



MONTGOMERY MIDDLE SCHOOL



Lower Campus
2019-2020

Home of the Cougars

373 Burnt Hill Road
Skillman, NJ 08558



Main Office: (609) 466-7604

Fax Number: (609) 466-7198

Attendance & Message Line: (609) 466-7610

Website: www.mtsd.k12.nj.us

Principal: Mr. Michael Richards

Assistant Principal: Mrs. Georgianna Kichura

This Student Handbook belongs to:

NAME: _____

HOME ROOM TEACHER: _____

IMPORTANT MONTGOMERY TOWNSHIP CONTACT INFORMATION

Montgomery Lower Middle School

Main Office	(609) 466-7604
Principal (Mr. Richards)	Ext. 3350
Asst. Principal (Mrs. Kichura)	Ext. 3360
School Counselors:	Ms. Lesley Haas - Grade 5 Ext. 3375 Mr. Kevin Armstrong - Grade 6 Ext. 3021
Nurse/Health Office	Ext. 3500
Attendance Line	(609) 466-7610 – <i>must report absence or lateness by 7:45 a.m.</i>
District & Board Office	(609) 466-7601
Transportation Office	(609) 466-7600 Ext. 7010
Parent Resources	Grading Info: Follow the links provided on the district web-site. www.mtsd.k12.nj.us
Emergency Closing/Opening	District Web-Site www.mtsd.k12.nj.us

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Welcome Students of the Montgomery Middle School Lower Campus

The Montgomery Township School District shall establish the highest standards of excellence for educating all individuals to use knowledge, values and skills enabling them to function with self-esteem, self-respect, self-discipline, integrity and compassion as responsible members of society. The school district will provide a nurturing and stimulating environment, a dedicated staff, an innovative curriculum and the opportunity for community involvement and support.

We want every student to have a challenging, safe, rewarding, and successful school year and to feel good about coming to school each day. This will happen if you work with the school staff in a constructive and positive manner; take responsibility for your own learning, behavior, and decisions; give each and every class your best effort; ask for help when you need it; and treat yourself and others with respect and consideration. If you have any questions about anything in this handbook, please ask a middle school teacher, the school counselor, or one of us.

Mr. Michael Richards, Principal
Mrs. Georgianna P. Kichura, Assistant Principal

“My sons ought to study mathematics and philosophy, geography, natural history, naval architecture, navigation, commerce, and agriculture in order to give their children a right to study painting, poetry, music, architecture, statuary, tapestry and porcelain.”

John Adams

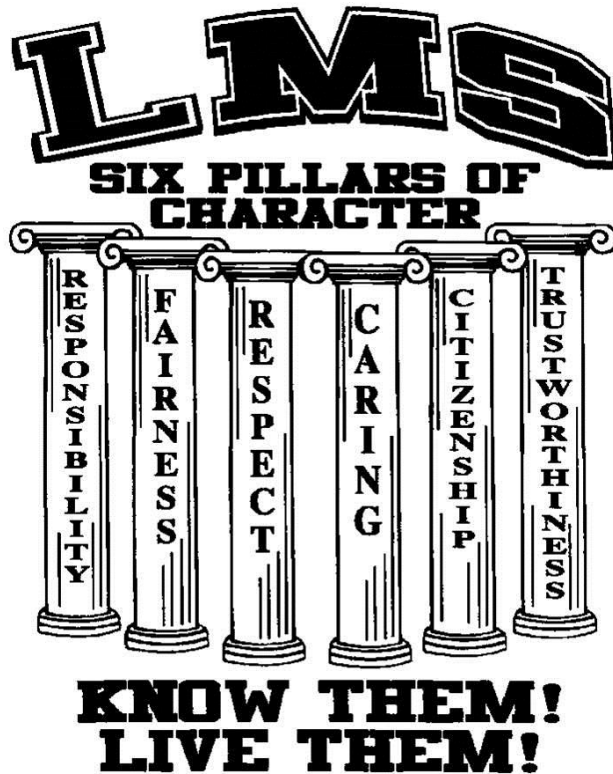
The Montgomery Middle School Community

The Montgomery Township Middle School strives to prepare each student to be a knowledgeable, responsible and contributing member of the school, local and world communities. Our aim is to have our students function with self-esteem, integrity, and compassion. To accomplish this goal, the administration and staff are committed to building a community in which students experience a supportive environment, fulfill their own needs for mastery or achievement, participate in decision making to determine their own future, and become empowered to care and contribute to better their community. We strive to model and impress upon our students the value of caring, responsibility, fairness, respect, trustworthiness and citizenship in our day-to-day interactions with others. As a community, we work together to create an environment that encourages students:

- To develop respect for self, for others and for our environment;
- To develop critical and creative thinking, problem solving, and communication skills;
- To develop a heightened awareness of and proficiency in using technology as a tool to extend human capability;
- To develop the ability to apply what has been learned and the desire to continue learning;
- To develop a sense of inquiry.

“If you teach children, you must have no patronizing attitude toward them, Whoever approaches a child without humility, without wonderment, and without infinite respect, misses in their judgment what is before them.”

2019-20 School Year Calendar	
9/5/2019	First Day of School
9/23 - 27/2019	Book Fair
9/25/2019	5 th Grade Back-to-School Night - 6:30pm
9/26/2019	6 th Grade Back-to-School Night - 6:30pm
9/30/2019	No School
10/9/2019	No School
10/17/2019	5th & 6th Grade Picture Day
10/18/2019	5th & 6th Grade Picture Day
11/6/2019	Staff In-Service - No School for students
11/7 - 8/2019	NJEA Convention – No School
11/21 - 26/2019	Early Dismissal- Teacher Conferences
11/27/2019	Early Dismissal - Thanksgiving Break
11/28 - 29/2019	Thanksgiving Recess - No School
12/5/2019	5th & 6th Grade Chorus Concert - 7pm (at MHS MPAC)
12/9/2019	5th Grade Band Concert - 7pm
12/16/2019	6th Grade Band Concert - 7pm
12/2019	Picture Make-Up Day
12/20/2019	Early Dismissal - Winter Recess
12/23/2019 - 1/1/2020	Winter Recess
1/16/2020	Orchestra Concert - 7pm
1/20/2020	Martin Luther King Day – No School
2/5/2020	District Choir Concert - 7pm (at MHS MPAC)
2/14/2020	Staff In-Service - No School for students
2/17/2020	President's Day – No School
4/4/2020	Spring Play (Cast 1) - 2pm
4/5/2020	Spring Play (Cast 2) - 2pm
4/9/2020	Emergency Closing Contingency Day 2
4/10 - 17/2020	Spring Recess - No School
4/29/2020	District Visual Arts Show - MHS - 7pm
4/24 - 30/2020	PARCC Testing
5/5/2020	5th Grade Spring Band Concert - 7pm
5/6/2020	6th Grade Spring Band Concert - 7pm
5/11/2020	5th & 6th Grade Chorus Concert - 7pm (at MHS MPAC)
5/14 - 15/2020	5th Grade NJSLA
5/19/2020	Spring Orchestra Concert - 7pm
5/22/2020	Emergency Closing Contingency Day 4
5/25/2020	No School
5/26/2020	Emergency Closing Contingency Day 3
6/3 & 4/2020	CME - 6pm
6/8/2020	Emergency Closing Contingency Day 1
6/2020	Heritage Day - 9:30am
6/2020	Field Day
6/23/2020	Last Day of School – Early Dismissal



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 of 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 - #5200 located on the District Website

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 reinforces their child's regular attendance. To conform to state regulations school districts define "excused" and "unexcused" absences as:

An "excused absence" as defined by Montgomery Township School District is a student's absence from school for a full day or portion of a day for the reasons listed below:

- A. The student's illness supported by a written letter from the parent upon student's return to school at the principal's discretion,
- B. 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.*

- C. Court appearance (court notice to appear),
- D. Where appropriate, when consistent with Individualized Education Programs, the individuals with Disabilities Act, accommodation plan under 29 U.S.C. 794 and 705(20), and individualized health care plans,
- E. Suspension from school,
- F. Family illness or death supported by a written letter from the parent upon the student's return to school up to five days,
- G. Professional appointments that cannot be scheduled during non-school hours (health care provider documentation),
- H. School sponsored curricular/co-curricular activities held during the school day or requiring early dismissal,
- I. New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36:14.

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.*

Notice to School of Student Absence

Parents should call the attendance line at (609) 466-7610, (select #4, then 1) 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.** 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 second bell (8:07)** are to report to the Main Office before reporting to class. This will prevent the student from being marked absent. Parents will be notified by a teacher, school counselor, or school administrator when students are excessively late to class or school.

Students arriving prior to 7:55AM should report to the school Main Office.

After-School Activities END at 3:55pm. No Late Busses.

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 of or around the building. At 4pm students are expected to be picked up by a parent/guardian. Students not picked up by 4:15 more than 3 times will not be permitted to stay.

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 teacher, 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 and 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. Do know that excessive early releases will affect student's learning.**

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 LMS 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.

Counseling Services

Middle School 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.**

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; [and]

- 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 (student conduct), not whether the incident is labeled as bullying or not.

The complete HIB policy and accompanying forms can be found on the District Website under Parents/Community.

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 contact Mr. Michael Richards at mrichards@mtsd.us

STUDENT ACADEMIC INFORMATION

Report Cards and Parent Resources Grade Reports

Marking period grades will be available online through Parent Resources at the end of each marking period. Parents are encouraged to log onto Parent Resources to see the posting of student grades and assignments during the year. Please refer to the district web-site for more information about how to sign up for an account and password for Parent Resources.

Grading Expectations

No one grade shall be more than approximately 25% of the marking period grade.

Grades should be spaced throughout the marking period.

Grades should be returned and posted within the following time frame:

- Tests/Major assessments within 2 weeks (10 school days) of test date.
- Essays/Projects/Research Papers within 2 weeks (10 school days) of due date.
- Quizzes prior to the summative assessment (no later than 5 school days).

Grading and Report Cards:

The following table provides guidelines for interpreting numerical grades (Rounding to the nearest whole point will be used for marking period grades. For example, 0.5 to 0.9 are rounded to a whole point):

“A” Range = 90 to 100: 97 – 100 (A+)
94 - 96 (A)
90 - 93 (A-)
“B” Range = 80 to 89: 87 - 89 (B+)
84 - 86 (B)
80 - 83 (B-)
“C” Range = 70 to 79: 77 - 79 (C+)

AP= Advanced Proficient P= Proficient PP= Partially Proficient Letter grades as listed above will not have a final grade.
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	74 - 76 (C)
	70 - 73 (C-)
"D" Range = 60 to 69:	67 - 69 (D+)
	64 - 66 (D)
	60 - 63 (D-)
"F" Range = 59 or below	Failure

Standards for pupil promotion

A pupil will be promoted to the next succeeding grade level when he or she demonstrates the proficiencies required for movement into the next grade. Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parents or legal guardians and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

Health Services/School Nurse

LMS have nurses who promote the general health of our students. Some of the nurse's responsibilities include annual health screenings, caring for ill and injured students and maintaining health records. The nurse will provide sports forms and information to students and parents.

*Students who are ill should be kept home and consult the family doctor as needed. Students SHOULD NOT BE SENT TO SCHOOL FOR DIAGNOSIS OF HEALTH PROBLEMS. We want to minimize the possibility of transmitting diseases. It is the policy of LMS 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 by an adult 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. All medication must be picked up at the end of the school year.

IMPORTANT MESSAGE TO INCOMING SIXTH GRADERS:

Incoming 6th Graders are required to have vaccinations before the start of school. Students without the vaccination will not be permitted to attend school until such time as the vaccine was administered.

- **Diphtheria, Tetanus Toxoids and Pertussis Vaccine (Tdap):** Every child born on or after January 1, 1997, and entering or attending Grade Six, or a comparable age level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday. Children who received a Td booster dose less than 5 years prior shall not be required to receive a Tdap dose until 5 years have elapsed from the last DTP/DTaP or Td dose.

- **Meningococcal Vaccine:** Every child born on or after January 1, 1997, and entering or attending Grade Six or a comparable age level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine. (Please note: This applies to students when they turn 11 years of age and are attending Grade Six.)

If your child will not be 11 years old on the first day of school, there is a one week grace period after the child's 11th birthday to bring in the documentation. The student will have no problem starting school

without the vaccines in this circumstance.

*******Documentation of both of these vaccines must be in the nurse's office by the first day of school in September. FAX #609-466-7691.*******

PHYSICAL EDUCATION RESTRICTIONS

If a student is unable to participate in physical activity for more than three days due to illness or injury, a note from a physician must be submitted to the school nurse stating the reason and length of time the student is to be excused. All notes must go to the nurse and the nurse can make arrangements to help the student during the day to and from class.

Homework

It is the responsibility of every student to record and complete all homework assignments. Parents should contact their child's teacher and/or school counselor immediately if you notice difficulties with homework, or would like to request special accommodations. *This will be done at the discretion of each teacher.* 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.

Library ID Cards

Students ID cards will be used to check books out of the library.

Lunch Accounts

Parents may place money into their child's account so that students may use their school ID number as the pin to purchase lunch. Parents may place restrictions on the account to limit purchases. Information on lunch accounts can be found at the district web-site under the link "Food Services/ Menus".

Personal Electronic Devices and Cell Phone Procedures

SMART PHONES ARE NOT PERMITTED AT ANY TIME AT LMS. LMS 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.) are 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 will be required to pick it up.

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, or inappropriate are prohibited. *Examples* of inappropriate attire would include, but are not limited to:

- Garments which reveal underwear and/or expose a one's 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. Short skirts/shorts should be the length of the student's mid-thigh. Spaghetti straps, halter tops, tube tops, and other revealing and/or suggestive clothing.
- Clothing and accessories related to 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. Soft soled **Flip flops are not permitted at LMS– There are classes where fully covered footwear is required, such as FCS, Science and Technology.**

Transportation Services

Bus assignments and bus seats are assigned alphabetically 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. **Food is not permitted** to be eaten on the bus at any time.
7. Keep the bus neat and clear of all trash. Avoid damaging bus seats and other equipment.
8. Never throw anything out of the bus windows or door.
9. Once you are seated on the bus immediately put your seatbelt on.
10. Profanity, bullying, harassment, and the use of substances will not be permitted on the bus.
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.

Montgomery Middle School – Lower Campus Locker Policy

The Lower Middle School provides lockers for your use as a student, for holding books and personal belongings (valuable belongings must be left at home). This is especially important because backpacks are not to be used during the school day. Please enjoy using the locker, but please respect them. Know the following rules regarding locker use:

- Jammed Lockers: Before seeking office or custodial help with a jammed locker, you must first report to class on time and report the problem to your teacher. Lockers usually become jammed because heavy items, jackets, or bags become wedged in the door.
- Property Rights: Lockers are school property. Personal padlocks are not allowed; therefore, occasional locker checks will be made.
- Do not share your locker with anyone.
- Students must receive authorization from their teacher to change lockers; this request may not be approved and will be at the discretion of your homeroom teacher. Students are not permitted to use any other locker than the one assigned to them by their homeroom teacher
- Students may decorate another student’s locker for birthdays but they must get permission from their homeroom teachers. This activity must be done before or after school under the supervision of a willing parent.
- The door on all lockers must be shut at all times. This requires that lockers are kept organized and that all but the necessary materials are kept from day to day. This may also require that a suitable backpack is purchased so the door has room to close. “Locker shelves” may be purchased thru the PTO and are a perfect fit.
- Use magnets for pictures and whiteboards, not tape. Stickers are not permitted inside or outside the locker.
- **Writing on lockers, inside or outside, is absolutely not permitted.**

Please remember that we are counting on you to keep your locker neat, organized, and closed at all times. We know you can do it!!!

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 to 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.

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.

Activities and Supports for Students

Montgomery Township Lower Middle School offers after school 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 Fun Fridays for fifth and sixth graders.
- School based activities are open to all students without any cost.
- Track is offered through the Montgomery Recreation.

CLUBS AND ACTIVITIES AT LMS

Math Counts

Science Club (6th)

Spring Musical

Read it, Talk it Book

Math/Science (5th)

Math League (6th)

Sports Spectacular

Geography Bee

Spelling Bee

R.A.P.P. Club

Humanities Enrichment 5&6

Interact Club

After-School Chorus Choirs

Read It Talk It Book Club

Student Disciplinary Guidelines

Four Goals of LMS Disciplinary Policy:

1. Maintain student safety (physical and emotional)
2. Ensure the smooth and safe operation of school functions
3. Reinforce the Six Pillars of Character (Caring, Responsibility, Fairness, Respect, Trustworthiness, Citizenship)
4. Teach student self-management and self-discipline

The Rules are simple:

Respect Yourself,

Respect Others and

Respect Your Environment.

Along with actions teachers may take in class to address disciplinary concerns, LMS uses a combination of cumulative “discipline points” and their consequences, as well as, instructional tasks to promote appropriate student behavior. Accumulation of points may lead to after school office detention, in-school suspension, out-of-school suspension, and, in extreme situations, an expulsion hearing with the Board of Education to consider an Alternative School Placement. The “point system” below was enacted to clearly define for students, staff, and parents those behaviors considered unacceptable. Students who violate the norms of acceptable and expected behavior will receive disciplinary points; the number of points assigned will reflect the seriousness of each infraction. LMS reserves the right to alter any consequences listed depending on the severity of the infraction. Please familiarize yourself with the following list of negative behaviors and their consequences.

Discipline Points

Points are cumulative and consequences have been established at the following thresholds:

At 5 Points	1 lunch detention
At 15 Points	1 After-School Detention/2 lunch detentions
At 30 Points	2 Days of After-School Detention
At 45 Points	1 Day In-School Suspension and/or Loss of Privileges
At 60 Points	2 Days of In-School Suspension

Loss of privileges may include suspension from field trips, and any extra-curricular activities (recreational or athletic).

Additional points beyond 60 will result in administrative review after each offense. Accumulation of 60 points is evidence that a student is not meeting behavioral expectations and that additional intervention is necessary. The student may be suspended and not be allowed to return to school until a mandatory parent conference is held to determine appropriate actions and a positive, proactive plan is created.

Number of POINTS for INFRACTIONS

15	Academic Integrity Violation
15-*S	Cutting Class
5-*S	Disrespect/Insubordination (verbal defiance or failure to comply with direct request of any staff member)
5-*S	Disruptive/Inappropriate Behavior (acting in a way that disrupts the order of the school or interferes with teaching/learning)
5	Dress Code Violation
5	Electronic Device Violation
10	Failure to report to teacher or office detention (detention must still be served)
30-*S	Fighting/Hitting
30-*S	Smoking
5-30	Teasing/Name calling
15	Forgery or lying
5-*S	Jeopardizing the safety of others or order of the school
5	Late to class
30	Leaving school grounds
5-15	Profanity or obscene language (written, verbal, or use of gestures)
15-*S	Vandalism (student/parent responsible for restoration/restitution)
10	Violation of Internet contract (see Acceptable Use Form for additional penalties)
5-*S	Any unlisted offense to be decided by an administrator

NOTES: The consequences may vary with the seriousness of the infraction and the behavior pattern of the individual student.

*S = Suspension

Examples of disciplinary instructional items include

Letter of Apology	Behavioral Contract	Behavioral Project
School Service Project	Anti-Bullying Academy	Letter of Responsibility

It is the administration's discretion whether these will be issued concurrently or in lieu of other disciplinary action.

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. Student 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 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 News Groups Chat Rooms or other forums on the Internet whose content is not acceptable in school.

I understand that failure to comply with these regulations will result in disciplinary action taken by the school administration as follows:

- a. The first offense will result in my being prohibited from the computer facilities and Internet access for a period of 20 school days and appropriate disciplinary action.
- b. A second offense will result in my being prohibited from computer facilities and Internet access for 40 school days and appropriate disciplinary action.
- c. A third offense will result in revocation of my access to the computer facilities and the Internet for the balance of the school year and other disciplinary action.
- d. If the offense occurs during the second semester, the prohibition will continue into the following school year, a but not to exceed 90 school days.

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.

BOARD POLICIES

Please take the time prior to the start of school year to review with your child the school policies listed below:

2260	Affirmative Action Program for School and Classroom Practices
2361	Acceptable Use of Computer Networks/Computers and Resources
2460	Special Education/Sending Districts
5200	Attendance
5330	Administration of Medication
5331	Management of Life-Threatening Allergies in Schools
5338	Diabetes Management
5511	Dress and Grooming
5512	Harassment, Intimidation and Bullying
5516	Use of Electronic Communication Devices
5519	Dating Violence at School
5530	Substance Abuse
5533	Student Smoking
5600	Pupil Discipline/Code of Conduct
5615	Suspected Gang Activity
5751	Sexual Harassment
7441	Electronic Surveillance in School Buildings
8601	Pupil Supervision After School Dismissal
9713	Recruitment by Special Interest Groups

The Montgomery Township School District policies and regulations can be located on our district website at www.mtsd.k12.nj.us :

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. For those who do not have access to a computer, copies of the policies are available in the main office of the high school.

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 school 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.