

MONTGOMERY MIDDLE SCHOOL

A STRENGTHS-BASED DEMONSTRATION SCHOOL

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PARENT & STUDENT HANDBOOK

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Nondiscrimination Statement: The Sweetwater Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer, Dr. Vernon Moore at 1130 Fifth Avenue, Chula Vista, CA 91911, (619) 691-5564, vernon.moore@sweetwaterschools.org; Title IX Coordinator, Robert Hughes at 670 L Street, Suite G, Chula Vista, CA 91911, (619) 600-4900, compliance@sweetwaterschools.org; and Section 504 Coordinator Sonia Picos at 1130 Fifth Avenue, Chula Vista, CA 91911, (619) 691-5564,



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MAYAN CODE OF CONDUCT

In Lak'Ech - Ju Eres Mi Otra Yo ♥ *You Are My Other Me.*

WE ARE MAYANS!

MAKE A DIFFERENCE <ul style="list-style-type: none">• Be a team player	Choose to be: <ul style="list-style-type: none">• Collaborative problem solver• Active participant• Compassionate
ATTITUDE <ul style="list-style-type: none">• Positive and Respectful	Choose to be: <ul style="list-style-type: none">• Inquisitive• Self respect• Supportive and encouraging
YOU MATTER <ul style="list-style-type: none">• Challenge yourself and be proud	Choose to create: <ul style="list-style-type: none">• Goals & "Never give up"• Healthy choices• Positive relationships
ACADEMICS <ul style="list-style-type: none">• Organized and reflective with high expectations	Choose to be: <ul style="list-style-type: none">• Literate & a critical thinker• Willing to try• Resourceful & responsible
NO HARM <ul style="list-style-type: none">• Empathy & understanding	Choose to be: <ul style="list-style-type: none">• Open minded• An Upstander vs. bystander• Tolerant and a positive communicator
STRENGTHS <ul style="list-style-type: none">• Self awareness	Choose to: <ul style="list-style-type: none">• Name your strengths• Claim your strengths• Aim your strengths



In Mayan tradition, there is a Mayan greeting that is used called In Lak'ech. In Lak'ech is a timeless belief that Tu Eres Mi Otra Yo, or You Are My Other Me. This means that we are all humans who deserve equal respect. Here at Montgomery Middle School, we pride ourselves on being respectful, honorable and kind. Everyone is expected to be respectful to each other, follow school rules, and maintain a safe and clean campus. Therefore, everyone is expected to:

Make A Difference

- Keep the School Grounds Clean
 - Clean up after yourself.
 - If you see trash, pick it up and dispose of it properly.
 - Take good care of books, desks, furniture, equipment, etc. Vandalism is a crime and will receive serious consequences.
- Keep classrooms pest free. No food, drinks, gum or candy in the classrooms. Only a bottle of water is acceptable.

Attitude

- Treat every teacher, staff member, and substitute with respect and courtesy.
- Follow dress guidelines.
- Be honorable even when school gets difficult. Don't resort to cheating or forgery.

You Matter

- Speak in a way that brings you closer to your goals and avoid using profanity or obscene gestures.
- Stay focused on your academics. The research states that dating in middle school can have harmful effects including lowered academic performance and self esteem based on having a significant other.
- Take care of your physical and emotional health. Exercise regularly and ask your counselor or trusted adult for support.

Academics

- Your focus is on creating the best life for yourself through academics.
- You are responsible for checking your grades on Jupiter/google classroom.
- Be an advocate for yourself by communicating with your teachers.
- Keep your eyes on your goals!

No Harm

- Treat people in a way that makes your family proud. No harassment or bullying. Instead of confronting, ask an AP or counselor to help you have a conversation.
- Social Media should be used with caution and when you are mature enough to treat people kindly.
- Violence is not the answer!

Strengths

- Name- know your strengths.
- Claim- recognize the strengths in others and yourself. People have the right to be different from you.
- Aim- use your strengths to achieve your goals



SUHSD Non-Discrimination Statement

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Declaración de no discriminación: El distrito Sweetwater Union High School District prohíbe la discriminación, la intimidación, el acoso (que incluye el acoso sexual), o la intimidación escolar (bullying) en función percibida o real de edad, ascendencia, color, discapacidad, género, identidad de género, expresión de género, estado migratorio, nacionalidad, raza, u origen étnico, religión, sexo, orientación sexual, de la persona; o por asociación con una persona o un grupo con una o más de dichas características percibidas o reales. En caso de preguntas o quejas, favor de comunicarse con el Director de Cumplimiento / Coordinador del Título IX Robert Hughes at 670 L Street, Suite G, Chula Vista, CA 91911, (619) 600-4900, compliance@sweetwaterschools.org; Gerente del Programa de Cumplimiento / Coordinadora Adjunto del Título IX Natalie Cruz at 670 L Street, Chula Vista, CA 91911, (619) 600-4900, natalie.cruz@sweetwaterschools.org.

SUHSD Students Rights and Resources

Below are links for parents and students to access to ensure that the school and district follow and adhere to the district's non-discrimination statement.

- [Nondiscrimination, Harassment, & Intimidation Policy](#)
- [Sweetwater Union High School District Board Policies](#)
- [Bullying & Cyberbullying Procedure](#)
- [Bullying Prevention & Resources](#)
- [CDE Statewide Resources for Students](#)
- [Suicide Prevention Policy](#)
- [LGBTQIA+ & Gender Nonconforming](#)
- [Fraud Prevention](#)
- [Sexual Harassment Defined](#)
- [Williams Act](#)
- [Title IX](#)
- [Student Sexual Harassment Policy](#)
- [Sex Discrimination, Harassment, & Uniform Complaint Procedure \(UCP\)](#)



Attendance Policy ([version en español](#))

Overview - One of the most significant factors affecting school success is regular attendance*. Students must be in class on time and prepared to learn (homework completed, necessary books and supplies ready).

**Pursuant to California Education Code, it is the duty of each parent, guardian or person having control or custody of a minor, to compel and guarantee regular and prompt attendance to class.*

Excused Absence Notification and Recovery

- When a student is absent, the **PARENT or GUARDIAN** must contact the school and verify the reason for and the dates of the absence within 30 days of the absence. (*Sweetwater Union High School District Board Policy 5112*). If it is not excused within the ten days, students must attend Attendance Recovery/Saturday School to clear the absence (SUHSD Board Policy 5112). Students who miss more than one day in a month are subject to placement on an attendance contract.
- *Note: Excusing a student's absence does not mean the absence is erased from the student's file.*
- Students may occasionally need to be absent for illness, emergencies, etc. In such cases, it is suggested to attend Saturday School for each day they missed school. Students have the responsibility to arrange make-up work with their teachers.
- Call our Attendance Office at (619) 662-8200.
- Student absences relating to participation in approved school activities (Knowledge Bowl, Band or Mariachi concerts, etc.) are considered school excused.

Number	Consequence	Responsible
5 days	Excessive Excused Absences Contract (Pre-SARB) Doctor's Note required for subsequent absences	Administration
More than 5	SARB contract at the district office	Administration
More than 15	Alternative Placement / referral to court	Administration

Unexcused Absences - An unexcused absence/truancy is when a student is deliberately absent from school and/or class without the knowledge or consent of their parents or the school. Student absences may be monitored by parents. Contact the Attendance Office at 662-8200. ***The automated attendance calling system will call home after each unexcused absence.***



Tardy Policy

Overview - Punctuality is an important life skill and tardiness is extremely disruptive in the educational process. Please understand that when a student is tardy, they interrupt the instruction of other students in a class when the teacher must stop instruction to adjust attendance records and catch the tardy student up.

- A student is considered tardy if he/she is not in their seat when the tardy bell rings.
- Students that are late will get a tardy slip from the main office before attending their class. Excused tardies are issued if a student returns from a medical or dental appointment during a period or the parent contacts the office to excuse a tardy. Students are responsible to make up for all missed work for that period.

Tardy Consequences

- A student that has 12 or more unexcused tardies will be assigned Saturday school.
- Citizenship grades may be lowered if a student is excessively tardy.
- Students that are tardy during a sweep, will serve after school detention the same day.

Unexcused Absences

Number	Consequence	Responsible
5 full days	Parent-Student Contract (Pre-SARB) and Attendance Recovery (Saturdays)	Administration
8 days	Referred to SARB Committee Intra-district transfer, revoke transfer	Administration

Excused Absences

Number	Consequence	Responsible
5 days	Excessive Excused Absences Contract (Pre-SARB) Doctor's Note required for subsequent absences	Administration
Absent more than 5 times without verification	May be referred to SARB	Administration
More than 15 absences	Alternative Placement	Administration



Academic Honesty at Montgomery Middle School

Overview - Academic honesty and personal integrity are fundamental components of a student's education and character development. Montgomery Middle School expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The well being of the entire school community depends on the student accepting responsibility for personal conduct in both social and academic endeavors.

Plagiarism is not tolerated at Montgomery Middle School. Plagiarism includes (but is not limited to) the following:

- Using someone else's words or ideas without proper citation
- Copying someone else's work and calling it your own
- Copying and citing a work that is longer than a paragraph (print or online sources)

Cheating is work that doesn't reflect your own effort and understanding. This can take many forms and will not be tolerated at Montgomery Middle School. **Do not give the appearance of cheating.** Cheating includes (but is not limited to) the following:

- Looking at others' answers on tests and homework
- Taking someone else's paper and putting your name on it
- Copying someone else's work, answer for answer
- Rearranging words from someone else's work
- Allowing someone to copy from your paper
- Telling someone else the answers on an assignment or test
- Having someone else do your work for you (Friends, Family, Tutors, etc.)

There are **other forms of academic dishonesty** that will not be tolerated at Montgomery Middle School. They include:

- Making up data for an assignment
- Claiming to have handed in an assignment when the student knows they have not done so
- Sabotaging someone else's work

Teachers and administrators will support each other in cases of academic dishonesty. In any case of academic dishonesty or the appearance thereof, **teachers may give a zero on the assignment or the student may be given the chance to redo it for a lesser grade.** It is the hope of the teachers and administration at Montgomery Middle School that all students will be honest in all of their academic endeavors.



Dress Code

(version en español)

Overview - The Board of Trustees believes that appropriate dress and grooming contribute to a safe, healthy and productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which interferes with the education process.

Clothes that promote drugs, alcohol, tobacco, gang attire or violence are not permitted. Clothing that contains suggestive, obscene or offensive messages or graphics that demean others based on ethnicity, appearance, religion, gender, sexual orientation, or those with disabilities.

Please see the chart below that outlines clothing restrictions:

TYPE	NOT PERMITTED
Tops	Low cut tops, crop tops (no more than two inches showing between the pants and the shirt), spaghetti straps, tube tops, or any other top that exposes undergarments and belly button. Wearing the hood on hooded sweatshirts.
Bottoms	Any bottom that does not provide adequate coverage, pajamas, sheer leggings, sagging bottoms.
Footwear	High Heels, sandals/slides, slippers, open-toed shoes (all footwear must cover the entire foot including the heel). If wearing crocs, the strap must be placed back around the heel (i.e., "sport mode").
Accessories	Wallet chain, spikes, bandanas of any type/color, blankets, stuffed animals. Teachers' discretion for hats in the classroom.
Prohibited	Clothes that promote drugs, alcohol, tobacco, contain suggestive, and obscene messages. Offensive message/graphics that demean others based on ethnicity, religions, gender, religion, sexual orientation and students with disabilities. Undergarments may not be showing.

- Administrators reserve the right to interpret or alter these guidelines to promote an age-appropriate educational decorum.

If your child is deemed to be inappropriately dressed, they will be referred to the main office by staff and required to change into more appropriate attire provided by either the parent or the school. In addition, students will receive additional consequences for each instance they are not appropriately dressed as described below.



Violation - Students who violate the dress code will have the following consequences. All violations warrant a change of clothing:

- Violation 1 – Warning, change of clothes
- Violation 2 - Lunch Detention, change of clothes
- Violation 3 - Friday 1-hour Detention, change of clothes
- Violation 4 – Saturday School, change of clothes
- Violation 5 – In school suspension & Parent Conference

If there are any questions as to whether a particular item is appropriate for school, please contact an administrator who makes the final decision.

Halloween Costume Guidelines

1. No masks (for safety/security reasons), face paint is ok.
2. No weapons of any kind (fake or real)
3. No costumes that are culturally or racially insensitive or would offend anyone regarding ethnicity, religion, gender, sexual orientation, etc...
4. No costumes that are excessively gory or bloody
5. No one may wear excessively short skirts/dresses or revealing tops (no bare midriffs, no tube tops, no halter tops, no spaghetti straps). If you are unsure if your costume is too short, make sure you wear leggings or pants underneath.
6. No costumes that are sexually suggestive or explicit in any way.
7. Shoes need to still be appropriate for school. No high heels.
8. No political figures.
9. No clowns.



P.E. Class Information

Dress Code for PE

Acceptable attire for participation in physical education is clothing and shoes that **allow students a full range of motion and unhampered participation in physical activities and which is consistent with the school dress code.**

For your convenience, clothes for physical education may be purchased in the ASB at cost. If preferred, plain blue shorts or pants and a gray or white t-shirt may be purchased elsewhere.

LOCKS

It is recommended that you purchase the PE lock from ASB because it has a security key feature on the back, and the school will have a record of the combination in case it is forgotten. If you choose to purchase a combination lock (no key entry locks) somewhere else and the lock needs to be cut off the student's locker for a justifiable reason (forgot combination, suspicion of illegal items in locker, etc...) you will be responsible for purchasing another lock.

LOCKERS

Lockers will be issued to students by the PE teachers. Students may not change or share lockers without teacher permission. Students are responsible for locking up their own belongings. The school cannot be held responsible for lost or stolen items.

LOCKER ROOM RULES/CONDUCT

Students are to act responsibly at all times. The following items and behaviors are prohibited in the locker room:

- No Gum, food, or drinks (water acceptable)
- No Aerosol spray cans such as hair spray or body spray (Pump-type spray and roll-on deodorants are acceptable)
- No Glass bottles or containers
- No Marking pens (sharpies or permanent markers)
- No Running, snapping clothing, throwing objects, pushing, shoving, body shots, fighting, and stealing
- No Whistling, yelling and making of loud noises
- No use of cell phones, taking pictures or video in a locker room is prohibited

P.E. MEDICAL ISSUES



Students who have medical issues **MUST** have the proper medical form filed with the school nurse. **These forms MUST be completed by a licensed physician.** Parents can provide a one-day exception from PE pending a doctor's appointment to complete the adequate form. **All forms must be turned into the Nurse immediately.**

iPad Rules and Procedures

([version en español](#))

iPads at Montgomery Middle are provided to support students' educational goals by facilitating communication, research, creativity, innovation, and resource sharing. Access to an iPad is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. Students must use iPads in a responsible, ethical, and legal manner at all times.



Student Rules for Responsible iPad Use:

- Bring iPad to school each morning with the battery fully charged. A fully charged iPad should easily last through the school day.
- Taking unauthorized pictures/video and cyberbullying is **strictly prohibited**.
 - California Code Education Code - CA Educ Code § 51512 (2018)
 - The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any pupil violating this section shall be subject to appropriate disciplinary action.
- Report all malfunctions, damages, or loss of an iPad to the library immediately.
- An iPad should only be used by the student to whom it was issued. You are responsible for all activity or damages on your iPad; do not loan it to friends or family, nor leave it unattended.
- iPads should **not** be reset nor synced to another device. You should not remove any SUHSD master profiles.
- Do not personalize an iPad with stickers or remove tags/barcodes

Irresponsible use of iPads will result in disciplinary actions which may include:

- Notifying Parents
- Temporary Loss of iPad Privileges for the class period
- AP Referral
- Confiscation of iPad
- Suspension
- Legal Action and/or Prosecution

I have read and agree to follow the rules outlined above:



1. iPad contract **MUST** be signed by parent and student before iPad distribution.
2. iPad User agreement pages will **only** be mailed home for parent signature or opt out signature.
3. Please refer to the full contract for specific information about damaged, lost or stolen iPads or to opt-out.
4. Full contract agreement can be found here: [Parent/Student Mobile Device Agreement \(MDA\)](#).

CELL PHONE POLICY

([version en español](#))

In accordance with California Education Code, Section 48901.5, schools regulate the possession and use of cell phones while students are on campus or attending school events. Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, an interruption, and a method of cyber bullying.

Research supports that learning is impaired when students have a cell phone.

- [The effect of cellphones on attention and learning: The influences of time, distraction, and nomophobia](#)
- [Click here](#) for a quick Edutopia video based on this research
- [Harvard Study: Technology and Student Distraction](#)
- [Brain Drain: The Mere Presence of One's Own Smartphone Reduces Available Cognitive Capacity](#)

Due to the research and our pursuit of creating the absolute best learning environment, **students are NOT permitted to use cell phones at school**, including during the before and after school program.

The students have to put their cell phones away in their backpacks when they enter the school and can take them out when they exit the school. Cell phones cannot be in any clothing pocket either.

If a student violates this policy and a cell phone rings or is seen being used by a staff member during any point of the school day (including lunch or passing period), **it will be confiscated and turned in to the administration.**

Cell phones will be returned **ONLY** to a parent or guardian after the first violation. Consequences will be applied after the 2nd violation.

- Violation 1: Warning and student pick up after school



- Violation 2: Parent or guardian must pick up cell phone
- Violation 3: 1-hour Friday detention and Parent or guardian must pick up cell phone
- Violation 4: 2-hour Friday detention (served on 2 consecutive Fridays, 1 hour each) and Parent or guardian must pick up cell phone
- Violation 5: Saturday school and Parent or guardian must pick up cell phone

The school is not responsible for any lost, damaged or stolen cell phones and will not investigate matters therein.

Parents are urged to call the school to relay any urgent messages. Please refrain from texting/calling your child during school hours. We will do our best to relay any urgent information to your child as quickly as possible. Students will also have access to a school student phone if they may need to contact parents.

CALLING HOME:

- Students may use the office phone during the school day.
- If you feel sick you **MUST** go see the nurse; you may not use your cell phone to call home.

Other Student Expectations

PEP RALLY/ASSEMBLY BEHAVIOR

- Enter the pep rally/assembly area as directed and be seated quickly in the assigned area.
- No eating during assemblies.
- No throwing objects.
- No video recording.
- No booing or inappropriate outbursts. Laughter and applause are appropriate at most assemblies but only in response to the assembly program.
- No talking or other rude distractions while an assembly is in progress.
- Follow all spoken directions quickly and courteously.
- Remain seated until your section is specifically dismissed. *Do not dismiss yourself.*



BULLYING

Bullying, in any form, is **not acceptable** at Montgomery Middle School. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Cyberbullying can be name calling, picking on, making fun of, making threats to, spreading rumors about, and excluding someone. All types of bullying cause pain and stress to victims and are never justified or excusable as "kids being kids," "just teasing," "just playing around" or any other rationalization. Bullying can be reported to any adult on campus, teachers, counselors and administration. Disciplinary actions and consequences may arise if a student bullies or participates in any type of bullying which includes, but is not limited to: warning, reprimand, peer mediation, detention, Saturday school, suspension, etc.

SKATEBOARDS/ SCOOTERS/BICYCLES

Skateboards are not allowed at school. Although, you may ride a bike or scooter to school. Due to safety and liability concerns, strict rules apply when riding a bicycle to school as well. Students must wear helmets to and from campus. Students must have a lock to secure the bicycle to the bike rack. Bicycles must remain locked all day. Bike owners cannot go to the bikes during the school day. **Riding bicycles/skateboards on campus is absolutely prohibited.**

Strengths-Based Discipline

Goal: The Goal of Strengths Based Discipline is to help middle school students transition from elementary school with a focus on character development, evaluating consequences for their actions, and improved behavior. The use of Strengths will help students see value in themselves and use those strengths to become the best version of themselves.

In Class Discipline Steps

Each day, a child starts over on the Classroom Discipline Steps. Classroom teachers are expected to be clear and fair in delivery of discipline so that students know what to



expect. Students are to be given 2 warnings before a referral is written unless a behavior is so egregious that it warrants an immediate Assistant Principal referral.

1. Warning; strengths-based discipline response
2. Second warning; consequences in classroom *with* student reflection - (i.e., move seat, warning card, private conference with student, sent to buddy teacher)
3. Referral – Referral to Assistant Principal to assign the next level of consequence on the Progressive Discipline

Consequences for Assistant Principal Referrals

Students should have a clear understanding of what will happen when they receive an Assistant Principal referral. For each referral, Assistant Principals will:

- a) assign a consequence
- b) discuss strengths with the student
- c) contact the parent

Students with more than one referral will receive progressive discipline. Teachers will also be required to contact the parent via email, Jupiter, or phone after submitting the referral.

- **Lunch Detention/campus beautification**
 - Lunch detention is served in a classroom for **15 minutes**. Students will be able to eat their lunch after the detention is completed.
- **After school detention**
 - After school detention is a minimum of 15 minutes.
- **Friday Detention**
 - **Friday School** is a **one hour detention** on Friday, immediately after school.
- **Saturday School**
 - Students will attend Saturday school from 8am-12pm. Students are required to bring work to do or a book to read.
- **In-person parent conference/ suspension/academic behavior contract**



- **Placement on Non-Privilege list**

- Students will not be able to participate in pep rallies, promotion ceremony, school dances, 8th grade picnic, color run, Mayan Revolution, field trips, etc

Other Interventions

In addition to the Progressive Discipline steps, other types of interventions will simultaneously include:

- Student Study Teams
- Behavior Contracts
- Daily Progress Reports
- Intervention by Counseling Staff
- Restorative Approaches
- Individual/Group Counseling
- Mentoring
- Referral to Community Based Organization

Consequences for More Severe Behavior

SATURDAY SCHOOL

Students are assigned Saturday School by their teacher for academic intervention/support. You can also attend Saturday School to clear an excused absence. It is held monthly on a Saturday morning from 8:00 a.m.- 12:00 p.m.

CLASS PERIOD SUSPENSION

Students may be suspended from a class period by their teacher. The teacher will fill out the form and contact the parent for a parent conference. The conference must be held **before** the student returns to the classroom.

IN-SCHOOL SUSPENSION

When you are placed in-school suspension, you are not allowed to attend your regular classes, but are assigned to one room away from other students to do your work. When placed on in-school suspension, you lose all privileges.

SUSPENSION

A suspension is a legal action in accordance with California Education Code Section 48900; a record of the suspension becomes part of the student's permanent record. The grounds for the suspension are very specific and are provided under the Education Code. When a student is suspended from school, he/she loses the privilege of attending any classes from 1-5 days. Following suspension, a student may not return to school until a parent conference has been



held. If subsequent suspensions occur, then placement in another program may be recommended.

Suspended students are placed on the Non-Privilege list and may not be able to participate in pep rallies, promotion ceremony, school dances, 8th grade picnic, color run, Mayan Revolution, field trips, etc.. 8th grade students may attend an Appeals meeting in April to regain the privilege of participation in the Promotion ceremony.

EXPULSION

Recommendation for the expulsion of a student from the district is the most severe form of discipline available in a public school. The Principal of the school makes the decision to recommend this action. There are mandatory reasons an expulsion may be recommended. They are as follows:

- 1) Sale of drugs or narcotics
- 2) Possession of a firearm
- 3) Brandishing a knife
- 4) Sexual assault/battery and/or other infractions
- 5) Serious bodily injury

When an expulsion is recommended, an administrative hearing panel at the district office reviews the incident and then makes a recommendation to the school board. Only the Board can make the decision to expel a student. While waiting for the outcome of the process, the student may not return to school and he/she is placed in an alternative program. If expelled, the student may not return to any school in the district. An expulsion generally also includes involvement by the police department and may last up to three semesters.

Things you should know:

ARE YOU READY TO LEARN?

You are expected to come to school prepared to learn. You should bring all necessary supplies; iPad, textbooks, AR book, pencils/pens and notebooks. All materials brought to school should be free of graffiti, notes, drawings or pictures. Not complying can result in administration intervention and result in a fine.

STUDENT GOVERNMENT/ASB

The Associated Student Body is **ALL** of you. Your elected officers and appointed commissioners plan the events and activities that take place during the school year. Each advisory also has elected ASB Representatives who attend monthly ASB council meetings and report to their assigned advisories. Students are encouraged to get involved by becoming ASB Advisory Representatives.



ASB STORE

The ASB store is open during school (check with the ASB store for operation hours) and after school to allow students to purchase clothes, locks, school supplies, school sweatshirts, dance tickets and yearbooks. By purchasing at the ASB store you are supporting our fundraising for student programs and activities at Montgomery Middle School!

BEFORE AND AFTER SCHOOL PROGRAM/CLUB MAYA

The before and after school activities office has a lot of fun activities for you! Stop by **Room 408** to get an application.

Sports

All students have the opportunity to try out and participate in sports.

Students must **maintain a minimum academic GPA of 2.0**. If a student's GPA drops below 2.0, they may remain on the team and practice, however, they will not be permitted to participate in games.

HALL PASSES/BATHROOM USE

Teacher will provide the student with a color-coded pass that must be carried with the student to the restroom and back to class. Only **ONE** pass may be used at a time per classroom. **Passes are not allowed during the first and last 10 minutes of class**. You will be sent back to class if you do not have the color-coded bathroom pass. If you see unruly behavior in the bathroom please tell a trusted adult on campus.

Misuse of the bathroom pass (i.e. wandering around, loitering in bathroom, etc.) will result in consequences such as lunch detention or 1-hour Friday detention after school.

DANCES

1. Attending a school dance is a privilege earned by respectful and appropriate behavior. The administration may deem a student unable to attend if students accrue referrals, defy school rules or placed on the non-privilege list.
2. Students wishing to attend the dance must get their parents permission to attend by having them fill out the bottom of this permission slip and turning it in at lunch. Students will be given wristbands the day of the dance which will serve as their understanding of the rules and admission to the dance.
3. The school cell phone/electronic device policy is in effect during school dances.
4. The school dress code is enforced during dances. All outfits will be checked at the doors by an administrator. Only those in dress code will be allowed to enter and remain at the dance.
5. Sexually suggestive dancing is not permitted (i.e. freaking, grinding, twerking, etc.). The allowable types of dancing will be at the sole discretion of the chaperones. The first time a staff member or parent chaperone witnesses this type of dancing, the parties involved will be escorted off the dance floor, their parents will be contacted, and by allowing their student



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to attend the dance, agree that if their student violates these guidelines, they will pick up their student(s) from the dance as soon as they are contacted.

6. No in and out privileges.
7. Parents may withdraw their permission for their student to attend the dance at any time.

FOOD SERVICES

For those students who do not bring lunch, the school provides cafeteria services. For the 2024-2025 school year, all students will receive a free nutrition break and lunch. You are expected to be neat and orderly at all times during lunch. BREAKFAST is served on minimum days at 7:45am.

GUIDANCE AND COUNSELING

Each student is assigned a counselor alphabetically according to your last name. Your counselor is the person with whom you should feel free to discuss any problems that may arise. Information about your program, promotion, courses and career planning may be obtained from your counselor. Arrangements to see the counselor are made by completing a "Request to see Counselor" form which may be picked up in the Counseling Center.

In order to meet promotion requirements students need a minimum of 21 credits (Each class passed equals one semester credit) and complete all **MATH, ENGLISH/LANGUAGE ARTS, SOCIAL SCIENCE, SCIENCE AND PE** courses with a passing grade (A, B,C,D).

ID CARDS

Each student receives an ID card which needs to be brought to school **everyday**. This card will be required for identification for all Mayans. The ID also serves as the library card, and must be presented for all library transactions. There will be a \$2 charge to replace a lost ID card. See the librarian to buy a duplicate card.

LIBRARY

The library is open for student use before school at 7:45 a.m., Nutrition Break, lunch and after school until 3:30 p.m. You may use the library to check out books, read magazines, or do homework and research.

IPADS/TEXTBOOKS

You are responsible for your iPad and books checked out to you. iPads are **NOT** allowed to be used during nutrition break or lunch time. You may use your iPad for school purposes in the library and/or designated areas around campus during NB and lunch break.

DO NOT lend iPad, books or leave them anywhere. You are responsible for this device.



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- iPad and Textbooks are required to be covered at all times. Use proper covers.
- Fines for damaged or dirty books are assessed. You are encouraged to clean all your books.
- Before you move or leave the school, you must return all books and pay fines.
- Report cards, certificates, and school privileges may be **withheld** from those students who do not clear their library records. All records are forwarded to the high school.
- The library accepts only cash payments.

MAGIC CENTER

FREE TUTORING AT MAGIC CENTER! Monday through Thursday 3:30-5:00 p.m. You can do all of your class assignments and homework with the help of teachers, college tutors, and computers!

MEDICAL ISSUES

If you must take medicine at school, a form must be completed by your doctor and filed with the nurse. Medication, including those purchased over the counter, must be left with the nurse and taken in the nurse's office. Students who have medical issues **MUST** have the proper medical form filed with the school nurse. ***These forms MUST be completed by a licensed physician. This includes PE notes for non-participation in PE class. These forms must be turned into the nurse.***

NURSE

If you are injured or become ill during school, the nurse's office is located in the main office. Unless it is an emergency, you must have a **Nurse's Pass** from your teacher before reporting to the nurse's office. The nurse's office is closed after lunch for 30 minutes, which is when the nurse takes her lunch. After lunch and nutrition break, you **must** report to class first and ask your teacher for a nurse's pass. **If you do not feel well, you may NOT use your cell phone to call home.** The nurse will evaluate you and determine if it's necessary to contact your parent/guardian.

SLEEP RECOMMENDATIONS

As you can imagine, poor sleep can negatively affect a student's grades and increase the odds of emotional and behavioral disturbances in the classroom. The American Academy of Pediatrics recommends that adolescents get at least nine hours of nightly sleep. The American Academy of Sleep Medicine (AASM) offers the following tips on how to get a good night's sleep:

- Follow a consistent bedtime routine.
- Establish a relaxing setting at bedtime.
- Get a full night's sleep every night.
- Avoid foods or drinks that contain caffeine, as well as any medicine that has a stimulant, prior to bedtime.



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- Do not stay up all hours of the night to “cram” for an exam, do homework, etc. If after-school activities are proving to be too time-consuming, consider cutting back on these activities.
- Keep computers and TVs out of the bedroom.
- Do not go to bed hungry, but don't eat a big meal before bedtime either.
- Avoid any rigorous exercise within six hours of your bedtime.
- Make your bedroom quiet, dark and a little bit cool.
- Get up at the same time every morning.

Discipline Glossary & Student Policies & Regulations

Listed below is a *short* overview of **UNACCEPTABLE TYPE OF BEHAVIOR** that can impede the learning environment. If students choose not to follow school rules, they risk the chance of receiving varying degrees of consequences.

ASSAULT/ BATTERY: Actions which result in the threat or injury of another.

ATTENDANCE AND TARDINESS: All students are expected to be in school everyday and arrive to all classes on time. A student is considered tardy if not in class when the tardy bell rings.

BIRTHDAY "HAZING": Any action that disrupts the campus and unnecessarily embarrasses or endangers another person (slapping, spanking, egging, milking, juicing) etc.

CHEATING: When a student copies work or allows work to be copied; including AR reading exams.

DEFACING PROPERTY/VANDALISM: Damage of school or private property. For example: Graffiti.

DEFIANCE OR DISRESPECT: When a student refuses to obey and defies the authority of a staff member. When a student is rude or talks back to staff members.

EXPLOSIVES: Explosives of any kind (including matches, cigarette lighters, caps, firecrackers, cartridges, aerosol cans, stink bombs, poppers, etc.).

FIGHTING: Mutual combat-two or more people fighting each other regardless of who is at fault or who starts the fight. This includes slap-boxing.

FORGERY: When a student signs someone else's name.

GUM: Gum is not allowed on campus. Students may not chew gum at any time on school grounds.



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HARASSMENT OF ANY KIND: Any act that injures, degrades, intimidates, or disgraces a fellow student. This includes any type of bullying or cyberbullying.

PROFANITY: Unacceptable language or vulgarity indecent/vulgar-inappropriate speech, gestures, slogans or pictures.

PROHIBITED ITEMS: Permanent markers (sharpies) and aerosol paint. Valuable items such as cameras, radios, airpods, iPods, and no liquid white-out. Toys such as water pistols, balloons, skates, roller blades, electronic games, pets or animals; slam books, playing cards; anything used for gambling, controlled substances, tobacco, alcohol, drug paraphernalia, weapons, realistic looking weapons, lighters or matches, devices and explosives.

PUBLIC DISPLAYS OF AFFECTION (PDA): Students may not engage in any public displays of affection, which include, but are not limited to, kissing, hugging, and groping.

SEXUAL HARASSMENT: Harassment of a sexual nature, could be physical, verbal or visual. Including de-pantsing.

SUBSTANCE ABUSE: Possession, use, sale, or otherwise providing any controlled substance, drug, narcotics, intoxicants, alcohol, vapes or tobacco products on campus.

THEFT/ EXTORTION: Stealing school or private property or threatening theft from another person.



Title 1 School-Parent Compact 2023-2024

The parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

At Montgomery Middle School, we want all of our students to succeed. To make this vision a reality, and to ensure we educate all of our students to their full potential, staff, students, and parents must work together as knowledgeable partners. Each year, we make a school-wide commitment to work collaboratively with parents to enhance the achievement of our students. This compact acknowledges all parties' understanding that active participation in this interactive partnership is vital to your child's success.

As a STUDENT, I will:

- ☒ Attend school regularly and arrive to class on time and come to school with all necessary materials.
- ☒ Adhere to standards of behavior by following the school rules and demonstrating the Falcon Mantra of Be Respectful ~ Be Responsible ~ Be Resilient.
- ☒ Limit all non-productive activities that do not promote community. This includes negative social media posts and DMs, spreading rumors of other students, fighting and verbal threats.
- ☒ Put away my cell phone in my backpack upon entering the school grounds.
- ☒ Be respectful to my teachers, other staff and my classmates.
- ☒ Complete all class and homework assignments to the best of my ability.
- ☒ Check my grades on a regular basis so that I do not get behind in any of my classes.
- ☒ Read at home regularly, according to the requirements from my English teacher.
- ☒ Share all important schoolwork and information with my parents.
- ☒ Participate in extended day learning opportunities as needed, such as tutoring, especially if I am failing a class.

As a SCHOOL, we will:

- ☒ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards.



- ☒ Teach grade level skills and concepts using effective teaching strategies.
- ☒ Provide parents with strategies and techniques to assist with learning activities at home.
- ☒ Involve parents as active partners in the education of our students. This includes holding parent conferences as needed.
- ☒ Communicate regularly with parents about school programs and students' progress using Jupiter Grades for daily and weekly updates and Infinite Campus for official six-week progress reports.
- ☒ Involve students and parents as active participants in school decision making process.
- ☒ Connect parents and students with community resources and support services.
- ☒ Involve parents in instructional and support roles at HTM.
- ☒ Provide a safe, positive, and welcoming environment for students and parents.
- ☒ Make home visits when necessary to help a student's progress.
- ☒ Provide translations for all essential materials distributed to parents and guardians.

As a PARENT / GUARDIAN, I will:

- ☒ Collaborate with the school as a partner in my child's education.
- ☒ Send my child to school regularly and on time.
- ☒ Provide my child with necessary materials, space, and time needed to complete schoolwork.
- ☒ Attend parent/teacher conferences and as many parent meetings as I can.
- ☒ Communicate regularly with my child's teacher about his/her progress.
- ☒ Review all information provided by school regarding student achievement and support programs.
- ☒ Participate in school decision making as often as I can.
- ☒ Support my child's learning and education at home.
- ☒ Commit to getting involved with my child's school in as many ways as I can.
- ☒ Support my child in participating in extended day learning opportunities.
- ☒ Attend school events such as Open House, Counselor Presentation, Coffee with the Principal, and other presentations that support my understanding on how my child can succeed, if needed.
- ☒ Attend trainings that will help to support my child in every aspect of their learning; this includes Parent University, Parent Learning Walks, Mental Well-Being Workshops, Internet Safety Workshops, just to name a few.

This Compact was established by Montgomery Middle School on (07/19/23), and will be in effect for the period of 2023-2024. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: 08/18/2023



Title 1 School-level Parent & Family Engagement Policy

Montgomery Middle School with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

1. Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1])

- a. The Parent and Family Engagement Policy is regularly reviewed, revised and approved in early spring in preparation for the upcoming school year.
- b. Input is solicited at the English Language Advisory Committee (ELAC) and School Site Council (SSC).
- c. The Parent and Family Engagement Policy is distributed at the beginning of each year to all parents via parent mailer.
- d. The Parent and Family Engagement Policy is also available on the school website.

2. Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2])

- a. Parents may provide input to amend the Parent and Family Engagement School Policy by requesting changes at the English Language Advisory Committee, School Site Council, Title I Parent Workshops or Coffee with the Principal.
- b. Feedback forms are utilized at all parent events providing parents the opportunity to provide input.

3. The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (ESSA Section 1116[c][1])

- a. A Title I parent meeting is held within the first 30 days of the school year.
- b. Parent Title I Workshops at Coffee with the Principal will be held at least 4 additional times per year.
- c. Parents are notified of upcoming Title I parent meetings through various means including email, text messages, automated phone call and through the school website.



- d. Parents receive information at each meeting regarding the school's Title I status and the rights of parents for involvement in the program.

4. The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. (ESSA Section 1116[c][2])

- a. Title I parent meetings are offered in the mornings and or evenings throughout the school year.
- b. School Site Council meets at least 6 times per year to plan, review and improve Title I programs in the afternoon.
- c. Coffee with the Principal is held at least 6 times per year in the morning or afternoon.
- d. ELAC meetings are held at least four times per year in the morning.
- e. Strengths Based Parent Teacher Conferences are held at the beginning of the year.
- f. Parents are encouraged to participate in the organization of meetings on a regular basis by being participants in Title I, parent workshops, Parent Book Club and ELAC meetings.

Parent Meeting Type	Dates		Time
Title 1 Meeting	August 16, 2023		5:00pm – 6:30pm
English Learner Advisory Committee (ELAC)	August 31, 2023 October 27, 2023	January 22, 2024 February 28, 2024 April 24, 2024 May 22, 2024	9:00am – 10:00am
School Site Council (SSC)	August 17, 2023 September 20, 2023 October 25, 2023 B November 15, 2023	January 24, 2024 February 21, 2024 April 17, 2024 May 15, 2024	3:30pm – 5:00pm



5. The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under ESSA Section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

- a. Parent meetings agendas are posted on the school website within a minimum of 72 hours before the meeting date.
- b. All parent meetings include a feedback form for parents to provide input on school programs to improve services for students.

6. The school provides parents of participating students with timely information about the Title I program under ESSA Section 1116[c][4][A-C]

- a. Parents are provided with specific information regarding Title I programs through various means including , the school website, email, text messages and through automated phone calls.
- b. Parent meetings are routinely held regarding major changes to Title I programs. Input is requested from parents at all parent events through the use of feedback forms, surveys and public communication agenda items.
- c. Information regarding the school's Single Plan for Student Achievement is reviewed at each School Site Council meeting, including representatives from our Title I and ELAC parent committees.

7. The school provides a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards. 1116[c][4][A-C]

- a. Information regarding school curriculum is introduced and reviewed at Strengths Based Parent Teacher Conferences.
- b. Curriculum information is always available on the school learning management systems, Google Classroom and Jupiter, and can be accessed by parents using the parent portal application.
- c. The California Dashboard is available for parents to locate information on state assessments and student achievement at MOM.

8. The school provides, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. 1116[c][4][A-C]



- a. Parents are encouraged to take part in Title I parent meetings, parent workshops, ELAC meetings and as guests at School Site Council meetings to participate in the decision-making progress of school Title I programs.

9. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. ESSA Section 1116[c][5]

- a. Any comments can be submitted to the site administration for input of the schoolwide program plan.

10. Montgomery Middle School , to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory students) including providing information and school reports are provided in a format and language that parents understand. ESSA Section 1116[F]

- a. All parent information regarding upcoming meetings, training and events are communicated in both English and Spanish.
- b. Additional languages are available upon request.

Montgomery Middle School's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on February 24th, 2022 The School will distribute the policy to all parents and family members of participating Title I, Part A students annually

Visiting Campus. We welcome parent involvement at Montgomery Middle School. Please note the following if you wish to visit the campus. MOM campus hours are 7:15 am to 3:45pm. For security purposes, all visitors are required to check in with the main office upon entering and leaving the campus. Those wishing to visit classrooms must have prior administrator and teacher approval (24 hours in advance) and obtain a *Visitor's Pass* from the main office.

Volunteering on Campus. We encourage parents to volunteer in the classroom, school and after school events and activities. All parents who want to volunteer regularly must apply to be volunteers through the district's volunteer process, which has three levels of volunteer opportunities and each level will dictate the rigor of the background process. One-time volunteers will not need to go through the district process; instead, you will be vetted via the school's Raptor System, which will require a drivers' license in order for us to conduct a background check. This is to ensure the safety of everyone.

Principal Name: Mark Patterson Principal Signature Mark Patterson Date: 07/19/23



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School Map

