, pursuing, or participating in a complaint of sexual harassment, or for being a witness or helping in any other way relating to a complaint, potential complaint, or investigation of alleged sexual harassment. Any person who retaliates or attempts to retaliate in violation of this prohibition may be subject to discipline whether or not sexual harassment actually occurred and independently of this Administrative Procedure. Anyone with a concern that retaliation is or may be occurring is encouraged to contact the person investigating the charge of sexual harassment or the

principal, assistant principal, or the District's Title IX Coordinator.

**False Claims:** No one shall file any claim of sexual harassment knowing it to be false, and no one shall provide any knowingly false information in a sexual harassment complaint or investigation. Anyone violating this prohibition may be subject to disciplinary action independently of this Administrative Procedure.

Any question or concern about sexual harassment involving students may be directed to the District’s Title IX Coordinator or to the principal or assistant principal of that student’s school. Complete information about the specific rules and procedures for reporting allegations of sexual harassment, pursuing available remedies, resolving any question or concern, or obtaining assistance because of age, disability or language, is available in the school office.

## 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.

## Drug and Alcohol Prevention

In an effort to support drug and alcohol prevention, 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 shall be unannounced.

## Positive Discipline Program

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

- **MBMS P.R.I.D.E. Card Drawings:** Consistent and improved student behavior is rewarded with MBMS P.R.I.D.E. Cards (our core values). Weekly and monthly drawings are held as incentives for students to earn Character Cards.
- **All-campus special events:** High ratings by students and staff for campus cleanliness and behavior may be rewarded by a special event for all students.



- **Honor Roll and academic improvement:** 6th, 7th and 8th grade students with a GPA of 3.5 and above become members of the Honor Roll and receive a certificate of achievement. Honor Roll members participate in special events to recognize their academic achievement.
- **Individual teachers** also recognize individual students in their classes for academic or behavioral **progress.**
- **Parent accompanying the student to class**
- **In-school suspension (ISS)**
- **Student Attendance Review Board (SARB)**
- **Referral to law enforcement**
- **Expulsion**

## Discipline Procedures

When students break school rules and policies consequences and interventions may include:

- **Parent meeting with teachers:** The parents, student's teachers, and/or counselor meet to discuss behavior and/or grades and develop a plan to provide support or improved behavior.
- **Teacher Detention:** All teachers 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 be assigned an additional detention or referred to an Assistant Principal.
- **Lunch Detention:** Students may be assigned detention for the first 21 minutes of lunch. They will be given the last 12 minutes of the lunch period to eat.
- **Loss of privileges** to attend and participate in school/ASB activities.
- **Campus beautification:** Students may be asked to help clean the campus.

**Infraction Slips:** Students who have classroom violations or break rules outside of the classroom (i.e. Gum, rude language, dress code violations, horse play) will receive an infraction slip. Students who receive an infraction slip will be responsible for making sure their parents receive a copy. Teachers will log infractions and repeated incidences will result in a lowered citizenship grade.

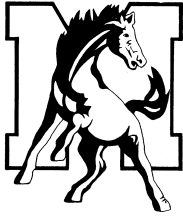
**Referrals:** Referrals are issued for serious offenses and to students who habitually violate school rules. Consequences for referrals may include:

- **Detention.**
- **Suspension:** Students are suspended from school when the nature of a first time offense merits it, or when other means of correction have not been successful. Additionally, students will be suspended when their presence on campus is a danger to 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.



# Meadowbrook Middle School Note-Taking Expectations

<b>Note Taking</b>	<ul style="list-style-type: none"><li>● <b>Proper heading</b> (ie. name, date, period, )</li><li>● <b>Neatly written</b></li><li>● <b>Appropriate use of color</b> (highlight, color code)</li><li>● <b>Useful illustrations</b> (charts, diagrams)</li><li>● <b>Content accurately written</b></li><li>● <b>Identify key terms/ideas</b> (underline, circle, highlight, color)</li><li>● <b>One lesson per set</b></li></ul>
<b>Summary</b>	<ul style="list-style-type: none"><li>● <b>Identify important aspects of the lesson</b></li><li>● <b>Written in own words</b></li><li>● <b>Summary flows logically/sequentially with a variety of transition words</b></li></ul>



# Mustang Note-Taking Template

NAME  
PERIOD  
DATE

**TITLE: (be specific)**

## Body of the Notes

May Contain:

- Outline
- Pictures
- Diagrams
- Phrases
- Color
- Questions

**SUMMARY:**

Should:

- o Identify main ideas
- o Be written in own words with complete sentences
- o Flow logically and sequentially with transition words

**Meadowbrook Mustangs Conduct and Work Habits**

	<i>Conduct</i>	<i>Work Habits</i>
<b>O U T S T A N D I N G</b>	<ul style="list-style-type: none"> <li>● Follows school and classroom rules</li> <li>● Shows excellent self-control</li> <li>● Stays on task without monitoring</li> <li>● Provides positive leadership</li> <li>● Takes the initiative to help others</li> <li>● Maintains positive peer relationships</li> </ul>	<ul style="list-style-type: none"> <li>● Completes assignments and homework without prompting</li> <li>● Uses time wisely and productively</li> <li>● Completes and submits work on time</li> <li>● Voluntarily participates in classroom activities in a meaningful way</li> <li>● Demonstrates initiative</li> </ul>
<b>G O O D</b>	<ul style="list-style-type: none"> <li>● Follows school and classroom rules</li> <li>● Acts as a positive role model</li> <li>● Helps others</li> <li>● Maintains positive peer relationships</li> <li>● Stays on task</li> <li>● Works without disturbing others</li> <li>● Does not need redirection</li> <li>● Works well independently</li> </ul>	<ul style="list-style-type: none"> <li>● Consistently completes assignments and homework without prompting</li> <li>● Consistently uses time wisely and productively</li> <li>● Consistently completes and submits work on time</li> <li>● Consistently and voluntarily participates in classroom activities in a meaningful way</li> <li>● Consistently demonstrates initiative</li> </ul>
<b>S A T I S F A C T O R Y</b>	<ul style="list-style-type: none"> <li>● Usually follows school and classroom rules</li> <li>● Demonstrates good self-control</li> <li>● Stays on task with occasional redirection</li> <li>● Helps others if asked</li> <li>● Maintains positive peer relationships</li> <li>● Speaks at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>● Usually completes assignments and homework without prompting</li> <li>● Usually uses time wisely and productively</li> <li>● Usually completes and submits work on time</li> <li>● Usually participates in classroom activities in a meaningful way</li> <li>● Usually demonstrates initiative</li> </ul>
<b>N E E D S  I M P R O V E M E N T</b>	<ul style="list-style-type: none"> <li>● Occasionally speaks out inappropriately</li> <li>● Distracts others</li> <li>● Often off task</li> <li>● Has difficulty remaining in seat</li> <li>● Monitoring required during independent work</li> <li>● Engages in negative peer behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Seldom completes assignments and homework without prompting</li> <li>● Seldom uses time wisely and productively</li> <li>● Seldom completes and submits work on time</li> <li>● Seldom participates in classroom activities in a meaningful way</li> <li>● Seldom demonstrates initiative</li> </ul>
<b>U N S A T I S F A C T O R Y</b>	<ul style="list-style-type: none"> <li>● Frequently speaks out of turn</li> <li>● Requires frequent teacher intervention</li> <li>● Distracts others</li> <li>● Rarely on task</li> <li>● Initiates negative peer behavior</li> <li>● Lacks self-control</li> <li>● Disrupts class</li> <li>● Often out of seat</li> <li>● Violation of Academic Honesty Policy</li> </ul>	<ul style="list-style-type: none"> <li>● Rarely completes assignments and homework without prompting</li> <li>● Rarely uses time wisely and productively</li> <li>● Rarely completes and submits work on time</li> <li>● Rarely participates in classroom activities in a meaningful way</li> <li>● Rarely demonstrates initiative</li> </ul>

A student's *conduct* and *work habits* marks are reflective of where the majority of his/her behaviors align on the rubric.