

# MONTGOMERY MIDDLE SCHOOL



## Student Handbook 2023-2024

### Vision

A community of learners empowered to reach their full potential.

### Mission

Collectively build a safe community that is based on positive connections and character development where learners engage in a modern, rigorous education that empowers them to focus on skills, growth, and their future.

### Core Values

At MMS we . . .

**BELONG**: feel safe and connected to our community

Have **EMPATHY**: treat everyone with respect and appreciate and understand our diverse community

Are **ENGAGED**: are active participants in our learning and our community

Feel **PRIDE**: strive to be our best every day in every situation

**Jeremy Hurlbert**

Principal

[hurlbertj@cajonvalley.net](mailto:hurlbertj@cajonvalley.net)

**Kala Cheers**

Assistant Principal

**Keith Himaka**

Assistant Principal

**Elisa Allan**

Assistant Principal

## Welcome Letter

Dear MMS Students and Families:

Welcome to Montgomery Middle School for the 2023-2024 school year. Our staff is looking forward to reconnecting with our returning students and meeting our new students. There has never been a more important time for learning as our students, families, and staff members successfully navigate through the challenges that the transitions from elementary school to middle school; and the transition from middle school to high school can create. It is a privilege to be a part of the Montgomery Middle School community where every member collaborates to build a culture of equity, academic excellence, and shared responsibility for all. As you begin this new school year, please remember to strive for excellence in and out of the classroom. We believe that ***each and every student*** has the potential to reach their dreams. We feel that it is our job to support you and to push you toward excellence. If you ever have any questions, please ask. We are looking forward to another exciting school year, and we are proud that you are a student at Montgomery Middle School.

We have high expectations for you as a student at Montgomery.

Montgomery students will...

- ❖ Attend school regularly.
- ❖ Respect each other by acting in a courteous manner.
- ❖ Respect their education by being in their seat prepared to work when the final bell rings and giving their maximum effort in every class, everyday.
- ❖ Respect their community by taking pride in their school and helping to keep it clean.

Our partnership with the families of our students, as well as other community members and organizations, is a key part of our success. Please feel free to contact us with any questions, comments, or concerns. We are here to help. Thank you for supporting Montgomery Middle School.

We look forward to an amazing year!

Best regards,  
Jeremy Hurlbert  
Principal

## School Hours / Bell Schedule

1st Lunch Schedule				
	Monday - Traditional (45 mins)		Tues-Fri - Traditional (51 mins)	
<b>Advisory</b>	9:00 - 9:06	6 mins	9:00 - 9:30	30 mins
<b>Period 1</b>	9:10 - 9:55	45 mins	9:34 - 10:25	51 mins
<b>Period 2</b>	9:59 - 10:44	45 mins	10:29 - 11:20	51 mins
<b>Period 3</b>	10:48 - 11:33	45 mins	11:24 - 12:15	51 mins
<b>1st Lunch</b>	11:33 - 12:03	30 mins	12:15 - 12:45	30 mins
<b>Period 4A</b>	12:07 - 12:52	45 mins	12:49 - 1:40	51 mins
<b>Period 5</b>	12:56 - 1:41	45 mins	1:44 - 2:35	51 mins
<b>Period 6</b>	1:45 - 2:30	45 mins	2:39 - 3:30	51 mins

2nd Lunch Schedule				
	Monday - Traditional (45 mins)		Tues-Fri - Traditional (51 mins)	
<b>Advisory</b>	9:00 - 9:06	6 mins	9:00 - 9:30	30 mins
<b>Period 1</b>	9:10 - 9:55	45 mins	9:34 - 10:25	51 mins
<b>Period 2</b>	9:59 - 10:44	45 mins	10:29 - 11:20	51 mins
<b>Period 3</b>	10:48 - 11:33	45 mins	11:24 - 12:15	51 mins
<b>Period 4B</b>	11:37 - 12:22	45 mins	12:19 - 1:10	51 mins
<b>2nd Lunch</b>	12:22 - 12:52	30 mins	1:10 - 1:40	30 mins
<b>Period 5</b>	12:56 - 1:41	45 mins	1:44 - 2:35	51 mins
<b>Period 6</b>	1:45 - 2:30	45 mins	2:39 - 3:30	51 mins

## **Attendance**

One of the most important things your child can do to reach the goal of success is also one of the most basic: attend school on time, every day! Daily attendance at school is important, any missed day is a missed opportunity to learn and could result in a student missing up to three different learning concepts.

By attending class regularly, your child is more likely to keep up with daily lessons and assignments and take quizzes and tests on time. Research has shown that your child's regular attendance may be the greatest factor influencing his/her academic success.

### **If you are absent, you must**

- ♦ Clear your absence by parent phone call or note within 24 hours.
- ♦ Make up all missing work
- ♦ See your teachers for help

**Please contact our Attendance Office if you are absent for any reason: 619-590-2799**

Attendance is monitored by the school and the State of California. Please refer to the [CVUSD School Year Calendar](#) for the most current District Calendar.

## **Truancy**

Students who are absent more than 30 minutes from the school day without their parents' knowledge, or consent, are truant. If a student is truant for more than 3 days a meeting will be scheduled with the student, parent, counselor, and administrator.

## **Independent Study Contracts (\*ISC)**

Students who must miss more than 3 days of school (up to 14 days) must be on an ISC.

- ♦ Parents must contact the front office at least 2 weeks in advance to ensure that the contract can be prepared ahead of time.
- ♦ Students must meet certain academic and attendance criteria in order to qualify for an ISC
- ♦ All work must be completed and turned in every 2 weeks
- ♦ All work must be completed and turned in the day the student returns to campus

## **Make-up Policy**

All students are responsible for making up any missed work. Students are expected to see their teachers within 24hrs for makeup work. Late work and absent work policies are determined by each teacher and sent home in course information the first week of school.

## **Arrival**

**Students may not be on campus before 8:30 AM, unless they participate in a supervised activity:**

- ♦ Extended Learning Opportunities (Camp Sunrise, formerly Extended Day Program)
- ♦ Clubs & Morning Activities (e.g. Sports/Weight Training Club, Tutoring, Detention, etc.)

Students participating in these programs will remain with their assigned supervisors until given permission to leave the program. Students that do not follow the direction of the assigned EDP and ELOP program supervisors may be removed from the programs.

**Students not participating in supervised activities will arrive, enter and remain in the lunch area where supervision will be located until the bell rings.**

When the gate opens for breakfast, all non-EDP and non-ELOP students are expected to enter campus. Students will then either collect their breakfast items and sit in their designated grade level areas, or choose not to participate in the breakfast program and sit in their designated grade level areas. Students are not permitted to leave the designated grade level areas until directed by site administration or morning supervisors.

## **Tardiness**

- ♦ **Gates will remain open until 9:01 AM**
- ♦ **Between 9:01-9:15 students will enter the Main Office: request** a tardy slip and deliver the slip to your scheduled classroom teacher.

According to California Education Code, the only excused tardies are for *illness, medical emergency or appointment, or the funeral of an immediate family member.*

Students are expected to arrive to every class on time and be inside the classroom, ready to begin instruction when the bell rings. Disruptions caused by tardiness distract teachers and students and waste academic instructional time. If students are NOT in the class ready to begin when the bell rings, the teacher will mark them tardy and enforce consequences set by class policy. Teachers will provide a course expectation sheet to each student at the beginning of the course. It is the responsibility of the student to know the classroom expectations for each class.

Students are to report to each of their classes on time. If you arrive at school after the final tardy bell, you must report to the office to receive a tardy pass before going to class.

Consequences for excessive tardiness (per grading period): Excessive late arrivals to any one class over a trimester may be viewed as defiance on the part of the student and their inability to follow the established on-time arrival policy. Consequences may include, but are not limited to, the following: Teacher-assigned detentions, loss of classroom participation points, impact to student conduct on progress reports and/or final trimester report cards, or other similar consequences determined by the teacher.

## **Leaving Campus During the School Day**

While we prefer that students don't leave early, we understand that unexpected situations occur. If you must leave early:

- ♦ Have parents/guardians write a note that includes the time, date and reason.
- ♦ Bring it to the Main Office the morning of the day to be released early – THIS IS INTENDED TO AVOID INTERRUPTIONS CLASSROOM AND LEARNING.
- ♦ Students may not leave without being signed out by an authorized adult.
- ♦ For the safety of all students and staff, adults must be on the permanent record card and show proper ID before students will be released from school.
- ♦ The adult must be on campus prior to us calling the student out of class.
- ♦ If your child is at PE or at lunch, there may be a lengthy wait to retrieve your student from class

## **Student Deliveries**

Students are not permitted to use or receive food through food delivery services at school. For the safety of our students, only a parent or person listed on your child's emergency contact list may drop off items for students. We ask that all families encourage their students to take responsibility for their own homework, Chromebook, lunch, PE clothes and any other items before they leave for school each day. As a courtesy, the office will accept school-related items to be delivered to your student during the school day. Please clearly mark items to be delivered with the student's name. Items that are not school-related, such as flowers, balloons, and birthday cakes or cupcakes, will not be accepted for delivery and are not allowed in the classroom or cafeteria. Due to safety concerns, items in glass containers are not allowed. Please note, staff members are not responsible for lost items.

In an effort to ensure that our campus remains safe and secure, the Office staff will not accept/receive food deliveries here on campus. For these same reasons, we will not allow students to accept food deliveries or similar delivery services (i.e., balloons, flowers, or birthday gifts) on and around campus.

All schools in the Cajon Valley Union School District are closed campuses. This means that once students have arrived at school, they may not leave the campus until their school day has been completed. Only persons having school business to conduct may be on campus and must immediately check in at the Main Office upon their arrival. In emergencies, parents/guardians should call the Main Office and make arrangements for the students to leave early.

## **Visitor Policy**

- All visitors must check in at the front office via the online Raptor system.
  - Photo ID is required to access campus. If photo ID is unavailable, administrators reserve the right to grant or restrict access as best protects the safety of the campus.
- Parent/guardian shadowing of students or observations of teachers and activities require a minimum of 24 hour notice to teachers.
- Only Parents/Guardians may shadow/visit classrooms during instructional time. Special circumstances will be considered by the administration.
- Parents/guardians wishing to visit their student during lunch may do so without advance notice, but must check in at the front office.
- At any time, the administrator may impose reasonable limits on visits and observations to ensure safety and protection of the learning environment

*Legal Reference: BP 1250 (a) AR 5020 (a) CA Ed. Code 51101*

# Transportation

## Family Vehicles

Student safety is everyone's priority at Montgomery Middle School. We ask that all family members obey all traffic laws/rules and follow the directions of our Campus Safety Supervisor, Administrator and Staff and when driving on and around our campus.

## Dropping off/Picking Up Students

Montgomery's parking lot is the safest location to drop off and pick up students. When entering the parking lot...

- Drive cautiously and slowly, not more than 5 MPH.
- Be aware of all students, school staff and pedestrians
- Please Follow all traffic signs and rules
- Do not block traffic; Please be considerate of other students and their families
- Drive slowly and cautiously.
- The circular driveway is for loading and unloading of ill, injured, or disabled persons.
- Students are dropped off and picked up in the RIGHT lane only; through traffic stays in the LEFT lane.
- Obey all traffic laws and do NOT drop off students in the middle of the street or other unsafe locations.

**Alternative Pick-up Points - There are several safe alternate locations for afternoon pick up:**

1. 4<sup>th</sup> Street between Granite Hills High School and Kennedy Park
2. Foothills Adult School
3. Kennedy Center

*PLEASE STOP ONLY IN DESIGNATED LOCATIONS ON MELODY LANE (do not park in or block the bus lane)*

## Personal Transportation - Bicycles, Skateboards and Scooters

Students are allowed to ride bicycles, skateboards and scooters to get to school and return home. Students must follow all of the rules below to ensure their safety and the safety of others. Any violations of these rules may result in removal of the student's ability to use bicycles, skateboards and scooters to get to school and return home.

- Helmets are required for all students that choose this option of transportation. It is the LAW.
- Bikes, skateboards and scooters must be walked to and from the bike rack once they reach campus
- Bikes and scooters must be locked up in the bike rack.
- Skateboards are not to be carried by the student throughout the school day and may be turned in to the office for the day.
- The school is not responsible for lost or stolen bikes, skateboards or scooters.

## Bus Passes/Tickets

Bus passes and bus tickets can be purchased in the office before school or at lunch. Tickets/Passes will not be sold after school. Applications for free or reduced tickets are also available in the office.

Students transported in school buses must comply with rules of orderly conduct. Inappropriate behavior will result in a bus incident referral and consequences. Consequences may include a warning, or loss of bus riding privileges for up to ten days. Continued inappropriate behavior may result in permanent loss of bus riding privileges. Any concerns about a transportation issue may be directed to the Cajon Valley Transportation Department at (619) 588-3177.

## **Leaving School**

All students MUST leave campus immediately after the last bell rings at 3:30 PM on regularly scheduled days (Tuesday-Friday) and 2:30 PM on modified Mondays. Students involved in school-sponsored, after school activities are the only exception and must immediately check-in with their assigned supervisor. In addition, proper etiquette and behavior is expected on the way home from school. Please help us reinforce our focus on respect and proper behavior when students are on their way to school, at school, and on their way home from school.

## **Security Cameras**

Montgomery Middle School is monitored by a 24 hour closed-circuit camera system. Please be advised that when you are on campus, you are being monitored and recorded. Camera footage is used for security and safety purposes.

## **Leave ALL Valuables at Home**

Keep money and items of value at home to ensure a distraction and stress free learning environment. Personal property that is not used in the instructional program should not be brought to school to prevent loss, theft, or damage for which the school is not responsible.

## **Lost and Found**

"Lost and Found" cart is located in the main office near the Chromebook Hospital. Smaller valuables such as watches, jewelry, and keys are held in the Main Office. Unclaimed items are donated to various charities at the end of each trimester.

## **Health office**

- Students are prohibited from carrying any type of medication including both prescription and over the counter medication (Advil, cough drops, etc.) at any time.
- Students that require inhalers or Epi-pens, must have doctor's orders and parents/guardians must complete and turn in the district required paperwork prior to carrying the identified medication.
- Any medication requirements during school are handled in the Health Office. Please contact our health aide with any concerns or questions regarding medications.
- Students with a fever over 100 degrees must stay home from school and be fever free for 24 hours before returning.
- Picking up an ill student: Adults must be on the permanent record card and show proper ID before students will be released from school (No exceptions – this is for the safety of all students)
- Students should not use their personal phones to contact parents.



# Positive Behavior Plan

## Core Values and Expectations



	<b>B</b> elong <i>Respect our Community</i> We feel safe and connected to our community	<b>E</b> mpathy <i>Respect Each Other</i> Treat everyone with respect and appreciate and understand our diverse community	<b>E</b> ngaged <i>Respect Education</i> We are active participants in our learning and our community	<b>P</b> ride <i>Respect our School</i> We strive to be our best every day in every situation
<b>CLASSROOM</b> Voice Level 0-3	<ul style="list-style-type: none"> <li>Be on time</li> <li>Follow directions</li> <li>Respect the classroom environment</li> </ul>	<ul style="list-style-type: none"> <li>Treat others with kindness and respect</li> <li>Be open to learning and new ideas</li> <li>Help and share with others</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared and ready to learn</li> <li>Always show your best attitude and effort</li> <li>Listen closely and participate</li> <li>Follow classroom procedures</li> </ul>	<ul style="list-style-type: none"> <li>Be your best self</li> <li>Use kind words</li> <li>Give your best effort</li> <li>Care for your environment</li> </ul>
<b>DROP OFF/PICK UP FRONT OF SCHOOL</b> Voice Level 4	<ul style="list-style-type: none"> <li>Respect school procedures, and follow traffic &amp; parking laws.</li> <li>Drivers must stay with their vehicle at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Walk slowly and safely at all times</li> <li>Be patient, &amp; use polite language.</li> </ul>	<ul style="list-style-type: none"> <li>Stand on the sidewalk while waiting</li> <li>Leave campus promptly at end of school day</li> </ul>	<ul style="list-style-type: none"> <li>Put all trash in trash cans &amp; pick up litter.</li> <li>Walk your bike, scooter, or skateboard to and from the bike rack along the appropriate route.</li> </ul>
<b>HALLWAYS</b> Voice Level 1	<ul style="list-style-type: none"> <li>Keep to the right of the hallway</li> <li>Walk facing forward and safely at all times</li> <li>Always have a hallway pass</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door open for the person behind you.</li> <li>Treat others with kindness and respect</li> <li>Smile!</li> </ul>	<ul style="list-style-type: none"> <li>You <u>can</u> get to class in four minutes</li> <li>Dedicate yourself to being on time; move promptly</li> </ul>	<ul style="list-style-type: none"> <li>Keep the hallways clean.</li> <li>Throw away food or drink before entering the hallway</li> </ul>
<b>FOOD COURT</b> Voice Level 2	<ul style="list-style-type: none"> <li>Help others feel welcome</li> </ul>	<ul style="list-style-type: none"> <li>Say "Please" and "Thank you"</li> <li>Begin at the end of the line and stay in line</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated and at <u>your</u> table</li> <li>Walk slowly and safely at all times</li> </ul>	<ul style="list-style-type: none"> <li>Practice healthy eating</li> <li>Clean up after yourself and use recycle bins</li> </ul>
<b>COURTS / FIELD</b> Voice Level 4	<ul style="list-style-type: none"> <li>Watch for ways to help others</li> <li>Walk to and from the courts/field</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Include everyone in activities and games</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly and return at the whistle</li> <li>Stay on the field or court area once out there</li> <li>Be aware of the games and activities around you</li> </ul>	<ul style="list-style-type: none"> <li>Keep the area clean</li> <li>Finish food and beverages in food court</li> </ul>
<b>TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>Use technology as directed by the teacher</li> <li>Come to class charged and ready</li> </ul>	<ul style="list-style-type: none"> <li>Next Leave a positive digital footprint</li> </ul>	<ul style="list-style-type: none"> <li>Use devices for academic purposes</li> <li>Embrace new technological tasks and activities</li> </ul>	<ul style="list-style-type: none"> <li>Respect the tech</li> </ul>
<b>LIBRARY</b> Voice Level 0-1	<ul style="list-style-type: none"> <li>Be a positive example for our learning community in this central area</li> </ul>	<ul style="list-style-type: none"> <li>Respect library staff and resources</li> <li>Work quietly</li> </ul>	<ul style="list-style-type: none"> <li>Check out all materials prior to leaving the library</li> <li>Return materials promptly</li> </ul>	<ul style="list-style-type: none"> <li>Return materials promptly</li> <li>Check out all materials prior to leaving the library</li> </ul>
<b>BATHROOMS</b> Voice Level 2	<ul style="list-style-type: none"> <li>Wash hands properly</li> <li>Go directly to and from the Bathroom</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy</li> <li>One person per stall</li> </ul>	<ul style="list-style-type: none"> <li>Report problems</li> <li>Keep the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Schedule Breaks wisely: Dedicate yourself to being in class</li> </ul>
<b>ASSEMBLIES</b> Voice Level 0-1	<ul style="list-style-type: none"> <li>Use audience manners.</li> <li>Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>Show appropriate enthusiasm</li> <li>Keep remarks and gestures positive and polite</li> </ul>	<ul style="list-style-type: none"> <li>Wait for directions from adults.</li> <li>Listen attentively and show appropriate enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in a quiet, orderly fashion</li> <li>Keep remarks and gestures positive and polite</li> </ul>
<b>LOCKER ROOMS</b> Voice Level 2	<ul style="list-style-type: none"> <li>Be aware of others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy while changing</li> </ul>	<ul style="list-style-type: none"> <li>Put all belongings in locker and lock your locker</li> <li>Line up when dressed</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared with appropriate P.E. attire that fits school dress code</li> </ul>

## Schoolwide Positive Behavior Interventions and Supports (SW-PBIS)

Schoolwide Positive Behavior Interventions and Supports (SW-PBIS) is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social-emotional success of all students. The purpose of Montgomery Middle School's SW-PBIS is to provide a safe, positive and academically challenging environment, as well as to model and teach clear expectations to develop and cultivate self-based strategies that will enable all students the opportunity to rise to their behavioral and academic potential. The commitment and collaboration between students, parents/guardians, staff, and community members will instill the core values of being responsible, safe, respectful, and academically engaged at Montgomery Middle School.

PBIS methods are research-based and proven to significantly increase the occurrence of expected, positive behaviors in school. SW-PBIS is a proactive approach based on a three-tiered model of prevention and intervention. It provides students with lessons of modeled social skills and behavior expectations, uses consistent systems to encourage and reward appropriate behavior, and educates all staff in how to implement and participate in the process. In addition, data is collected and used for effective decision making regarding the social skills and behavior instruction in our school.

The primary goals of SW-PBIS are to increase the development and occurrence of appropriate student behavior, improve ongoing patterns of positive decision making by students, and increase the likelihood of improved academic performance of all students through teaching and learning time gained when students and instructional staff are productively and positively engaged. Staff members learn how to consistently embed teaching and monitoring of appropriate social and behavior skills into the school day and curriculum. They also learn how to structure school learning environments so that the appropriate skills will be utilized more often. Montgomery Middle School staff members actively communicate with students and families so that they better understand and support their children's development of appropriate social and behavior skills.

Montgomery Middle School implements a Positive Behavioral Interventions and Supports (PBIS) model. PBIS is a proactive approach that schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. At its heart, PBIS calls on schools to teach students positive behavior strategies, just as they would teach about any other subject, like reading or math. PBIS establishes a social culture and behavior supports needed to improve social, emotional, behavioral, and academic outcomes for all students. Throughout our lessons each day, we focus on implementing our schoolwide CORE values and character development.

Although many of our students consistently make positive choices for themselves, students may sometimes make unwise or unsafe choices that may require school staff implement additional consequences that may include:

## **Academics**

### **Homework**

Homework is an integral part of a child's learning experience. It promotes retention of information and teaches responsibility and independence. Students should expect to spend an average of 60-120 minutes per week per subject on homework (AR 6154).

### **Progress Reports and Report Cards**

Parents and students may monitor academic progress via the Parent and Student Portals. Beginning the 2020-21 School year, we no longer mail home paper copies of progress reports and report cards. Digital progress reports and report cards are available every six weeks.

Each parent has an account on the parent portal that can be accessed at: <https://parentportal.cajonvalley.net/>. If you need more information regarding your child's progress, please contact your child's teacher. If you need a copy of your login information, please contact the front desk.

### **Academic Honesty Policy**

**MMS agrees that the academically honest student DOES:**

- his/her own work
- acknowledge help from parents, older students and friends
- acknowledge the source of direct quotations
- acknowledge information taken from books, CD-ROMs and the Internet
- acknowledge reference materials in a bibliography
- understands what constitutes cheating and abides by all rules
- notify school staff if another student is attempting to cheat
- follow all exam rules

**DOES NOT:**

- use notes during a test unless allowed by a teacher
- copy from another student during a test
- copy from the homework of another student
- hand in work as their own that has been copied
- do homework for another student
- give another student their own work to copy
- Use Chat GPT, My AI, or any similar website/App/AI to write their paper

**Furthermore, the faculty agrees to:**

- Work with students to develop shared understandings about cheating, plagiarism, and other instances of academic dishonesty
- Assist students in the proper use of the library and Internet
- Award “zero” or “no credit” for an assignment attempted or completed through cheating
- Notify parent of any student found to be cheating or violating the academic honesty policy

**Schedule Changes****Counseling**

Counseling Team:

Roxanne Benson	Tiffany Neal	Angie Viado	Ashley Maher	Bree Galster
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The goal of the Montgomery Counseling Center is to make all students and families feel safe and welcome. In the Counseling Center, students are assisted with personal and academic issues. The Counseling Center team collaborates with teachers, administrators, and other staff members to create an encouraging environment where all students are supported so they can reach their full potential.

Middle school students can face academic, social, and personal challenges. The role of the school counselor is to help students navigate this process successfully. Students are met individually and in small student support groups. When necessary, referrals will be made to outside community resources.

**Schedule Change Policy**

Schedule changes are not made within the first two weeks of the school year and are discouraged. If a student desires a schedule change, a conference must be held with the student, parent, teacher of the class the student wants to drop, counselor, and administrator. Schedule changes, though sometimes necessary, are problematic. Therefore, we try to make as few schedule changes as possible. Possible reasons for changing schedules can include:

Scheduling problems associated with electives and/or necessary required classes, core/Honors class placement, and academic concerns. Schedule changes are not made due to personality conflicts or related to requests to be with friends. If a request for change is primarily due to behavioral concerns, a number of steps must be taken before any schedule change is considered. These can include but are not limited to: conferences with teacher/student and parent/teacher, meetings with Administration and Student Success Team (SST) meetings.

The following steps must be taken prior to any considerations for schedule changes and documentation provided:

Step 1: The student speaks with the teacher about their concerns.

Step 2: Parent/Teacher Contact - Two contacts must be made (at the minimum) to clarify and resolve any conflicts. These can be phone calls, emails, or in person meetings .

Step 3: Student meeting with Counselor – The student meets with the Counselor to discuss concerns and solutions, including a possible schedule change.

Step 4: Where and when applicable, the Grade Level Team will meet with the parent and the student to discuss moving classes.

## **Student Awards**

Montgomery is proud to recognize students who achieve exceptional academic performance and outstanding character. For this reason, each grade level has the following awards and criteria (GPA is explained below, as well):

### **8th Grade Awards and Criteria**

- Valedictorians: Students must earn a GPA of 4.0 for academics and at least a 3.8 for citizenship in all 3 years of middle school. (P)
- Honors at Promotion: Students must earn a GPA of 3.5 or higher in academics and 3.8 or higher in citizenship all three years of middle school. (P)
- CVEA Good Citizen: Student must demonstrate exemplary citizenship. (P)
- Principal's Honor Roll: Students must earn 3.5 or higher in academics and 3.8 or higher in citizenship. (T)
- Academic Honor Roll: Students must earn 3.5 or higher in academics. (T)
- Citizenship Honor Roll: Students must earn 3.8 or higher in citizenship. (T)
- Roadrunner Awards: Students are honored for demonstrating a particular character trait each month. (M)
- ELD: This award is given to students who demonstrate a positive attitude and exceptional growth in reading, writing, listening, and speaking. (M)

### **7th and 6th Grade Awards and Criteria**

- Principal's Honor Roll: Students must earn 3.5 or higher in academics and 3.8 or higher in citizenship. (T)
- Academic Honor Roll: Students must earn 3.5 or higher in academics. (T)
- Citizenship Honor Roll: Students must earn 3.8 or higher in citizenship. (T)
- Perfect Attendance: Students must not have any absences and tardies. (T)
- Roadrunner Student of the Month Awards: Students are honored for demonstrating a particular character trait each month. (M)
- ELD: This award is given to students who demonstrate a positive attitude and exceptional growth in reading, writing, listening, and speaking. (M)

### **GPA Explained:**

Montgomery Middle School encourages all students and parents/guardians to regularly review student Grade Point Averages (GPA). This information is accessible in the student's online record system (Student / Parent Portal or Q). Students and parents/guardians are strongly encouraged to understand GPA calculations and strive for the highest GPA possible. GPA is an important factor in creating improved academic opportunities for a student's future.

- GPA is calculated by adding together student grade-point values from report cards at both the progress report and final trimester report card and dividing that total sum by the number of classes (typically 6).
- Grade-point values are as follows:
  - 4 Points: A+, A, A-
  - 3 Points: B+, B, B-
  - 2 Points: C+, C, C-
  - 1 Point: D+, D, D-
  - 0 Points: F
- Example GPA:
  - A student receives the following grades: A, A-, B, B-, C+, C.
  - The total grade-point value when added together is 18.
  - When 18 is divided by 6 total classes, the student's GPA is 3.0.

# **Behavior Expectations**

## **Student Conduct**

The best education is achieved in an environment that is safe. Therefore, the school environment must be orderly, and a high standard of conduct must be maintained at all times. Any behavior that disrupts the educational process will not be tolerated. All students are responsible to behave in a manner that neither prevents teachers from teaching nor students from learning. In addition, the rights and property of others must be respected.

## **Challenge of Authority**

All school staff members are in a position of authority on campus and at any school-related activity. Students must follow the directions of all staff members. Direct challenges or verbal abuse toward a staff member will result in disciplinary action. If the challenge or verbal abuse is considered to be a threat, or results in bodily harm to a staff member, or their property, disciplinary action may include contact with local law enforcement.

## **Items Not to be Brought to School**

The following items are not to be brought to school:

- Weapons - Guns, knives, imitation weapons,
- Drugs, tobacco, or alcohol
- Aerosol cans, lighters
- Glass containers
- Energy Drinks
- Laser lights
- Any item that could distract from learning opportunities

**Any items of value brought from home are the responsibility of the student. The school is not held responsible for lost, stolen or damaged items.**

## **Bullying**

**Definition of Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient connection to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

Bullying and harassment includes, but is not limited to, conduct based on a student's actual or perceived race, color, national origin, sex, gender, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics or based on association with a person or group with any person with one or more of the aforementioned actual or perceived characteristics.

**Defining Cyberbullying** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the school may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

#### **Incident Statements in AP Office and Counseling: How to Report Bullying**

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to any staff member. Students will be asked to complete an incident report in the counseling office or office of assistant principal. Any school employee receiving such a report shall promptly transmit the report to the assistant principal.

### **Sexual Harassment**

Any action, comment or remark (whether written or spoken) that may provoke a negative reaction from another person is forbidden and subject to disciplinary action.

Unwelcome sexual advances, request for sexual favors and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate intimidations and threats or demands. Sexual harassment may include, but is not limited to:

- Physical assault
- Physical touching, pinching, patting, or blocking free movement
- Sexual propositions or advances
- Vulgar remarks, writings, notes, or actions
- Sexual derogatory comments

### **Public displays of affection**

Public displays of affection are not allowed at school or during school activities. Inappropriate displays of affection include, but are not limited to: hugging, hand-holding, intimate embraces, touching, kissing, and arms around the waist.

### **Selling Items on Campus**

Student groups may sell school items related to school events such as dances, etc. ***No other selling is permitted.*** Students selling other items will have the items confiscated and may have to return any payments they accepted. Parents will be notified and required to pick up any confiscated items.

## **Put-Downs, Disparaging Remarks, & Racial Slurs**

Appreciation of and respect for individual, ethnic, and religious diversity are essential to democracy and a peaceful community. Learning occurs best when students feel comfortable, safe, and valued. MMS promotes an atmosphere in which all students and staff are courteous and accepting of one another. Offensive, crude, lewd, and unacceptable words or actions will not be tolerated. Racial and ethnic slurs or any form of demeaning behavior is unacceptable. Some language or action may be considered intimidating and result in the most severe consequences. A referral will be written which describes the word, phrase, or gesture used. This referral will be shared with the parent/guardians to enlist their assistance in affecting a change in the student's attitude and behavior. Additionally, penalties will range from detention through referral to alternative school or other more severe consequences. Students who direct profane language or gestures at a teacher may be dropped from class on a first offense. Students who use racial slurs will be subjected to disciplinary action.

The District takes incidents very seriously when students make remarks (slurs) against other students, families, staff members, or members of the community. A "slur" is speech such as epithets, threats, verbal abuse, use of profanity, or derogatory comments that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics. A "slur" also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

## **Restroom Protocol**

- Students may only leave class with a restroom pass and are only allowed to be released with the permission of the teacher, one at a time
- Restroom use will be monitored by each classroom teacher. Excessive use of restrooms, without a medical excuse, may result in parent contact and/or further consequences
- Inappropriate use of the restroom may result in restricted use (limited passes, hallway escort, scheduled breaks, etc.)
- Students are expected to immediately report any vandalism, disorder, or misuse of restroom facilities

## **Passing Periods**

- Students are expected to walk directly to their next classroom and follow all "BEEP" expectations in the common walkways.
- During 1st lunch, students going to lunch exit through the main building doors to the lunch tables. All others enter the building using the exterior doors.
- During 2nd lunch, students going to lunch exit through the exterior doors, around the building and towards the plaza towards the lunch tables.
- Students should not cut through the library to get to their destination.

## **Gambling**

Gambling in any form is prohibited. Playing cards, dice, or poker chips are prohibited on campus. Spectators to gambling will be subjected to similar or the same disciplinary consequences as students engaged in gambling.



## **Gangs & Graffiti**

A gang is any group of two or more people who conspire to break the law. This includes any act of threatening or intimidating behavior or vandalism. All “tagging” may be considered gang-related and is an act of vandalism in violation of California State Law. Students may not be in possession of notebooks, binders, books with covers or any other items, which display graffiti. In addition, students may not possess any type of marking pen (other than highlighters) or other items typically used to write graffiti unless under the direct supervision of a staff member. Students who “mad dog” or stare at other students, or who flash gang signs will be considered as exhibiting intimidating behavior.

## **Consequences for Graffiti and Displays of Graffiti**

Markers, notebooks, binders, book covers or any other items displaying graffiti will be confiscated. Repeat offenders will be considered defiant and will be subjected to disciplinary consequences, including but not limited to suspension. Students who write graffiti on school property may be subject to arrest on their first offense and/or charged for the cost of damage to school property. Students who intimidate others will receive consequences ranging from suspension through referral to the Governing Board for expulsion.

# **Progressive Discipline Plan**

## **School Climate:**

Montgomery Middle School utilizes a Positive Behavior Interventions and Supports (PBIS) system, along with a restorative model where we:

1. Explicitly **TEACH** what is expected
2. Actively **ACKNOWLEDGE** students when they are following the expectations
3. Instructionally **CORRECT** students when they are not following the expectations

We work to acknowledge positive behaviors and we use data to make decisions that develop and promote school values and implement school-wide policies that are proactive, preventative, and restorative.

## **Core Beliefs:**

When working with students in a disciplinary situation, we believe:

- Every attempt should be made to maintain the dignity of both the students and the adults
- Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- Students should have the opportunity to tell their side of the story (due process) when consequences appear unfair.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- There should be a logical connection between misbehavior and resulting consequences.

Although many of our students consistently make positive choices for themselves, sometimes there might be unwise or unsafe choices made where we need to implement additional consequences/interventions that may include parent/teacher conferences, alternatives to lunch, campus beautification, in or out of school suspensions or loss of privileges.

## **Equity:**

Processes are developed to support the reduction of exclusionary discipline to provide our students with equitable access to education. Our work is focused on increasing classroom engagement for every learning style and our capacity for being culturally competent in our instructional practices and inclusive of our diverse learning styles.

## **Restorative Practices:**

Restorative practices is a range of community building, peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline. Restorative inquiry is an essential restorative practice. A series of guiding questions are asked:

- What happened?
- Who was affected/impacted?
- What can be done to make and keep things right?
- How can others support you?

## **Searches and Seizures**

The law provides school officials with a wide latitude to search students, their possessions, and automobiles in the ongoing effort to maintain a safe and secure campus. When a school official has a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the official access to other personal items (backpacks, lockers, etc...) which may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped all students will be cooperative as the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly includes being off campus without permission or a report made by another student, parent, or staff member regarding possible possession of contraband or dangerous objects. Students should also be aware that any contraband or dangerous objects found in their possession will be assumed to belong to them. Finally, if a student should discover contraband or dangerous objects on campus, they should go directly to a vice principal or other staff member and turn it over without delay. (Education Code 489050)

## **Conferences**

These are discussions between the student, teacher(s), administration (assistant principal or principal), counselor, and the parent(s)/guardian(s). Not every conference will include all the previously listed parties, but the process of correction and support often begins here.

## **Detentions**

They can be either before school, after school, or during lunch. The detention assignments are at the discretion of the teacher or administrator. After-school detentions served through the AP Office or other location will begin at 3:30 p.m. Students are responsible for arranging their own transportation home.

## **In-School Suspension (ISS)**

ISS will be assigned on the first available school day as determined by the administration (assistant principal or principal). Students complete academic work productively for the entire time; teachers will send all work for that day and any late or missing work. ISS will be held in an alternative classroom. If a student is unable to maintain appropriate behavior in ISS, they may receive an Out-of-School Suspension (OSS). Students may be expected to make up their day of ISS upon return from OSS.

## **Out-of-School Suspension (OSS)**

Suspension is a very serious disciplinary action. A student can be suspended out of school by a site administrator for as few as one (1) day and for as many as five (5) consecutive school days. All work assigned during the suspension must be picked up by a parent or designee and is due upon the student's return to school. Any student who is suspended must adhere to these restrictions:

1. The student is not permitted on any Cajon Valley Union School District campus without specific permission from the principal.
2. The student is not permitted to participate in any school function or extra-curricular activity while suspended.
3. The student is not permitted to participate in any school function or extra-curricular activity until they attend a full day of classes after returning to school.
4. All work assigned during the suspension must be picked up by a parent/guardian or designee and is due upon the student's return to school.
5. OSS is the most severe disciplinary consequence leveraged against a student with the exception of being formally expelled from school by an act of the Board of Education.

## **Suspension & Expulsion - (CA Education Code: 48900 et al.)**

The following conduct is forbidden by law and beyond regular disciplinary procedures. These offenses apply to the student "to and from" school and during all on or off campus activities. These acts may result in suspension and/or expulsion. Students and parents/guardians are strongly encouraged to fully review CA Ed. Code 48900).

- Physical Injury to another person
- Weapons (firearms, knife, explosive, or other dangerous object)
- Possessed, sold, delivered or furnished, under the influence of Alcohol, an intoxicant or a controlled substance
- Substance represented to be alcohol, intoxicant, or a controlled substance.
- Committed or attempted to commit robbery or extortion.
- Damage to school or private property
- Tobacco or nicotine products on school premises.
- Obscenity (obscene act, habitual profanity/vulgarity, vulgarity)
- Drug Paraphernalia
- Knowingly received stolen property
- Imitation firearm
- Sexual assault or battery
- Harassed, threatened, or intimidated a witness
- Selling of any prescription drug
- Hazing
- Engaged in an act of bullying
- Aiding and abetting physical injury
- Sexual harassment (verbal/visual, physical)
- Engaged in hate violence
- Engaged in intimidation (harassment/threats)
- Terrorist threats against school officials or school property

# Technology

## Cell Phone & Electronic Device Use Policy

We believe that it is imperative that we teach digital citizenship here at Montgomery as a means to becoming a well-rounded global citizen. Digital citizenship is defined as, “the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level.” With improved digital citizenship, all students and staff members can more effectively contribute to a positive and productive school community here at Montgomery Middle School.

Expectations for using electronic devices (cell phones, smart watches, headphones, earbuds, AirPods, etc.)

- ♦ Students must power off their cell phones and secure them in their BACKPACK, NOT THEIR POCKET, when on campus.
- ♦ Smart watches such as Apple Watches should be left at home or stored in backpacks just like cell phones.
- ♦ Headphones, earbuds, and other listening devices (other than auditory medical devices) must be *wired and used in the classroom at teacher discretion*.
- ♦ AirPods, Beats, and other wireless (e.g. Bluetooth) headphones/earpieces are not permitted.
- ♦ Students may not wear headphones or earbuds of any kind outside of the classroom.
- ♦ Students shall not send text messages or make phone calls during class.
- ♦ Students shall not make any social media posts during school hours.

### **MMS Policy for students who fail to abide by the rules for cell phone/device usage:**

**1st offense:** Warning, review cell phone policy, contact parent/guardian.

**2nd offense:** Turn in cell phone and pick up at AP Office at the end of the school day.

**3rd offense:** Parent/guardian must pick up the cell phone/device at the AP Office.

**Continued offenses:** Student must check in phone daily with the AP office and may lead to loss of privileges and/or disciplinary consequences including having parents pick up.

## Montgomery Middle School is Not Responsible for Lost or Stolen Devices/Belongings.

DO NOT BRING VALUABLES OR DEVICES TO SCHOOL. Students should keep money and items of value at home to reduce distractions and to ensure a more stress-free learning environment. Personal property that is not used in the instructional program should not be brought to school; this will help prevent loss or theft for which the school is not responsible.

## School Phone Use

Students will be allowed to use the phone in the classroom during class time only in case of an emergency and with permission of the teacher. Students who are feeling ill need to check in to the health office and the staff will make parent contact when needed. Students are allowed to use the phone in the Main Office before school, during the lunch period, and after school for parent/guardian contact only. We encourage students and their parents/guardians to have good communication by making pick-up plans before school whenever possible.

To ensure the safety of all students, to protect personal property, and to ensure the educational process is not disrupted, cell phones, iPods, MP3 players, airpods, apple watches, cameras, CD players, portable speakers, radios and other recording devices should not be brought to school. In addition, cellular phones and chromebooks may only be used during instructional time at the teacher's discretion. The school is not responsible for any damaged, lost, or stolen cell phones or any other electronic devices.

## **Photographs, Videos, Recordings, etc.**

Please note that devices capable of capturing, transmitting, or storing images or recordings may not be operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy. No photographs, videos, or audio recordings may be taken on campus. No photographs of students may be shared without permission. Exceptions are made for clubs such as Broadcast and yearbook and special teacher projects. (Admin. Regulation: 6163.4)

## **Chromebook Policies and Expectations**

Students must:

- ♦ Bring their Chromebook charged every day.
- ♦ Take care of their Chromebook and return it in good condition.
- ♦ Use only authorized apps or extensions.
- ♦ Report inappropriate content or behavior immediately.
- ♦ Use Google Classroom as directed by teachers
- ♦ No games, social media, or shopping during instructional time.
- ♦ Follow all rules outlined in the Cajon Valley Union School District Technology Use Agreement.

*Students and Families are responsible for any damages to Chromebooks and lost or stolen devices. We highly recommend that coverage is purchased to cover damages to Chromebooks. The cost is \$20 for the school year. Payments can be made via the Parent Portal or in cash at the front office.*

Estimated Repair Costs: costs may vary depending on the nature of the damage			
Replacement Charger	\$30	Chromebook	Approximately \$300

### Internet Safety & Technology Use

At our school, students have access to district devices. It is expected that all students will use the technology for learning. **If a student uses a district-issued device inappropriately, disciplinary action will result.**

For more information, please see the [CVUSD Technology Policy](#).

# **Food and Drink**

## **Breakfast and Lunchtime Behavior**

MMS expects all students to behave appropriately throughout the school day, including breakfast and lunch times. Each student should find a table in their identified grade level area to sit at for the entire eating period. Students may leave their table for four reasons during mealtimes; they may buy food, throw away trash, use the restroom, or go to a supervised activity AFTER being released by a staff member. Failure to follow mealtime rules may result in disciplinary consequences.

## **Cafeteria Privileges and Loss of Privileges**

Students eat breakfast and lunch in the food court. Some students may lose this privilege for specified periods of time because of infractions at breakfast and/or lunch time. It is up to students to ensure their school behavior is such that they do not lose privileges. Those who do lose privileges may be assigned to a different area during their lunch period. Excessive infractions may result in the notification of parents/guardians and other additional disciplinary actions.

## **Cafeteria Expectations**

During breakfast and lunch, students are expected to:

- ♦ Sit in their designated grade level area
- ♦ Have no more than 4 students at an umbrella table and no more than 8 students at a long table.
- ♦ Clean up after themselves, making sure to put all trash in the garbage cans.
- ♦ Remain seated unless getting food, throwing away trash, using the restroom, or receiving permission to participate in a supervised activity (i.e., field, courts, gym foyer, library, etc.)

## **Breakfast Procedures**

- ♦ Breakfast is served in the cafeteria from 8:30 a.m. to 8:55 a.m.
- ♦ Students must sit in their designated grade level area
- ♦ Students need to clean their area after eating.
- ♦ All students must leave the cafeteria when the bell rings to start the school day.
- ♦ **No food or drinks may leave the cafeteria.**

## **Lunch Procedures**

Students will be assigned to a specific lunch period. Montgomery Middle School is a closed campus school and students are not allowed to leave the building unless they have checked out in the Attendance Office.

It is expected that students will keep their proper place in the food lines, observe good table manners, and clean up after themselves. If you sit down at your table and notice that the table or the floor around it is dirty, please notify a staff member; if you don't, you will be expected to clean up the mess. Students remain in the cafeteria for their entire lunch period unless other areas are designated.

**No food or drinks may leave the cafeteria.** Food or drinks in the hallways may be confiscated from students. Please do not bring any food to school for sharing (store bought or homemade). Candy is permissible during a classroom event with teacher consent. Food may only be in class with teacher permission

## **Gum**

In an effort to keep the MMS campus clean and beautiful, **gum is never allowed at school!**

# **Student Dress Code**

## **Student Dress and Appearance – Dress For Success!**

- Clothing must be worn appropriately.
- Undergarments (bras and/or underwear may not be visible)
- Pants must be worn at the hips or above; boxers/underwear/undergarments cannot be exposed.
- Tops/shirts must completely cover the torso and cleavage at all times. Midribs cannot be exposed. All shirts must have at least one inch straps that go over the shoulder. If a shirt has not met this requirement an over shirt or sweater must be worn over.
- Shorts/skirts must be worn at an appropriate length (must reach fingertips with arms relaxed by your sides).
- Pants with holes above the fingertips are not allowed.
- See through clothing is not allowed
- Shoes must be worn at all times.
- Clothing or accessories may not advertise alcohol, tobacco, or drug products or have inappropriate or gang related or suggestive language and may not cause a distraction to the learning environment.
- Headwear may be worn in the school buildings. Headwear may not impede a student or teacher's ability to be engaged in learning and not interfere with the line of sight to any student or staff. Students' faces and ears should be visible.
  - Students must comply with any staff requests to remove headgear indoors
  - Exceptions are made for students with religious or medical reasons

## **Students not complying with this policy may be subjected to the following:**

- ◆ Students will be asked to either replace or cover the inappropriate clothing if it is their first offense.
- ◆ Students may be issued "loaner" clothes Students may lose the privilege of wearing headwear.
- ◆ Chronic offenses may result in disciplinary actions.

This policy may not address all of the potential problems. Administration will review cases individually as needed and a final decision will be made. These decisions are made so that Montgomery Middle School is able to establish and maintain a safe and non-disruptive learning environment.



## Reflect Your Respect

Must Wear	May Wear	May Not Wear
<ul style="list-style-type: none"> <li>✓ A shirt (with opaque/non-see through fabric in the front, back and on the sides under the arms)</li> <li>✓ Pants, jeans or the equivalent, such as sweatpants, leggings, skirts, dresses, or shorts that must be at least mid-thigh in length.</li> <li>✓ Shoes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hats and beanies (must allow the face to be visible to staff, must not interfere with the line of sight of any student or staff). Students must comply with teacher/staff requests to remove head wear indoors.</li> <li>✓ Religious headwear or scarves</li> <li>✓ Hoodie Sweatshirts</li> <li>✓ Fitted pants, sweat pants, dark colored leggings</li> <li>✓ Ripped jeans, as long as rips are mid-thigh or below</li> <li>✓ Tank tops - undergarments must not be visible or be too low cut</li> <li>✓ Athletic attire that conforms to the dress code</li> </ul>	<ul style="list-style-type: none"> <li>✗ Baggy/saggy pants</li> <li>✗ Clothing with underwear showing</li> <li>✗ Spaghetti strap (strap must completely cover the undergarments)</li> <li>✗ White muscle tank shirts</li> <li>✗ Underwear shirts</li> <li>✗ Backless shirts or excessively low-cut shirts</li> <li>✗ Bare midriff (stomach) may not be exposed</li> <li>✗ Strapless/tube tops, off-shoulder or single strap garments</li> <li>✗ See-through tops</li> <li>✗ Halter shirts or dresses</li> <li>✗ Slippers and pajamas</li> <li>✗ Sandals and slides</li> <li>✗ Micro mini skirts and shorts</li> <li>✗ Garments or headgear displaying logos of racist groups, gangs, vulgar gestures, sexual slurs or symbols of hate, intolerance or discrimination.</li> <li>✗ No accessories that could be considered dangerous or could be used as a weapon (i.e., spiked jewelry, wallet or waist chains)</li> <li>✗ Wearing apparel or headgear advertising alcohol, tobacco, drugs, death or violence</li> <li>✗ No skirts or shorts shorter than mid-thigh</li> </ul>



## **Athletics**

Montgomery has an after school sports program. Students must earn a 2.0 or higher in academics and citizenship to participate and have good behavior. Suspensions and other poor behavior issues may result in elimination from school sports activities.

### **Physical Education**

**Uniforms:** All students are required to wear the official Montgomery Middle School P.E. uniform. Uniforms will be sold in P.E. classes and should be purchased during the first three days of school. The cost of the PE uniforms is \$20. The coaches will mark new uniforms with the students' names. Students are not allowed to mark their uniforms in any manner. Cotton sweats, solid in color and without any pockets, hoodies, lettering or logos of any kind, may be worn on cold days. Students that need to cover their arms or legs for religious reasons may wear solid colored leggings and a solid colored long sleeve shirt with no markings under their uniform.

### **Lockers/Locks**

All students will be assigned a gym locker at the beginning of the year. Locks are provided by the MMS P.E. Department for all students. Lost or broken locks must be replaced from the MMS P.E. department for \$6.00.

To ensure the safety of personal items, all belongings should be locked in the student's assigned locker at all times and combination numbers should never be shared with anyone. The school is not responsible for lost or stolen items.

### **PE Excuse Notes**

PE excuse notes written by a **parent** must be given to the teacher via email, written note, or phone call. A parent note can excuse a student for up to 3 consecutive days only.

A doctor's note is required for excuses that are more than three days. Any submitted doctor's note must outline the extent of restrictions or limitations, with specifics regarding physical activities that are affected by such restrictions or limitations. The doctor's note must also clearly indicate beginning and ending dates of any physical activity restrictions or limitations. All doctor's notes pertaining to limitations or restrictions for physical activity must be submitted directly to the Health Aide.

Students who are excused from regular activities must complete written assignments to maintain credit.

# **Parent Involvement**

## **Advisory Groups**

- ♦ Parent Teacher Student Association (PTSA)
- ♦ School Site Council (SSC)
- ♦ English Language Advisory Committee (ELAC)

## **Parent Communication**

At Montgomery we believe communication is the key to student success. There are many ways parents can communicate with teachers and staff.

- ♦ Parent Square-School-Home Communication Platform
- ♦ Parent Portal- Access students' grades, attendance, and test scores. See the front office for information to login.
- ♦ Teacher emails
- ♦ Teacher voicemail (Call 619-588-3107)
- ♦ School homework calendar on website
- ♦ Back to School Night
- ♦ PTSA meetings
- ♦ ELAC meetings
- ♦ Coffee with the Counselor

## **Parent Phone Numbers**

Montgomery Middle School parent organizations, SSC, PTSA, ELAC will be provided with parent contact numbers to call about school functions. If you do not want your information shared, you must notify the school in writing within your child's first week of school. (*Ed Code: 49073*)

## Events and Activities

### Activities

We have activities throughout the year to promote a positive environment where students feel a sense of belonging and pride in our school community. The activities are for MMS students only. All school rules and dress code apply.

#### Examples of activities include

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>♦ Dances</li><li>♦ After school sports</li><li>♦ Clubs</li><li>♦ Reward parties/Assemblies</li></ul> | <ul style="list-style-type: none"><li>♦ Friday Lunch Activities</li><li>♦ Students Vs. Staff Games</li><li>♦ Pep Rallies</li><li>♦ PBIS Student Store</li></ul> |
|--|---|

### 8<sup>th</sup> Grade Promotion Activities & Eligibility

The governing Board expect 8th grade regular education students to meet these minimum standards of achievement and attendance to qualify for participation in promotion activities:

**Academic Achievement:** Students must have a minimum cumulative Grade Point Average (GPA) of 1.5, on a 4-point grade scale, to participate in promotion (A=4, B=3, C=2, D=1 and F= 0).

**Attendance Requirement:** Students must have no more than 25 excused or unexcused absences per school year to participate in promotion.

Students who fail to meet these minimum standards will be referred to the Promotion Committee. The Promotion Committee will analyze each student's school history, achievement, and attendance records. The Promotion Committee will then determine each student's eligibility to participate in the promotion activities.

### 8<sup>th</sup> Grade Promotion Activities & Eligibility

8<sup>th</sup> graders who have the following, may not be eligible for activities leading up to promotion.

- Tiered system of consequences- see below chart
- GPA lower than 1.5
- More than 25 absences

\* Students who do not meet these specific requirements will be referred to a site committee consisting of one school counselor, one seventh grade teacher, two eighth grade teachers, assistant principal, and principal.

The Governing Board expects students to progress through each grade level within one school year. Toward this end, instruction shall be designed to accommodate the variety of ways that students learn and provide strategies for addressing academic deficiencies as needed..

The CVUSD Governing Board policy AR5123.1(a) and AR5123.1(b). If you have any questions or concerns, please contact our counseling department or our assistant principal's office.

# **Emergency Procedures**

During a crisis, Montgomery Middle School staff will implement the Crisis Response Plan for that particular emergency. Students will be responsible for following the directions of staff members. Staff members have been trained and will know the correct response to any crisis. Students also will be taught the correct response to emergency situations.

Montgomery Middle School has a Crisis Response Plan to deal with emergencies, including earthquakes, fires, bomb threats, active shooter on campus, intruder on campus, or any disaster. Each response includes procedures for safely evacuating students from classrooms and for articulating with law enforcement or other emergency agencies. The school has a plan for uniting students with their parents, setting up a first aid center, establishing a command center, and providing for the comfort and security of students.

## **In Case of An Emergency**

### **What do students do during an emergency?**

Follow the directions of staff members, since they are trained to handle emergencies. If you are not in a classroom, find the nearest adult and follow their directions.

### **How will I be reunited with my parents?**

During an emergency situation, the school will establish a Family Reunion Area where parents can pick up their children. Only your parents or others listed on the permanent record card may pick up a student. They must have identification.

### **What happens when a student needs their medication that is kept in the office?**

All student medications will be taken to the First Aid Center, so students needing their medication will have it available.

### **What happens if my parents are unable to pick me up?**

During an emergency situation, students who are still at school at the end of the day (4:30 p.m.) would be released to the El Cajon Police Department (ECPD). The ECPD would reunite children with their parents. In the case of a severe disaster/emergency, Montgomery Middle School will follow the directions of the Cajon Valley Union School District Emergency Operations Plan. All students will be cared for until reunited with their parents or placed in the care of the appropriate emergency agency.

# MMS PARENT/SCHOOL COMPACT

Montgomery Middle School believes in high standards for its students and staff. We believe that a commitment by everyone involved will ensure the best possible climate for a high quality education for our children. *This agreement is a promise that students, school staff, and parents work together toward student success.*

**As a STUDENT I will be responsible for:**

- ♦ Showing courtesy and respect to others.
- ♦ Showing responsible behavior by following school rules, including the Technology Use Agreement.
- ♦ Attending school regularly and on time.
- ♦ Coming to school with all necessary materials (for example: chromebook, papers, notebook, homework)
- ♦ Completing all class and homework assignments to the best of my ability.
- ♦ Sharing my classroom work with my parents.
- ♦ Reading daily at home.
- ♦ Asking my teacher and parents for help, when needed.

**As a TEACHER I will be responsible for:**

- ♦ Teaching grade level standards and concepts using effective teaching strategies.
- ♦ Addressing the individual needs of all students in my class and providing extra assistance.
- ♦ Communicating frequently with parents regarding student progress.
- ♦ Providing a safe, positive, and healthy learning environment for the students.
- ♦ Correcting and returning student work in a timely manner.
- ♦ Communicating to students and parents expectations for homework, class work, and behavior.
- ♦ Encouraging students to do their best and ask for help when needed.

**As a PARENT/GUARDIAN I will be responsible for:**

- ♦ Sending my child to school regularly and on time.
- ♦ Reading or listening to my child read daily.
- ♦ Providing necessary materials to support my child's learning.
- ♦ Providing a time and place for quiet study and encouraging good study habits.
- ♦ Monitoring homework.
- ♦ Monitoring my child's use of the internet and social media
- ♦ Attending conferences, parent events and workshops.
- ♦ Reinforcing school and classroom rules, including the Technology Use Agreement.
- ♦ Making education important in my home.

**As a PRINCIPAL I will be responsible for:**

- ♦ Creating a welcoming environment for students and parents.
- ♦ Communicating to students and parents the school's mission and goals.
- ♦ Ensuring a safe and orderly learning environment.
- ♦ Reinforcing the partnership between parent, student, and staff.
- ♦ Acting as the instructional leader by supporting teachers in their classrooms.
- ♦ Providing appropriate professional growth opportunities for teachers.
- ♦ Encouraging parent involvement and education.
- ♦ Providing translations if needed.

By signing below, we agree that we have read and reviewed the Parent/School Compact and the Student/Parent Handbook.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**PLEASE RETURN THIS PAGE TO YOUR 0 PERIOD TEACHER WITH YOUR BACK TO SCHOOL ENVELOPE**