



# MONTAGUE TOWNSHIP SCHOOL DISTRICT



475 Route 206  
Montague, New Jersey 07827  
V: 973-293-7131 / F: 973-293-3391  
[www.montagueschool.org](http://www.montagueschool.org)

**James Andriac**

*Acting Chief School Administrator  
/Principal*

**Alicia Citro**

*Vice Principal/ Director of Early  
Childhood Education*

**Danielle Conklin**

*CSA Confidential Secretary*

**Melinda Bellis**

*Administrative Assistant to the BA*

**Dana Berry**

*Admin. Assistant to the Board Secretary*

---

September 3, 2024

Parents and Guardians:

Please sign the first page and return to the school.

By signing this form, you are affirming that you have read and reviewed the student-parent handbook with your child.

Thank you.

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

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

Date: \_\_\_\_\_

# Montague Township School District



Handbook  
for  
Parents & Students  
2024 - 2025  
*Home of the Bears*

## **Clickable Table of Contents**

Clickable Table of Contents	2
Safety and Security	5
Emergency Information and Real Time	5
RealTime	5
Emergency Drills	5
Property Inspection	5
Search and Seizure	5
Arrivals	5
Parking	5
Visitors Entering the Building	6
Dismissal	6
Requesting Early Dismissal	7
School Bus Procedures	7
At the Bus Stop	7
School Bus Rules of Conduct	7
Other Transportation Issues	8
School Events	8
After School Sports Program	9
Cell Phones and Electronics Devices	9
Behavioral Expectations: Elementary School (K-4)	10
Monty's High Five	10
Infractions and Consequences (Elementary Grades K-4)	10
Behavioral Expectations: Middle School (5-8)	12
Monty's Bear Essentials for Leadership	12
Infractions and Consequences (Middle Grades 5-8)	13
Point System (Grades 4-8)	15
Awards	16
Attendance	17
School Dress Code	17
Lost and Found	18
School Equipment/School Property	18
Technology	18
Electronic Communication and Internet Use	19
Acceptable Use Policy	19
Recess for Grades K- 5	19
Affirmative Action	20
Harassment, Intimidation and Bullying	20
Student Activities/Student Council	20
Student Activities/ National Junior Honor Society	20

Non-School/After School Activities	20
Additional Parent Information	20
Report Cards	20
Student Records	21
Counseling Services	21
Child Abuse/DCP&P Contact (Division of Child Protection and Permanency)	21
Student Retention	21
Nutrition Program	21
Illness	22
Medicine Administration	22
Health Records	22
Physical Examinations	22
Health Screenings	23
Excused Physical Education	23
Immunizations	23
Homebound Instruction	23
School Closings and Delays	23
Grading Scale	24

**Montague Township School District**  
**Student and Parent Handbook**

**Safety and Security**

**Emergency Information and Real Time**

Parents and Guardians are required to keep the school informed of any changes of address, phone numbers, parent work numbers, or emergency contact information.

**RealTime**

Our automatic calling system delivers important school information, including early dismissals and emergency closings, to you automatically by calling the phone numbers you provide.

It is imperative to keep contact information current.

**Emergency Drills**

In the event of an emergency lock down for safety reasons, no one will be allowed to enter or leave the school. Safety drills include fire drills, outside evacuations, and lockdowns. Safety drills are conducted monthly.

**Property Inspection**

In accordance with Board policy, storage places provided to students in school may be inspected by school personnel at any time.

**Search and Seizure**

In accordance with board policy 5145.12, school lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant. A student's person and possessions may be searched by a school official provided the official has reasonable grounds to suspect the search will turn up evidence the student has violated or is violating either the law or the rules of the school.

**Arrivals**

**PK - 8**

- School begins at 9:00 a.m.
- Children may not be dropped off prior to 8:50 a.m.
  - They are not permitted in the building until then, nor are they allowed on the playground or parking lot areas.
- Please wait in your car and stay in line.
- Children driven to school enter through the side doors by the cafeteria, assisted by school staff.
- Children arriving after 9:05 a.m. will be brought to the front door.
- Children arriving after 9:15 a.m. will be marked tardy and must obtain an "Admit Pass" from the Main Office before going to their classrooms.
- For security purposes, parents must enter through the main entrance and remain in the vestibule when dropping off children.

**Parking**

- Parking is not permitted in front of the school during bus hours: 8:45- 9:05 a.m. and 3:15-3:45

p.m. Visitor parking is available in the front of the building.

- **Reminder:** Passing the bus when lights are flashing is a moving violation. Please be cautious for the safety of our children. Passing the buses during arrival and dismissal is prohibited.

### **Visitors Entering the Building**

- All visitors, including parents/guardians, will be asked to identify themselves and their purpose before being admitted by the office staff. Visitors will be asked to sign-in and obtain a visitor pass. The visitor pass must be clearly visible while in the building.
- Visitors shall behave in a manner consistent with safety and security protocols and procedures, as well as district policies and expectations. Inappropriate or abusive language and/or behavior will not be tolerated. Violations may lead to restricted access or being banned from school grounds.
- Anyone not in possession of a pass will be asked to go to the Main Office. It is the policy of the school not to allow interruption of classes while in session.

### **Dismissal**

- Dismissal time for Pick Ups (PUPs) is 3:15 p.m.
- Dismissal time for buses is 3:30 p.m.
- To ensure safety, students will not be dismissed to the front office between 3:00-3:30 p.m..
- Should your child be with the school nurse during the discussed time-frame, we will dismiss your child from the front office. We realize emergencies occur.
- Parents/Guardians who want to pick up their child must notify the Main Office in writing/email or phone call by 3:00 PM. Parents must report to the cafeteria for pick up and sign out the student.
- Park in the rear of the side parking lot to enter the cafeteria.
- Pick-Up Placards for parents/ guardians will be utilized for efficiency. During afternoon pick-up, place your pick-up placard on the dashboard so it is visible to staff. Placards must display first and last names of all students to be picked up in your carpool.
- The Chief School Administrator or his designee will not release a child without proper identification and approval. Approved pick up contact lists should be kept current in RealTime.
- Children must hand in all notes promptly to the homeroom teacher upon arrival. Calling the Main Office to make changes is strongly discouraged although phone permission may be granted in emergencies with a follow up email confirmation. DO NOT leave a voice message concerning transportation changes as it may not be heard in time.
- No changes are permitted after 3:00 p.m.
- Students will not be allowed to switch buses in the afternoon unless the school has a valid written note from the parent/guardian and it is approved by an administrator.
- Students staying after school, or not taking the bus, must have written permission from the parent, given to the teacher in the morning. Phone permission will only be granted in emergencies with a follow up email confirmation. Parents must pick up children at the designated time.
- No student and/or parent will be allowed beyond the security gates located in both the upper and lower wing hallways after dismissal.
- Children must take all of their homework, books, and belongings with them at dismissal, as they will not be allowed to return to their classrooms.

### **Requesting Early Dismissal**

- A parent's request for early dismissal must be in writing and given to the homeroom teacher by the child in the morning. The note should state a valid reason for early dismissal.
- Parents/Guardians are required to sign into the building and sign out their child, providing proper identification at the Main Office. All children will be called to meet the parent at the Main Office. Parents are not allowed to go to a classroom to get the student or the student's belongings.
- Students are not permitted to leave the school before the end of the school day except in the presence of his/her parent or legal guardian, or an agent of the parent/guardian who has prior written authorization.

### **School Bus Procedures**

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus your child is governed by New Jersey State Law. We also expect students to follow the school-wide rules, Monty's High Five and Monty's Bear Essentials. Students who continually misbehave will be suspended from the bus and transportation must be provided by the parents/guardians. School absences due to bus suspensions are considered unexcused absences. Riding the bus should be a safe and enjoyable experience for everyone. To help ensure this please go over the following with your child:

#### **At the Bus Stop**

- Be on time at the designated bus stop. Arrive no more than 10 minutes before pick-up time.
- Stay off the road at all times.
- Parents are responsible for supervising their children at the bus stop.
- Respect the property of the homeowner at the bus stop.
- When the bus arrives, stay away from the road, form a single line, enter the bus in an orderly fashion, and sit in your assigned seat.
- Parents are responsible for crossing their children.
- Parents/Guardians/Adults are not to board the bus at any time.
- Bus concerns should be addressed with the Transportation Office, not the driver.

#### **School Bus Rules of Conduct**

Students are expected to conduct themselves according to Monty's High Five and Monty's Bear Essentials.

The following rules apply specifically to the bus:

- Remain in your assigned seat at all times.
- Stay seated, seat belt fastened, until the bus has stopped and the driver directs you to move. Consistent opposition to the proper use of seat belts may result in loss of bus privileges.
- Keep voices low.
- Face forward at all times.
- The bus aisles must be kept clear of all objects at all times.
- Damaging or defacing the bus, or tampering with its equipment, may result in suspension and monetary compensation for damages.
- Stay away from the back door. Do not place hands/arms out of the window.
- Keep the bus neat, clean, and sanitary. No eating or drinking on the bus.
- Live animals are not to be transported on the bus.

- If an object is dropped near the bus, tell the driver: DO NOT ATTEMPT TO PICK UP THE OBJECT.
- All school rules will be followed and enforced when on the bus.
- Montague Township School takes no responsibility for personal items.
- Parents/guardians must transport their child to school if he/she misses the bus.
- Suspension from the bus and the duration of the suspension is at the discretion of the administration.
- In the event of permanent removal from the bus, the parent/guardian will assume all responsibility for the transportation of their child to and from school.

### **Other Transportation Issues**

- In the event of an unscheduled early dismissal, parents will be notified through the RealTime system.
- Parents/guardians should have pre-arranged transportation for their child at all times should an early dismissal occur.
- ONLY Montague residents will ride the Montague school bus. All busing issues will be handled through the Transportation Office.
- Montague Township School will not be responsible for damage to soft-case instruments carried on the bus.
- Parents are responsible for repairs due to any damage caused by their child.
- All requests for changes in bus stops must be in writing through the Transportation Office. The driver will not make any unscheduled stops at student request.
- Students may only ride their assigned bus. Permission to change buses during the school week will be granted by the Transportation Office only with 24 hour written notification. Call 973-293-7131 ext. 217.
- Requests to permanently change buses will be granted by the Transportation Office only in situations where an existing bus route can handle the request and there is no safety issue created at the bus stop. In addition, this request must be in writing and will be in effect for the remainder of the school year. The correspondence must be sent to the Transportation Office and include the name and phone number of the person responsible for the child(ren) at the requested bus stop.
- Every child must be met at his or her bus stop by a responsible adult (eighteen years or older). The bus driver has the right to return a child to school if there is no visible adult at the bus stop. If the school has been unable to contact or communicate with the parent or guardian by 4:30 p.m. to come to school to pick up the child, the police may be called to escort the child home.
- Parents can submit a request to have their child dropped off at their assigned bus stop without the presence of a responsible adult if their child is over 10 years old. Parents will be required to complete an [“Authorization and Release Form for Student-Transportation Drop-Off”](#). This request must be approved by the Chief School Administrator.
- The district may impose a return bus fee of \$75.00 for any student returned to the school if no one is at the bus stop.

### **School Events**

- Parents and other guests may attend school events only if invited in advance. When attending a school event: follow school rules, stay in assigned areas, and do not block exits at the gym,



cafeteria, or classroom. Class parties are held at the discretion of the classroom teachers. The assigned Class Parents will be contacted by the teacher regarding any plans and needs.

- Attendance at after school events will not be permitted for students who have an unexcused absence from school on the day of the event. Students must have at least four hours of instructional time to be considered “Present” for the day.
- During school events, individuals will be designated to take pictures for purposes of publication. Photos/videos of school events taken for personal purposes may not be posted on social media websites and violate the privacy of staff and students present.

### **After School Sports Program**

- Students are required to have parental consent in order to participate in the after school sports program. Students must also have the required sports participation forms completed in accordance with the “Scholastic Student-Athlete Safety Act.” Please contact the school nurse to discuss any questions regarding these state requirements. Students will not be able to participate in the after school sports program without the completion of the necessary forms.
- [School Board Policy 5141.8](#) addresses Sports-Related Concussion or Other Head Injury.
- Students are not permitted to leave the building prior to the start of the sports activity.
- Students must be signed out by the parent/guardian at the conclusion of the sports activity.
- Students who have an unexcused absence from school will not be permitted to participate in any sport activity for that day.
- Students are expected to follow all the school rules, as the sports program is an extension of the school day. Students are also expected to demonstrate satisfactory class work and appropriate behavior during school hours.
- Students who do not maintain academic proficiency, or those who demonstrate behavioral issues, are subject to being removed from the after school sports program.
- All after school sports programs are approved by the Board of Education.

### **Cell Phones and Electronics Devices**

#### **Visitors and Volunteers**

- When entering the building, please silence your cell phone and/or devices.

#### **Students**

It is our intention to accommodate student and parent concerns for communication with one another, yet we must ensure there are no interruptions to the school day or misuse of personal electronic devices.

- Cell phone use is not permitted during school hours.
- The school takes no responsibility for personal devices, including cell phones.
- From the time the child enters the school property and until he/she exits the school property at the end of the day, all cell phones must be turned off at all times, not even in “silent mode.”
- Cell phones are not to be carried around while in the school building.
- Cell phones or electronic devices are to be kept in the child’s locker/closet.
- Students found to be carrying a cell phone or electronic device during school hours may face disciplinary action. This includes after school activities.
- Please remember that if you need your child to receive a message during the school day, call the school at 973-293- 7131 ext. 203.

### **Behavioral Expectations: Elementary School (K-4)**

It is expected for all students in Kindergarten through fourth grade to be responsible for their own work and behavior, and to develop a sense of responsibility to their school community. Students must follow Monty's High Five.

Following Monty's High Five allows students the opportunity to earn Monty Bucks. Monty Bucks are part of a school-wide initiative to promote positive behavior.

#### **Monty's High Five**

1. Keep hands, feet, and objects to yourself.
2. Follow directions.
3. Be responsible and respectful.
4. Be a good citizen.
5. Stop. Think. Act.

To ensure the safety and well-being of all our students and to maintain a positive school climate in order to optimize learning, Montague Township School will enforce all behavior, attendance, anti-bullying, and homework policies throughout the year. When there is a concern you will be contacted. It is expected parents/guardians will support Montague Township School's efforts and follow through at home.

#### **Some consequences may include:**

- Checkmark 1 – Warning with no further action.
- Checkmark 2 – 10 minute Cool Down.
- Checkmark 3 – Note/Email/Call to Parents.
- Checkmark 4 – Lunch detention.
- Checkmark 5 – Sent to Administration/Counselors
- \*Severe Clause\* Sent to Administration/Counselors immediately.

#### **In accordance with [Board Policy 5114](#) - [5131- Code of CONDUCT/DISCIPLINE](#)**

The Montague Township School District recognizes student conduct, based on our expectations, is a set of learned behaviors and disciplinary consequences that should be progressive in nature. The following tables include infractions and consequences that are primarily age appropriate in order to encourage students toward positive behavior and interaction with others. It should be noted however that in accordance with N.J.S.A 18A:37-2, some infractions warrant suspension or expulsion regardless of the age of the student.

#### **Infractions and Consequences (Elementary Grades K-4)**

Disruptive behavior that will result in disciplinary action may be defined as, but not limited to the following:

Type of Behavior	First Offense Consequence	Second Offense Consequence	Third Offense Consequence
Defying authority by	-Parent notification	-Parent conference	-Parent conference

refusing to adhere to directive from a staff member (Continued and willful disobedience)	-Counseling session with guidance counselor	-Group counseling session with guidance counselor -Lunch detention	-Service project with the guidance counselor on core values - ISS/OSS - Lunch detention
Conduct of such character as to constitute an unintentional danger to the physical well-being of other students	-Parent notification -Counseling session with guidance counselor	-Parent notification -Counseling session with guidance counselor -Lunch detention	-Parent conference -Service project with the guidance counselor on core values - ISS/OSS - Lunch detention
Physical altercation upon another student	-Parent notification -Counseling session with guidance counselor	-Parent conference -group counseling session with guidance counselor -Lunch detention	-Parent conference -Service project with the guidance counselor on core values - ISS/OSS - Lunch detention
Taking or attempting to take, personal or school property	-Parent notification -Counseling session with guidance counselor	-Parent conference -Counseling session with guidance counselor -Lunch detention	-Parent conference -Service project with the guidance counselor on core values - ISS/OSS - Lunch detention
Willfully causing, or attempting to cause, substantial damage to school property	-Parent notification -Counseling session with guidance counselor	-Parent conference -Counseling session with guidance counselor -Lunch detention	-Parent conference -Service project with the guidance counselor on core values - ISS/OSS - Lunch detention
Harassment, intimidation or bullying	-Parent notification -Detentions or suspensions will be enforced upon outcome of HIB depending on the infraction. -Possible referral to local law enforcement.	-Parent notification -Detentions or suspensions will be enforced upon outcome of HIB depending on the infraction. -Possible referral to local law enforcement.	-Parent notification -Detentions or suspensions will be enforced upon outcome of HIB depending on the infraction. -Possible referral to local law enforcement.
Violation of Bus Conduct (aligned with Student Code of Conduct)	<a href="#">-Regulation 5114</a>	<a href="#">-Regulation 5114</a>	<a href="#">-Regulation 5114</a>

Profanity	-Parent notification -Counseling session with guidance counselor	-Parent conference -Group counseling session with guidance counselor -Lunch detention	-Parent conference -Service project with the guidance counselor on core values - ISS/OSS - Lunch detention
Cell Phones/ Personal Electronic Devices	-Confiscation of device to be returned at the end of the day	-Confiscation of device -Parent notification -Parent to pick up device -Lunch detention	-Confiscation of device -Parent notification -Parent to pick up device - ISS/OSS
Possession of any item that can be reasonably construed as a weapon or dangerous material	-Parent conference -OSS up to 2 days -Referral to law enforcement	-Parent conference -OSS up to 3 days -Referral to law enforcement	-Parent conference -OSS up to 5 days -Referral to law enforcement
Academic Infraction (e.g., plagiarism, cheating, grade alteration, etc.)	-Parent notification -Lunch detention -Other academic consequence	-Parent notification -Lunch detention up to 3 days -Other academic consequence	-Parent notification -ISS -Other academic consequence
Technology or social media misuse or abuse in accordance with school rules, Board Policy, NJ or Federal law	-Parent notification -Counseling session with Guidance Counselor -Possible limit on use of school technology	-Parent notification -Lunch detention -Possible limit on use of school technology	-Parent notification - ISS/OSS - Lunch detention up to 3 days -Possible limit on use of school technology
Written, verbal or digitally posted threats of harm to others or of damage to school property	-Lunch detention -Counseling session with Guidance Counselor	-Parent conference -Lunch detention up to 3 days -Potential Referral to law enforcement	-Parent conference -ISS/OSS up to 5 days -Referral to law enforcement

\*ISS/OSS = In School Suspension /Out of School Suspension

### **Behavioral Expectations: Middle School (5-8)**

It is expected for all students in fifth through eighth grade to be responsible for their own work and behavior, and to develop a sense of responsibility to their school community. Students must follow Monty's Bear Essentials for Leadership.

### **Monty's Bear Essentials for Leadership Include:**

- Be Trustworthy

- Be Responsible
- Be Respectful
- Be Inspirational
- Be Ethical

To ensure the safety and well-being of all our students and to maintain a positive school climate in order to optimize learning, Montague Township School will enforce all behavior, attendance, anti-bullying, and homework policies throughout the year. When there is a concern you will be contacted. It is expected parents/guardians will support Montague Township School's efforts and follow through at home. Some consequences may include:

### **Infractions and Consequences (Middle Grades 5-8)**

Disruptive behavior that will result in disciplinary action may be defined as, but not limited to the following:

<b>Type of Behavior</b>	<b>First Offense Consequence</b>	<b>Second Offense Consequence</b>	<b>Third Offense Consequence</b>
Defying authority by refusing to adhere to directive from a staff member (Continued and willful disobedience)	-Parent notification -Lunch detention up to 3 days	-Parent conference -ISS up to 3 days	-Parent conference -ISS/OSS up to 3 days
Conduct of such character as to constitute a continuing danger to the physical well-being of other students	-Parent notification -Lunch detention up to 3 days	-Parent conference -ISS up to 3 days	-Parent conference -ISS/OSS up to 3 days
Physical assault upon another student	-Parent notification/ conference -ISS up to 3 days	-Parent conference -ISS up to 5 days	-Parent conference -ISS/OSS up to 7 days
Taking or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear	-Parent notification/ conference -ISS up to 3 days -Possible referral to local law enforcement -Restitution of expenses	-Parent conference -ISS up to 5 days -Possible referral to law enforcement -Restitution of expenses	-Parent conference -ISS/OSS up to 7 days -Possible referral to law enforcement -Restitution of expenses
Possession of any item that can be reasonably construed as a weapon or dangerous material	-Parent conference -OSS up to 3 days -Referral to law enforcement	-Parent conference -OSS up to 5 days -Referral to law enforcement	-Parent conference -OSS up to 10 days -Referral to law enforcement

Willfully causing, or attempting to cause, substantial damage to school property	-Parent notification -Lunch detention -Restitution of expenses	-Parent conference -ISS up to 3 days -Restitution of expenses	-Parent conference -ISS/OSS up to 3 days -Restitution of expenses
Academic Infraction (e.g., plagiarism, cheating, grade alteration, etc.)	-Parent notification -Lunch detention -Other academic consequence	-Parent conference -ISS up to 3 days -Other academic consequence	-Parent conference -ISS/OSS up to 3 days -Other academic consequence -Loss of school privileges
Unauthorized use of the building outside of school hours	-Parent notification -Possible referral to law enforcement	-Parent notification -Possible referral to law enforcement -Lunch detention up to 3 days	-Parent notification -Possible referral to law enforcement -ISS up to 3 days
Cutting class	-Parent notification -Lunch detention	-Parent conference -Lunch detention up to 3 days	-Parent conference -ISS up to 3 days
Late to class on a consistent basis	-Parent notification -Lunch detention up to 3 days	-Parent conference -ISS up to 3 days	-Parent conference -ISS/OSS up to 3 days
Incitement of students to violate the Student Code of Conduct	-Parent notification -Lunch detention up to 3 days	-Parent conference -ISS up to 3 days	-Parent conference -ISS up to 5 days
Technology or social media misuse or abuse in accordance with school rules, Board Policy, NJ or Federal law	-Parent notification -Lunch detention -Possible limit on use of school technology	-Parent notification -Lunch detention up to 3 days -Possible limit on use of school technology	-Parent notification -ISS/OSS up to 3 days -Possible limit on use of school technology
Written, verbal or digitally posted threats of harm to others or of damage to school property	-Parent conference -OSS up to 1 days -Potential referral to law enforcement	-Parent conference -OSS up to 3 days -Referral to law enforcement	-Parent conference -OSS up to 5 days -Referral to law enforcement
Knowing possession or knowing consumption of alcoholic beverages, tobacco, vaping or other paraphernalia, or controlled dangerous	-Parent notification/ conference -ISS up to 3 days -Potential referral to law enforcement	-Parent conference -ISS up to 5 days -Referral to law enforcement	-Parent conference -ISS up to 7 days -Referral to law enforcement

substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises			
Harassment, intimidation or bullying	-Parent notification -Lunch detention/ISS up to 3 days -Potential referral to law enforcement	-Parent conference -ISS up to 5 days -Potential referral to law enforcement	-Parent conference -ISS up to 7 days -Potential referral to law enforcement
Use of Profanity or obscene Language	-Parent notification -Counseling session with guidance counselor	-Parent conference -Group counseling session with guidance counselor -Lunch detention	-Parent conference -Service project with the guidance counselor on core values -Lunch detention
Use of unauthorized Cell Phones/ Personal Electronic Devices	-Confiscation of device to be returned at the end of the day -Lunch detention	-Confiscation of device -Parent notification -Parent to pick up device -Lunch detention up to 3 days	-Confiscation of device -Parent notification -Parent to pick up device -ISS
Violation of Bus Conduct (aligned with Student Code of Conduct)	- <a href="#">Regulation 5114</a>	- <a href="#">Regulation 5114</a>	- <a href="#">Regulation 5114</a>

\*ISS/OSS = In School Suspension /Out of School Suspension

***It should be noted that infractions beyond the third offense or the combination of a variety of infractions may result in consequences with increasing severity. Additionally, in extreme cases, expulsion may be considered.***

#### **POINT SYSTEM (Grades 4-8):**

- Students in grades 4-8 will start the year with 100 points. Points will be deducted based on infractions.
- Students may earn deducted points back if they refrain from subsequent infractions.
- Parents will be notified when infractions and point deductions occur.

For student participation in the following activities, the number of points noted is required.

#### **Sports:**

- Fall: 95 points
- Winter: 95 points

- Spring: 95 points

**Field Trips:** 95 points

**Dances:** 95 points

**After School Clubs /Activities:** 95 points

*Additionally, in order to participate in sports and after school activities, students must meet the criteria for a passing grade in academic classes, unless an academic plan is in place with the appropriate classroom teacher.*

### **AWARDS:**

- Academic awards are determined each trimester and at the end of the year for students in grades PK-8.
- Student of the Month, Most Caring, Special Areas, and Attendance awards are awarded during the school year for students in grades PK-8.

### **STUDENT OF THE MONTH CRITERIA**

- Character through compassion, honesty, trustworthiness, optimism, and responsibility
- Attitude toward others/learning
- Good citizenship
- Leadership and integrity
- Demonstrates responsibility
- Respectful to peers and teachers
- Effort
- Good attendance or improvement in attendance
- No conduct referrals or detentions of any kind during the month.

The criteria for academic awards are as follows:

#### **Grades K - 2 Academic Excellence**

- All scores of 4's and 5's

#### **Grades 3 - 8 High Honor Roll**

- A grade of 90 or higher in all subject areas

#### **Grades 3 - 8 Honor Roll**

- A grade of 80 or higher in all subject areas

### **Other Awards:**

Caring Award (8th grade student): Criteria is determined by the Sussex County School Counselors Association.

Special Area Awards: Awards determined by Special Area Teachers

Monty's Cup (K-4): Grade level that earns the most Monty Bucks

School Spirit: Class that participates in the most school spirit days, sponsored by the Student



## Council

Kindness Award (K-8): Criteria determined by the School Counselors and Social Worker

### Attendance

Consistent attendance at school is a strong predictor of student achievement and success.

- Children are expected to be in attendance every day when school is in session.
- Every absence from school will be documented and recorded.
- A student must be present for ***at least four or more combined hours to be considered as present for a full day.***
- The student must be present for ***at least one hour during the morning or afternoon to be marked present for a half-day.***
- One absence will be acquired for every four tardies that are accumulated.
- The State Department of Education defines an **excused absence** as:

**Student hospitalization, bereavement, or religious observance as listed and approved by the Commissioner of Education. Other absences are unexcused.** [Montague Township School abides by N.J.S.A. 18A:36-14-16 and N.J.A.C. 6A:32-8.3(j) regarding absences due to religious observance].

- Any student absence without an acceptable note or at the accumulation of ten days will be considered truant. The State Department of Education mandates regarding truancy issues will be followed.
- After absences of 18 days, retention is possible.
- All absences are cumulative regardless of parent or physician notes.
- Extended or cumulative absences from school, for reasons other than illness, does not remove the student's responsibility in making up the required work, nor does it excuse him/her from any test or other grade that is necessary for the successful completion of the subject.

### School Dress Code

Numerous viewpoints exist regarding the extent to which pupil dress should be regulated. It is generally felt that the school has a responsibility to assist pupils in developing an understanding of what constitutes "good taste" and appropriate practice in this area. It is also recognized that this responsibility cannot rest with the school alone. As with many aspects of our society, the home and other community agencies, along with the school, must assume a responsibility for the development of positive attitudes and values within a safe environment.

The provisions in the dress code for students at Montague Township School have been formulated after careful consideration. These provisions are intended to serve as guidelines in determining acceptable wearing apparel for school. **This is to ensure the matter of school dress does not become a disruptive factor in the educational process.** All clothes should uphold the principles of safety, health, modesty and good grooming.

- No apparel that promotes or endorses illegal substances, i.e., drugs, or alcohol or tobacco products. In addition, clothing with messages deemed offensive, profane, profuse or inappropriate as judged by the administration;

- No strapless or see-through tops, or bare midriffs;
- Tank tops, sleeveless tops and tops with thin straps are permitted, but the tops must fall reasonably close to the neckline and fall directly below the underarm to insure that the torso and undergarments are not exposed inappropriately;
- No sunglasses may be worn during the school day (unless medically prescribed);
- No short shorts; the pant leg of shorts should have a reasonable extension. "Ripped jeans" should not be "ripped" in areas which could be considered inappropriate as judged by the administration;
- No hats or hoods to be worn in school hallways, classrooms, or indoor communal areas;
- Ski masks are not permitted to be worn in school. Any similar type of hats or hoods which cover or hide the face are not permitted and will be confiscated;
- No sweatbands or bandanas may be worn or visibly displayed in the school building.

#### Board Policy:

Unacceptable clothing for school, including school-sponsored events and school dances, includes:

- Clothing with messages regarding violence, sex, drugs, or alcohol, or that use inappropriate words or words in inappropriate locations.
- Clothing that is too tight or revealing when sitting or bending over.
- Shoes that do not fit the foot correctly or support the foot, high platform shoes, shoes with inappropriate heel height for the student, flip-flops, slippers, or shoes with rollers/wheels.
- Extremely short clothing and/or skirts or shorts (no shorter than one hand above the knee).
- Ripped or torn clothing.
- Tank tops (less than 2 inches width), tube tops, and halter tops.
- Clothing that displays midsection/bare midriffs when the student is standing or raises a hand.
- Silly bands.
- Excessively long pants that drag on the floor.
- In addition, students shall not wear hats inside the school.

#### **Lost and Found**

Many valuable articles of clothing, lunchboxes, etc., are turned into the "Lost and Found." It is suggested to list your child's full name on items to expedite return if lost or misplaced. "Lost and Found" is located outside the cafeteria. Twice yearly (December and June), unclaimed items will be donated.

#### **School Equipment/School Property**

Respect for the school facility is vital for good citizenship. Help your child learn responsible habits by keeping schoolwork and equipment in safe locations, ready to bring to school. Students who move, and all students at the end of the year, are responsible to turn in all textbooks, library books, and other school equipment. Any lost books, technology or damages to school property, become the responsibility of the parent. Participation in extracurricular activities and other school functions may be withheld until obligations are satisfied.

#### **Technology**

- All students will have access to technology in various school locations. Each student and parent will receive an Acceptable Use Policy via Realtime and must sign the acknowledgement form

with an e-signature.

- Students are prohibited from using the Internet or other electronic communications, in or out of school, in a manner against another student or staff member which causes a substantial disruption (abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal) to the educational environment.
- Students engaged in this behavior will be subject to disciplinary action.

### **Electronic Communication and Internet Use**

The following guidelines and Policies have been established for using the Internet and email in an appropriate, ethical, and professional manner:

- Internet, district-provided equipment (e.g., laptops, computers) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, or harassing nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the District or might be contrary to the District's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and district-provided equipment.
- Students must not use the Internet system in a way that disrupts its use by others.
- Students are prohibited from sending or receiving files that are not related to work.
- Students should not open suspicious emails, pop-ups, or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

### **Acceptable Use Policy**

- I will not send, show, or download inappropriate messages or pictures.
- I will not use bad language.
- I will not insult, annoy, or hurt others.
- I will not damage computers, networks, or other technology equipment.
- I will obey all copyright laws.
- I will not use other users' passwords.
- I will not go into other users' work or files.
- I will not intentionally waste resources like paper, power, or ink.
- I will not access any instant messaging programs like instant messenger.
- I will not access any social networking sites.

### **Recess for Grades K- 5**

Recess will be approximately 20 minutes of each lunch period. Weather permitting, students will be outdoors for recess in designated areas. It is the parent's responsibility to have children come to school with clothing appropriate for the season. Students dressed inappropriately for outdoor recess will not be allowed to go outside.

### **Affirmative Action**

It is the policy of the Montague Township School District not to discriminate on the basis of race, color, creed, religion, sex, sexual orientation, disability, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and NJAC 6:4-1.1 et seq. Inquiries regarding compliance may be directed to the Affirmative Action Officer.

### **Harassment, Intimidation and Bullying**

The Montague Board of Education prohibits acts of harassment, bullying or intimidation. Montague Township School employs a proactive approach to decreasing bullying and harassment in our school. Students should report any form of bullying or harassment. Should your child report to you or should you suspect your child is the victim of an act of bullying, harassment or intimidation, please contact the Anti-bullying Specialist and Anti-bullying Coordinator. Contact with any questions.

### **Student Activities/Student Council**

Membership in Student Council is based on the concept of modeling proper behavioral patterns. Membership in Student Council is a privilege, and its members are expected to maintain appropriate school standards and academic achievement. Members will sign a contract stating they understand the requirements and will meet the responsibilities of the Student Council's mission to serve the school and community.

### **Student Activities/ National Junior Honor Society**

The National Junior Honor Society chapter of Montague Township School is a duly chartered and affiliated chapter of the national organization. Membership is open to those students in grades 7 and 8 who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each spring. Members will follow the chapter bylaws; any member who falls below the standards of membership may be considered for discipline or dismissal from the chapter. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community.

### **Non-School/After School Activities**

Non-school after-school activities will be the parent/leader's responsibility, including notification of cancellations. The school is not responsible for the supervision of students during "non-school after-school activities."

### **Additional Parent Information**

#### **Report Cards**

Report cards are posted online through RealTime. Parents may access student progress and grades at any time through the parent portal. Parents/Guardians will be provided a username and password at the beginning of the year to access the RealTime parent portal. Please contact the Main Office to troubleshoot RealTime online access. Physical report cards will be sent home each trimester.

## **Student Records**

Family Educational Rights and Privacy Act, statute 20 USC 21232g, regulations 34 .CFR part 99.

The Family Educational Rights & Privacy Act of 1974 (FERPA) affords parents and eligible students over 18 the right to inspect and review education records, seek to amend them, and consent to disclosure. More information regarding this law and procedures is available in the Main Office of the school.

Montague School may disseminate identifiable information (such as name, age, grade, and photograph) about student honors, awards, achievements and participation in school activities or programs. The information may be disseminated in a press release to print or broadcast media, or it may appear in district publications or on the district web site. Parents/ Guardians must complete the Media Consent and Release form. Failure to indicate media consent shall be deemed as non consent to release or publish the aforementioned information during the current school year.

In accordance with the Protection of Pupil Rights Amendment (PPRA), Montague School will offer parents the opportunity to opt their child out of participating in any survey that reveals information on certain types of personal behavior or political beliefs.

Right to Request Information about Teacher Qualifications, The No Child Left Behind Act of 2001 affords parents the right to request certain information about the professional qualifications of their child's classroom teachers and paraprofessionals concerning licensing, status, college major and degrees. Requests for this information must be submitted in writing to the Chief School Administrator.

## **Counseling Services**

The school psychologist, school counselors, and school social worker, are resources to assist in meeting the social and emotional needs of our students.

## **Child Abuse/DCP&P Contact (Division of Child Protection and Permanency)**

It is the obligation of every staff member to immediately report any child suspected of being the victim of child abuse or neglect. Calls to DCP&P are anonymous and may also include a report to the state police.

## **Student Retention**

A child may be retained if he/she (1) fails two or more major subjects for the year, or (2) is absent 18 or more days without documented extenuating circumstances.

## **Nutrition Program**

Studies have shown students who eat a nutritious breakfast are better behaved at school, have longer attention spans, score higher on tests, and are more interested in the educational programming around them. Both breakfast and lunch are offered at school.

Payment for meals will be accepted through the PaySchools payment portal. All payments will be deposited into the student's PaySchools account, but may take up to 1 business day to post. Each student will be assigned a 4 digit pin number. This number will link the student to their individual account in the lunch line and charge the account accordingly. Please check the website for fees associated with PaySchools account.

Students will receive a free and reduced meal application at the beginning of the school year. Each family **must** return this application to apply for free or reduced meals regardless of eligibility. Forms should be completed promptly and returned to the child's homeroom teacher as soon as possible. Approval or denial will be determined within 10 days of submission. A family may reapply at any time if they feel circumstances have altered or there have been financial or household changes to make the family eligible for free/reduced meal status. A new application must be completed each school year; eligibility is not carried over from the previous school year.

### **Illness**

For the best interest of all children and in order to prevent the spread of communicable illness, your child should not come to school if he or she exhibits any of the following symptoms:

- Temperature over 100 degrees
- Vomiting
- Moist skin eruptions
- Inflamed and/or discharge from eye unless an allergy slip from your physician is on file
- Skin rash

### **Medicine Administration**

No medication, either prescription or over-the-counter, will be administered to any student unless the medication authorization forms are completed by the parent/guardian and prescribing physician. Medication is administered by the school nurse. It is the parent/guardian's responsibility to update the school nurse regarding new medical information and/or changes in existing medical conditions.

Medication in its original labeled container must be delivered to the health office by the parent/guardian. It must be accompanied by a written request from the parent/guardian for its administration. A physician's written, signed prescription indicating the name of the student, medication, purpose, dosage, times to dispense, possible side effects, and discontinue date must accompany all medication. No medication will be dispensed without the above prescription. All medication will be secured by the school nurse.

Medication no longer required must be promptly removed by the parent/guardian. Students with asthma are permitted to carry their prescribed inhaled medication only with written approval of a parent/guardian and the required physician's prescription as outlined above.

### **Health Records**

Health records including history and physical examination, immunizations, and screenings will be maintained in the health office. It is important parents/guardians update the health office with any change in a child's health status. The school nurse may provide the Administration and teaching staff information concerning a student's health condition as it pertains to the learning environment, and the student's best interest, with written consent by the student's parent/guardian.

### **Physical Examinations**

Physical examination from a qualified medical professional will be required for participation in some after-school programs in accordance with the "Scholastic Student-Athlete Safety Act." Physical exams are required for every student entering Montague Township School District for the first time.

## **Health Screenings**

New Jersey law requires every child between 10 and 18 years of age be examined for scoliosis every two years including health screenings which may include height, weight, hearing, blood pressure, and vision. Students will be screened unless the school nurse receives written notice by the parent/guardian not to do so.

## **Excused Physical Education**

A physician's note is required for any excuse from physical education extending beyond one day. A parental note will be accepted for a one-day excuse only. Statements from students will not be accepted. All notes must be submitted to the health office. For safety reasons, earrings, as well as dangling jewelry of any kind, must be removed during physical education class.

## **Immunizations**

The list of immunizations required for school entrance includes:

- DPT: 4 with one after the 4th birthday or any 5.
- Polio: 3 with one after the 4th birthday or any 4.
- MMR: 2 with one on or after the 1st birthday and one on or after the 4th birthday.
- Varicella: 1 on or after the 1st birthday, or documentation of having had the disease.
- Hepatitis B: 3 doses within a six month period.
- TB: no earlier than 3 months prior to school entrance and countries.
- Preschoolers: annual influenza vaccinations and a pneumococcal vaccine.
- Children born after 1/1/97 and enrolled in grade 6 or transferring to a NJ school from another state or country will be required to receive a booster dose of DTP vaccine as well as the meningococcal vaccine. These immunizations are recommended for every child between the ages of 11 and 18.

*Vaccines and Immunizations must be completed as required by law.*

## **Homebound Instruction**

Homebound instruction is provided to any student who, after 10 consecutive days of absence, remains under a doctor's care, and has not been cleared to return to school.

Circumstances such as prolonged illness, surgery, etc. will require a note signed by the treating physician. It is the parent/guardian's responsibility to submit the note to the Main Office. After the CSA's and school physician's approval, the parent/guardian will be notified by the homebound instructor for the start date and times. A student's IEP, if applicable, will require revisions indicating homebound instruction. The Montague Township Board of Education reserves the right to amend policies, procedures, and will provide notice of such to students and parents.

## **School Closings and Delays**

When inclement weather occurs, the Montague School District uses an automated phone system, RealTime, to contact parents/guardians. Please update the school with any changes to your telephone contact numbers. School closing information can be found on the school website at [www.montagueschool.org](http://www.montagueschool.org).

## **Grading Scale**

### Grades PK-2 Scale

5 = Exceeding Expectations  
4 = Meeting Expectations  
3 = Approaching Expectations  
2 = Partially Meets Expectations  
1 = Does not Meet Expectations  
NA = Not Yet Introduced

### Grades 3-8 Scale

A = 90.00 - 100.00  
B = 80.00 - 89.00  
C = 70.00 - 79.00  
D = 60.00 - 69.00  
F = 50.00 - 59.00