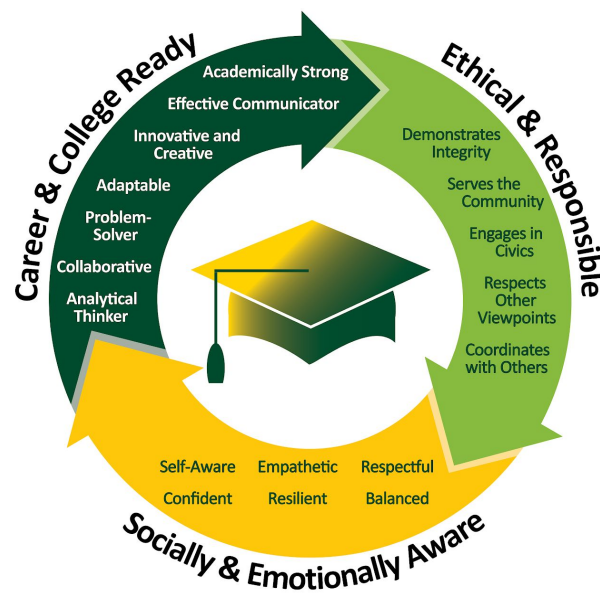


# MONTGOMERY MIDDLE SCHOOL

## Upper Campus

### 2019-20

Montgomery Township School District  
Portrait of a Graduate



*National Blue Ribbon School of Excellence*

375 Burnt Hill Road

Skillman, NJ 08558 – 1797

Main Office: 609-466-7603 \* Fax: 609-466-7199

Attendance & Message Line: 609-466-7610

Website: [www.mtsd.k12.nj.us](http://www.mtsd.k12.nj.us)

Principal: Mr. Cory M. Delgado  
Assistant Principal: Mrs. Kimberly M. Dewrell

## IMPORTANT MONTGOMERY TOWNSHIP CONTACT INFORMATION

### Montgomery Upper Middle School

Main Office 609-466-7603 *Mrs. Marilyn Sciotto, Mrs. Cathy Thompson*

Principal: Mr. Delgado Ext. 4320

Asst. Principal: Mrs. Dewrell Ext. 4360

#### Guidance:

- Mrs. Allison Doyle-Smith Ext. 4370
- Mrs. Jeanne Fedun Ext. 4350
- Ms. Meghan Moore Ext. 4306

School Nurse/Health Office Ext. 4500

Nurse's FAX# 609-466-7192

Attendance Line 609-466-7610 – *must report absence or lateness by 7:45 a.m.*

District & Board Office 609-466-7601

Transportation Office Ext. 7010

Athletic Director 609-466-7602

Parent Resources Grading Info: Follow the links provided on the district web-site.

[www.mtsd.us](http://www.mtsd.us)

Emergency Closing/Opening Radio stations WHWH (1350 AM), WCTC (1450 AM), WPST (97.5 FM)  
Or the District Web-Site [www.mtsd.us](http://www.mtsd.us)

## TABLE OF CONTENTS

### IMPORTANT CONTACT INFORMATION

<b>Welcome</b>	<b>3</b>
<b>Building/Administrative Procedures</b>	<b>4-10</b>
<b>Positive Behavior Supports/Activities/Clubs</b>	<b>11</b>
<b>Integrity of the School Environment Description and Activities</b>	<b>12</b>
• Academic	
• Social	
<b>Student Disciplinary Guidelines</b>	<b>13-14</b>
<b>Agreements</b>	<b>15-17</b>
• Weapons	
• Computer/Internet	
• Media Consent	
<b>Board Policies</b>	<b>18</b>

***Greetings to the Students of Montgomery Upper Middle School***

Dear UMS Student,

We are pleased to welcome you to the Montgomery Upper Middle School family. This student handbook gives you information about the programs, policies, and procedures in place at UMS and will serve to help make your 7<sup>th</sup> and 8<sup>th</sup> grade middle school experience both positive and rewarding. Each student and parent/guardian is required to read this handbook to ensure all expectations are clear. This handbook will also serve as a valuable reference throughout the year as questions arise. Please do not hesitate to contact anyone from the faculty or staff for clarification and guidance should you need it.

Montgomery Upper Middle School stresses a dual focus on academic achievement and social & emotional learning for ALL students. It is our goal to ensure each student is challenged academically and feels known, valued and connected each day while attending school. The academic and social lessons learned while in middle school can often be difficult for adolescents to navigate. The dedicated staff at UMS will provide the academic and emotional support necessary for every student to be successful.

In an effort to clearly communicate the many happenings at UMS, announcements are made twice daily and posted on the UMS web-site. E-blasts, phone alerts, tweets and online newsletters from the principal, the district and the PTO will be sent regularly to keep your household informed. It is critical for families to be on these contact lists for optimal communication.

We look forward to a fantastic year. Take care of yourself and take care of each other.

Sincerely,

Mr. Delgado and Mrs. Dewrell



## Building/Administrative Procedures

### Attendance/Absences

The Montgomery Township Board of Education requires students enrolled in Montgomery Township schools to attend school regularly in accordance with the laws of the state. The consistent contact with students in the classroom with one another and their participation in a well-planned instructional activity under the direction of our faculty is vital to our students' success. Parents are encouraged to work in partnership with their children and school to minimize excessive or unnecessary absenteeism.

### Attendance Policy

The Montgomery Township Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. To conform to state regulations school districts define "**excused**" and "**unexcused**" absences as:

An "**excused absence**" is a student's absence from school for a full day or 4+ hours of a day for one or more of the following reasons

- The student's illness supported by a written letter from the parent upon student's return to school at the principal's discretion;
- Personal illness (health care provider documentation)\***On office script pad or stationary - Must include the diagnosis, duration of absences to be excused, and date of appointment.\***
- Professional appointments that cannot be scheduled during non-school hours (health care provider documentation),
- School sponsored curricular/co-curricular activities held during the school day or requiring early dismissal,
- Court appearance (court notice to appear),
- Family illness or death,
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36:14 and Take your Child to Work Day.
- Where appropriate, when consistent with Individualized Education Programs,
- Suspension from school.

An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed above. Though a student may be absent with parental approval for reasons other than those listed above, the absence will be defined as verified but "**unexcused.**" *It is also recognized that the parents/guardians may not always take their child to the doctor every time he/she is sick. The district assumes that the "unexcused" absences will be used when it is necessary to miss school and documentation cannot be provided.* "**Unexcused**" absences are not considered truancy unless the student is absent without parental consent.

### Truancy

Truancy is a student's absence from all or a part of the school day without the knowledge of the student's parent/guardian. A pupil will also be considered truant if he/she:

- Leaves school at lunch time without a pass,
- Leaves school without permission when school is still in session,
- Leaves class because of illness and does not report to the school nurse, or
- Is present in school but is absent from class without approval. Such truancy from class is a "class cut"

### **Notice to School of Student Absence**

Parents should call the attendance line at 609-466-7610, (select #2, then 4) as early as possible to report an absence. **This does not “excuse” an absence but informs the school that your child is absent with your knowledge and is not truant.** The student’s absence will be deemed either “excused” or “unexcused” based upon the documentation explaining the reason for the absence (s) that is presented to the Main Office by the student following their return to school. The school will make every effort to contact parents/guardians of any student who is absent for whom a phone call from home was not received.

### **School Response to Unexcused Absences**

N.J.A.C.6A:16-7.6, school staff responses for unexcused absences are as follows:

**For up to four cumulative unexcused absences, the school district shall:** make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parents; identify in consultation with the student’s parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance; proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and cooperate with law enforcement and other authorities and agencies, as appropriate.

**For between five and nine cumulative unexcused absences, the school district shall:** make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parents; evaluate the appropriateness of prior action taken; develop an action plan to establish outcomes based upon the student’s patterns of unexcused absences and to specify the interventions for supporting the student’s return to school and regular attendance, which may include any or all of the following: refer or consult with the building’s intervention and referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8; conduct testing, assessments, or evaluations of the student’s academic, behavioral, and health needs; consider an alternate educational placement; make a referral to or coordinate with a community-based social and health provider agency or other community resource; refer to a court or a court program; proceed in accordance with N.J.S.A.9:6-1 et. Seq. and N.J.A.C.6A:16-10, if a potentially missing or child abuse situation is detected: and engage the student’s family. Cooperate with law enforcement and other authorities and agencies, as appropriate.

**For cumulative unexcused absences of 10 or more, a student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall:** make a determination regarding the need for a court referral for the truancy; continue to consult with the parent and the involved agencies to support the student’s return to school and regular attendance; cooperate with law enforcement and other authorities and agencies, as appropriate; and proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and a court referral may be made as follows: when unexcused absences are determined by school officials to be violations of the compulsory education law, pursuant to **N.J.S.A. 18A:38-25**, and the district board of education’s policies, the parent may be referred to municipal court; a written report of the actions the school has taken regarding the student’s attendance shall be forwarded to the municipal court; or when there is evidence of a juvenile-family crisis, pursuant to **N.J.S.A. 2A:4A-22.g**, the student may be referred to Superior Court, Chancery Division, Family Part; a written report of the actions the school has taken regarding the student’s attendance shall be forwarded to the juvenile-family crisis intervention unit.

For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student’s individualized education program, pursuant to 20 U.S.C 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in **N.J.A.C. 6A:14**; accommodation plan under 29 U.S.C. 794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to **N.J.A.C. 6A:16-2.3(b)5xii**.

### **Arriving to School and Class**

Students arriving to school **after the homeroom bell** are to report to the Main Office to get a late pass before reporting to class. This will prevent the student from being marked absent. Parents will be notified by a teacher, guidance counselor, or school administrator when students are excessively late to class or school. Students arriving prior to 7:50AM will report to the school cafeteria. The parent drop-off doors, located at the rear of the building are open from 7:45-8:08AM. Please do not drop students off prior to 7:45AM. Arrivals after 8:08AM should report to the Main Office.

### **After-School Activities and Late Bus**

Students who remain after-school must be under the direct supervision of a teacher, activity sponsor, coach, or other staff member at all times when they are in the building – students will not be permitted to roam around the building or go into unsupervised areas inside or around the building.

### **Backpacks**

Backpacks are permitted to and from school but must be stored in student lockers during the school day. For safety reasons only the SCHOOL ISSUED Montgomery drawstring bags are permitted to and from classes. They can be bought for \$10 from the UMS main office.

### **Dances/Socials**

Several 7/8 dances will be scheduled at regular intervals during the school year. Staff and parents will be present to chaperone each of the dances. UMS dances are for UMS students only. *Each dance will run from 7:00-9:00 p.m., and students will not be allowed to enter after 8:00 p.m.* Upon entering, all students must present their school ID card and purchase their ticket for entry. Students are expected to conduct themselves in a manner suitable to the activity, and must be dropped off and picked up at the school by a parent/guardian. Once a student has entered the dance he/she must remain for the entire dance. Students who leave the building without adult permission and supervision will be subject to disciplinary action. **PARENTS SHOULD DROP STUDENTS OFF AT THE CAFETERIA DOOR AT 7:00 P.M.** Students will not be released from the dance until an adult comes to pick them up. All school rules apply during dances. Suggestive dancing will not be allowed. Students who do not follow these guidelines may not be able to attend future dances/socials.

### **Early Dismissal/Release Requests**

Parents may provide a written request to sign a student out before the end of the school day. The note must include: student name and team, date/time of departure, reason for leaving, name of person picking student up, parent/guardian signature, daytime telephone number. It is the student's responsibility to get permission to take the note to the Main Office during the Homeroom Period. Parents will need to report to the office to sign students out of school, and back into school if the student will return before the end of the school day. **Parents must provide a picture ID when signing students out.**

### **Emergency Closing**

In the event that the school must close early, students will take their usual routes home. Students should make sure they talk with their parents about what they should do in the event that no one is home when they arrive. **There should always be a back-up plan that students can follow – parents should discuss this with students periodically throughout the school year. Any closings due to inclement weather will be posted on the District Web-Site.**

## **Field Trips**

A field trip is an optional activity that is planned to enhance or expand the educational programs at UMS by providing an experience not available in the regular classroom. Parental permission must be obtained prior to the date of the event for the student to participate. The school reserves the right to exclude a student from a field trip if attendance and/or behavior are of concern.

## **Guidance Services**

*Middle School guidance counselors assist students with educational plans and with personal problems. Counselors also meet with small groups of students to provide information and assistance; promote productive study skills; help orient new students; provide mediation when necessary; oversee the administration of the standardized programs; and work with parents and guardians, teachers, and students to develop cooperative plans for solving student problems. Each grade level has its own counselor who remains with that group of students for each consecutive grade level while they are in the middle school. Any requests for class placement changes during the first 3 marking periods must go through the counselor first. The counselor will then submit the request to the Principal for approval. PLACEMENT CHANGES ARE NOT MADE DURING MARKING PERIOD 4.*

**Report Cards and Parent Resources Grade Reports:** Marking period grades will be available online through Parent Resources at the end of each marking period. Upon parent request a hard copy of the 1<sup>st</sup>- 4<sup>th</sup> quarter reports will be mailed home. Parents are also encouraged to log onto Parent Resources to see the posting of student grades during a given marking period. Please refer to the district web-site for more information about how to sign up for an account and password for Parent Resources.

**Grading and Report Cards:** The following table provides guidelines for interpreting numerical grades: "A" Range = 90-100 (A, A-, or A+)

"B" Range = 80-89 (B, B-, or B+)

"C" Range = 70-79 (C, C-, or C+)

"D" Range = 60-69 (D, D-, or D+)

"F" Range = 59 or below – Failure

- Students receiving three grades of "F" in four marking periods will fail for the year.
- Students who fail Language Arts, a level of Math not offered the following year, or fail both Science and Social Studies may be retained or are subject to complete a credit recovery program.
- No grade will be lower than 50 for marking periods 1, 2, and 3 – marking period 4 grade is the actual grade earned for the marking period.

**Honor Rolls:** Students receiving grades of 90 or better in all subjects qualify for the Principal's Honor Roll; students receiving grades of 80 or better in all subjects qualify for the Honor Roll.

**Gradebook Expectations:** The more immediate the feedback, the more meaningful it is. Although there is a clear difference in the time allocated for grading assessments in various subjects - there needs to be a clear and consistent expectations communicated to teachers, parents and students about timelines for graded feedback.

- Timeline
  - Test/Assessments: max. of 2 weeks (10 school days)
  - Essays, et al: max. of 2 weeks (10 school days)
  - Project: max. of 1 week
  - Quizzes: prior to the summative assessment and no longer than 1 week
  - Homework: if applicable graded and posted before next homework is due or max of 48 hours
- Weight and Distribution (non core may not apply)
  - Homework/Classwork/Participation assignments can not count for more than 10% of MP grade
  - No single assessment/project can count for more than 25% of MP grade

### **Harassment/Intimidation/Bullying (HIB): Policy #5512**

“Harassment, intimidation or bullying: means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory (handicap) disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds... that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]

- a. Has the effect of insulting or demeaning any student or group of students, in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school; [or]
- b. Creates a hostile educational environment at school for the student; [or]
- c. Infringes on the rights of the student at school by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.”

Consequences for bullying are determined by the acts committed, not whether the incident is labeled as bullying or not.

**Student Conflict:** All other negative interactions between students (ranges from mild to severe).

Although the school may need to take action concerning student conflict or unintentional harm of one student towards another, not all acts are considered bullying. In any case, all such matters will be investigated, and based upon what the investigation reveals, appropriate action will be taken.

If you would like to file a formal complaint regarding Harassment Intimidation and Bullying, please fill out an HIB Report Form found on our website and contact Mr. Cory Delgado at [cdelgado@mtsd.us](mailto:cdelgado@mtsd.us). The principal will review all incidents before forwarding to the Anti-bullying Specialist.

### **Health Services/School Nurse**

UMS has a full-time nursing staff to promote the general health of our students. The nurse’s duties include conducting vision and hearing and scoliosis screening/tests, and arranging for physical exams. The nurse is not required to treat old injuries or change bandages. Physical exams are required to participate in after-school sports, and to receive working papers. The nurse will provide forms and information to students and parents.

\*Students who are ill should be kept home and use the family doctor as needed. **THEY SHOULD NOT BE SENT TO SCHOOL FOR DIAGNOSIS OF HEALTH PROBLEMS.** We want to minimize the possibility of transmitting diseases. If a student becomes ill during the day, our school nurse is available. It is the policy of UMS that the administration of medication to students shall be done **only in exceptional circumstances**, such as when the student’s health may be jeopardized without the medicine. If a student’s doctor has prescribed medication to be given during school hours, the medication must be brought to the school nurse at the start of the school day – *this also includes over-the-counter medications*. All medication **MUST** be in the original, labeled container or package. **Written permission from the parent for the school nurse to administer the medication is also required. STUDENTS MAY NOT CARRY MEDICATIONS WITH THE EXCEPTION OF EPI-PENS AND/OR INHALERS; PROVIDED THAT A SIGNED PERMISSION SLIP FROM THE PHYSICIAN HAS BEEN FORWARDED TO THE NURSE AT THE START OF THE SCHOOL YEAR. It is not the obligation of the nurse or the school to provide medication.**



### **Homework**

It is the responsibility of every student to record and complete all homework assignments. If a student appears to be struggling with classwork or homework, parents should immediately contact the teachers (s). If the difficulties appear pervasive, or social and emotional in nature, parents should contact guidance as well. **If a student is absent for more than two days due to an extended illness, teachers will provide requested work. Once the request for work is made, please allow 24 hours for the work to be provided by the teacher. Requested work may be picked up in the Main Office.**

### **Locker/Backpack Search & Seizure**

The school administration (or staff/faculty designee) reserves the right to search all student lockers and/or backpacks at any point in order to maintain the safety and security of all students and staff in the building.

### **Lunch and Library ID Cards**

Students will be administered an ID card that they will use in order to check books out of the library, and for use in the cafeteria. Parents may place money in an account so that students may use their student id# to purchase lunch.

More information on lunch accounts can be found at the district web-site under the link "Lunch Menus"

### **Personal Electronic Devices and Cell Phone use**

UMS recognizes the variety of ways technology can be used appropriately in school; however, there are also numerous ways it can be used inappropriately. As a result, **the use of personal electronic devices (EG: cell phones, cameras, I-Pods, I-Pads, MP3 players, Kindles, laptops, etc.) is not permitted during the school day unless approved by a teacher or administrator for a specific purpose and time frame.** Any staff member may take a device if a student is using it without permission. Once a device is taken, a parent may be required to pick it up.

The administration reserves the right to hold a device of repeat offenders for an extended time period.

### **Security/Fire Drills and Procedures**

**New Jersey State requires that every school conduct at least one security drill and fire drill per month. There are important safety measures in place in the event of an emergency. All safety plans will be shared and taught to all students during the opening of the school year.**

## **Student Dress and Appearance**

Students are strongly encouraged to make appropriate choices with regard to clothing. The selection of appropriate clothing and footwear is essential to maintaining a serious learning environment. Clothing and items that are distracting, suggestive, contribute to a hostile environment or marginalizes any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size are prohibited. *Examples* of inappropriate attire would include, but are not limited to:

- Garments which reveal underwear and/or expose your stomach or mid-section/or plunging revealing necklines
- Pants which fall when a student is walking and must be hand-held, or those which expose underwear
- T-shirts with oversized armholes, shirts without straps, and shirts showing completely bare backs
- Excessively short skirts and/or shorts, spaghetti straps, halter tops, tube tops, and other revealing and/or suggestive clothing
- Clothing and accessories related to sex, substance, violence, or are offensive to any national, ethnic, religious, or gender group
- Clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied

In the event a student arrives at school dressed inappropriately, a parent will be notified, and asked to replace the garments in question. Hats and other head coverings worn by students without administrative approval will be confiscated by a staff member unless approval has been granted. Requests to wear hats due to a medical condition or religious custom must be presented to a school administrator.

### **Flip flops are strongly discouraged–**

***the school will not be held liable for accidents/injuries incurred as a result of the wearing of this type of footwear.***

***\*It will be at the discretion of administration whether or not clothing may be deemed inappropriate.***

## **Transportation Services**

Bus assignments and bus seats are assigned by the Director of Transportation, Ms. Robyn Friedlander, and may be changed by the Transportation Department or school administrators at any time during the school year – parents will be notified in extreme cases as determined by the school and transportation personnel. **Students are not authorized to ride any bus other than their assigned buses, and must board and get off the bus at their assigned stops. ALL school rules apply while riding the school bus.**

### **Bus Regulations and Safety Procedures:**

1. The bus driver is in full charge of the bus. Any situation that needs attention should be reported to the bus driver. Please be mindful that the drivers are focused on the safety of every rider, and should not be distracted while driving unless an emergency is being reported.
2. Be at your designated “pick-up” stop 5 to 10 minutes prior to the scheduled arrival time.
3. Wait for the bus to come to a FULL STOP before trying to board or get off the bus.
4. Be respectful of neighborhood lawns and property. **Student behavior reflects upon the reputation of family and school.**
5. For personal safety, do not put hands, arms, and/or heads out of bus windows.
6. Keep the bus neat and clear of all trash. Avoid damaging bus seats and other equipment.
7. Never throw anything out of the bus windows or door.
8. Once you are seated on the bus immediately put your seatbelt on.
9. Profanity, bullying, harassment, and the use of substances will not be permitted on the bus.
10. Never run into a street or parking lot when buses are in motion.
11. Remember that riding a school bus is a privilege. State law supports that: *Pupils may be excluded from the bus for disciplinary reasons by the school administrators or other designee, and parents shall provide for transportation to*

*and from school during the period of such exclusion.*

12. The Transportation Department has installed video cameras on some of the buses in order to assist the drivers and the Administration with the management of student behavior.

## **Activities and Supports for Students**

Montgomery Township Upper Middle School offers many programs, clubs, sports, and learning experiences to help students get the most out of their middle school experience, and to help avoid committing any infractions which detract from the middle school experience.

- The PTO sponsors many assemblies and programs in conjunction with school administrators and teachers that are not only aligned with the curriculum but are also helpful in building social and emotional intelligence.
- Montgomery Township School District has committed to service learning and building relationships with neighboring schools and developing new programs designed not only to learn but to build citizenship.
- Beginning of the year orientation assemblies, field trips such as Camp Mason, socials, picnics, barbecues, park days, and 8<sup>th</sup> grade promotion are ways we celebrate our achievements and accomplishments in middle school. In addition, please look at the list of clubs and activities in place and choose something to be a part of!

## **CLUBS AND ACTIVITIES AT UMS**

**Intramural Basketball**

**CLAW Newspaper**

**Debate Club**

**Digital Photography**

**Ecology Club**

**Flag Football**

**Interact Club**

**Jazz Band**

**Math Counts**

**Robotics Team**

**Robotics Team**

**Science Olympiad**

**Spring Musical**

**Student Council**

**Student Government**

**Ultimate Frisbee**

**Intramural Volleyball**

**Wind Ensemble**

**Yearbook Club**

## ACADEMIC INTEGRITY

As a school community, UMS defines **academic integrity** as being fair with oneself and others about academic work, despite the challenges one may face. This means that as a student, no matter how much pressure there is to achieve be it academic or personal in nature, one must never betray oneself or others by giving into that pressure and compromising one's integrity by cheating or plagiarizing. Integrity and honesty are essential components of responsible citizenship and character.

One goal of UMS is to offer guidelines for Academic Integrity, and to avoid activities that qualify as *cheating* or *plagiarizing*. According to Websters New College Dictionary, 2001, a person cheats when engaged in acts that are dishonest or unfair in order to gain an advantage. Plagiarism is the act of stealing and using the ideas and writings of someone else as one's own.

The most common forms of cheating or plagiarism occur when a student:

- Submits a paper written entirely or partly by another person.
- Copies another student's homework (even with permission from peers).
- Copies from another student during an assessment.
- Obtains and submits a paper off the Internet or other electronic media.
- Uses "Cut & Paste" in lieu of original production.
- Copies a published author's words, phrases, sentences, or ideas (published authors, periodicals, encyclopedias, and internet sites) without citation.
- Talks to another student before or during an assessment or about the assessment, thus providing an advantage to the student prior to taking the test.
- Changes an answer after the paper/assessment has already been graded.
- Creating a Google Education tool to impersonate any staff member or student via any avenue, social media or other.

### Violation of Academic Integrity Policy

If/When a student makes the mistake of academic dishonesty on a graded assignment or assessment, the following policy will be implemented in all grades and content disciplines:

**1st Offense** = The content discipline teacher will write up an office referral, informing administration of the incident, as well as communicate the incident with the parent/guardian. The Student will engage in a restorative action (to be determined by the teacher or administration), and be given the opportunity to complete a retake for up to 60%.

**Subsequent Offenses** = The content discipline teacher will write up an office referral, informing administration, who is now tracking the incidents so that a pattern is not created. In addition to contacting the parents/guardians, administration will continue the progression of restorative practice and consequences. The student will still be permitted to retake for up to 60%.

### **How do we maintain the Social Integrity of the School Environment?**

The ultimate purpose of student management and school discipline is the development of *self-management* and *self-discipline*. We strive to be consistent, firm but fair, and aware of the pride and dignity of every student. *We ask that throughout the year all parents discuss the meaning of self-management and self-discipline, as well as appropriate school and bus behavior with their children.*

While in school, students demonstrate their own social responsibility by behaving responsibly, respecting the rights and properties of others, and working cooperatively with all members of the school community. We expect students to follow the school and classroom. **Our goal is for every student to feel safe and accepted while they are at school. Students are responsible for all school and district personnel for their behavior** while on their way to and from school, while riding the bus, and during the school day or school-sponsored activities. Additionally, the school reserves the right to intervene in any case or student action that may have occurred off-campus that causes disruption to the school day/environment.

## **Student Disciplinary Guidelines**

UMS students are expected to demonstrate the behaviors consistent with the Montgomery Portrait of a Graduate and our Student Code of Conduct. When offenses occur, UMS faculty and administration will use a restorative approach to correct the behavior, repair harm done, and provide a physically and emotionally safe learning environment.

This approach starts with every student having a connection with a trusted adult. These relationships are the heart of our school culture. Restorative Practices are ways of pro-actively developing relationships as well as repairing those relationships when harm is done. Restorative Practices provide a way for schools to strengthen community, build relationships among students and between students and staff, and increase the safety and productivity of the learning environment. When successfully integrated, Restorative Practices create physically and emotionally safe learning environments, thus developing students' social and emotional well-being, competencies targeted in our Portrait of a Graduate.

**Tiered Discipline System:** Restorative Practices fit into a multi-tiered system of support, proactively supporting all students and providing targeted and intensive interventions for students with higher levels of need. After harm or conflict, restorative responses help to address the root cause of the problem and ensure that students are held accountable, take ownership, and use this as an opportunity to learn and correct future behavior.

#### **Tier 1 - Ethical and Responsible**

- These offenses generally include behaviors that do not comply with the core competencies of **ethics and responsibility** as per our MTSD Portrait of a Graduate.

#### **Tier 2 - Social and Self-Awareness**

- These offenses generally infer a lack of **self and/or social awareness**, core competencies of the MTSD Portrait of a Graduate

#### **Tier 3 - Jeopardizing Self or the Safety of Others**

- These offenses are of a serious nature, illegal or health threatening.

Logical consequences are administered based on Tiered Offenses. A logical consequence is any response to student misbehavior that is directly related to the misbehavior, and is intended to repair harm done and prevent future problems. All behavior incidents should be handled on a case-by-case basis, and consequences should be determined based on the root cause of the behavior.

For logical consequences to work, it is absolutely essential that the student sees that the consequence is fair, sensible, and directly connected to their problematic behavior. Students not meeting behavioral expectations after the intervention or restitution, may result in additional remediation and may be considered a student in poor standing. Students with 3 or more Tier 2 or Tier 3 offenses in a 90 school day period are considered not in good standing. Students not in good standing can be restricted from participating in extracurricular activities including field trips, socials, club/sport team membership. Accumulating total will be reduced by one for every 30 school days without an infraction. Additionally, a student may be suspended and not permitted to return to school until a mandatory parent conference is held. After going through the intervention, all students who have been removed from the classroom/school are welcomed back into the school community.

**NOTE:** Students may not be prevented from attending recess or restricted from lunch meal options as a consequence. *It is at the administrator's discretion to reserve the right to impose greater consequences based on irritation or aggravating circumstances.*

### **Drug and Alcohol Policy**

Students are prohibited from the possession, use, sale, and/or distribution of any substance on school property, while being transported by the school, or at any school-sponsored activity. Substance means all alcoholic beverages, all controlled dangerous substances, anabolic steroids, tobacco products, and any prescription and over-the-counter medication. **Any medications authorized by a doctor or parent must be brought to the School Nurse with specific directions for dosage administration, etc.** Violations of this policy will result in suspension, police notification, and other actions listed in the Board of Education policy. In addition, the School Nurse and Guidance and/or Special Services staff will be involved to work with the student. **STUDENTS ARE PROHIBITED FROM SMOKING AND USING SMOKELESS TOBACCO AND THE POSSESSION OF SUCH PRODUCTS OR LIGHTERS** on school vehicles, in

**any school building, or on school grounds during the regular school day, or at any after-school or evening school-sponsored activity. Please consult the school website for complete information on any and all school policy.**

**Threats of Violence or Violent Acts:** All reported threats of violence will be investigated. All threats will be taken seriously and the proper authorities will be notified. Students found making threats or engaging in violent behavior may be subject to suspension/expulsion, evaluation by a psychiatrist, and police intervention.

**Weapons:** In accordance with Board Policy and in agreement with Montgomery Township Law Enforcement, students who are found possessing a weapon in school, on school grounds, or on school transportation will be subject to suspension or expulsion. In addition, criminal charges may be filed with the Montgomery Police Department.

Examples include, but are not limited to:

**Guns** - Loaded or unloaded revolvers, BB guns, pellet guns, stun guns, air guns, dart guns, rifles, or shotguns, any device capable of firing a solid projectile, flammable or explosive substance, including pepper spray and mace.

**Knives** - Pocket Knives, hunting knives, switchblades, box cutters, etc.

**Other** – Pipes, tire irons, brass knuckles, slingshots, whips, bands studded with metal, or any flame producing device.

### **Montgomery Township School District Weapons Agreement**

#### ***To the Parent or Guardian:***

- The Board of Education, administration, and professional staff of the Montgomery Township School District stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of a weapon creates.
- In accordance with Board of Education Policy #5131.7 and the agreement with the Montgomery Township Law Enforcement Agency, students who are found possessing a weapon in school, on school grounds, or in school buses will be subject to immediate disciplinary action including, but not limited to in-school suspension, out-of-school suspension or expulsion from school. In addition, criminal charges may be filed with the Montgomery Police Department.
- Any type of gun, loaded or unloaded, classification of knife, or any foreign object determined by administration as a possible weapon falls under the guidelines explained above. A weapon is defined as any instrument of offense or defense which is capable of inflicting injury or death to someone.

### **Agreement to Use School Computer, Software and Internet Facilities**

- I understand that the computers and software are owned by the Montgomery Township School District.
- I do not have the right to copy or distribute this software.
- I will not add personal software or download software from the Internet to any school computer.
- I will take responsibility for any computer account that is given to me. I will not give my password to anyone nor will I bypass the security systems that may be in place.
- I will not attempt to change the configuration of any computer or software, or change/alter another student's work or disks.
- I will not copy unauthorized software.
- I will abide by all patent, copyright or license restrictions that relate to any computing facilities products, programs, or documentation.
- I will treat the facilities with respect and will not intentionally damage them.
- I will not have food or drink near the computers. I will only use a computer when a staff member is present.

## Internet

The Internet is an exciting tool that allows us to communicate with people all over the world. It is important that we use it properly so that we don't break laws, offend others, or violate school rules.

- I will only use the Internet for wholesome purposes. I will not send, receive, or access information or graphics that contain pornography or racist/sexist/discriminatory material.
- I will not use copyrighted materials from the Internet without permission.
- I will not knowingly place a virus on any computer or on the Internet.
- I will not give the names, phone numbers, addresses or any other personal information I gain on the Internet to anyone. I understand that it is acceptable to share Internet addresses
- I will not participate in Newsgroups, Chat Rooms or other forums on the Internet whose content is not acceptable in school.

### **ADDITIONAL INFORMATION FOR STUDENTS & PARENTS REGARDING THE INTERNET**

#### **Tips for Kids for Evaluating Website Information**

"Most kids believe that if it's on the Internet, it must be true" (*Edutopia*, 2006). As teachers, we must help kids sort the fact from fiction and be able to tell truth from bias. Remember, there are no filters or guardians on the Internet, such as there are with publishers or librarians, to establish a quality base or trusted reputation. Your job as a parent and/or as a classroom teacher is to help students use the Internet as a valuable research tool and make them "information literate." How do you get started?

- Give them good, valid examples of websites on their topics of interest.
- Have them check out the author of the article.
- Teach them how to read a Universal Resource Locator (URL). The URL is the address of a webpage found in the address bar. It usually starts http://
- Find out who owns the site. One way to do this is to go to [www.easywhois.com](http://www.easywhois.com) and enter the domain name to find out who registered the site.
- Check out the sites that link to that site, too. They give an indication of what groups or individuals are associated with the primary site being viewed.
- Carefully monitor/control website usage on a regular basis.

### **Parent/Guardian Media Consent Form**

The Montgomery Township Board of Education is sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published in a newspaper.

As you are aware, there are potential dangers associated with the posting of personally identifiable information in a newspaper. These dangers have always existed. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential address, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take place upon receipt by the school.



**NOTE: These documents were shortened from their original form; copies of these documents/agreements will be available electronically via Parent Resources.**

## BOARD POLICIES

Parents and Students:

The Montgomery Township School District policies and regulations can be located on our district website at [www.mtsd.k12.nj.us](http://www.mtsd.k12.nj.us):

- P 2260 Affirmative Action Program for School and Classroom Practices
- P 2361 Acceptable Use of Computer Networks/Computers and Resources
- P 2460 Special Education/Sending Districts
- P 5200 Attendance
- R 5330 Administration of Medication
- P 5331 Management of Life-Threatening Allergies in Schools
- P 5338 Diabetes Management
- P 5511 Dress and Grooming
- P 5512 Harassment, Intimidation and Bullying
- P 5516 Use of Electronic Communication Devices
- P 5530 Substance Abuse
- P 5600 Pupil Discipline/Code of Conduct
- P 5751 Sexual Harassment
- P 7441 Electronic Surveillance in School Buildings
- P 8601 Pupil Supervision After School Dismissal
- P 9713 Recruitment by Special Interest Groups

Policies can be located by selecting the "Board of Education" tab and select "Board of Education" policies on the drop down menu. Policies are listed numerically on the left side of the page.

NOTE: The information in this handbook is subject to change due to changes or revisions to district policies and/or state code that may occur during the school year. The most current version of this handbook can be found online.

### **Affirmative Action Statement**

The Board of Education does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, mental or physical handicap, socio-economic status, age, or gender in any of its policies or regulations related to admissions, employment, financial aid, educational service, programs, or activities. If you have a problem in this regard, make an appointment to see the guidance counselor. Appeals may be made to the school administrators or affirmative action officers as appropriate. Further appeals may be made to the superintendent, board of education, and the New Jersey Commissioner of Education. The district affirmative action officer for any program or facilities' issue relating to the other forms of discrimination listed above is the Director of Human Resources.

