



## STUDENT HANDBOOK

San Diego Unified School District  
 Montgomery Middle STEAM Magnet  
 Interim Principal: Sarah Trueblood  
 2470 Ulric St. San Diego, CA 92111  
 P: (858) 397-6600  
 F: (858) 397-6642  
[www.sandiegounified.org/schools/montgomery](http://www.sandiegounified.org/schools/montgomery)

### OFFICE HOURS OF OPERATION 7:45 a.m. - 4:00 p.m

To ensure the safety of students and staff, **students are to enter campus using the gate located on Fulton Street.** Students are not allowed on campus before **7:55 a.m.** or after **3:15 p.m.** unless enrolled in Band, Prime Time, extended day instruction or an adult-supervised extra curricular activity or club.

### BELL SCHEDULE

Regular Day		Early Out Modified Day (one lunch period all students)	
Per. 1	8:15 - 9:14	Per. 1	8:15 - 8:57
Nutrition	9:14 - 9:17	Per. 2	9:02 - 9:44
Per. 2	9:22 - 10:21	Per. 3	9:49 - 10:31
Per. 3	10:26 - 11:25	Per. 4	10:36 - 11:18
(6 <sup>th</sup> grade) Lunch A	11:30 - 12:00	Lunch	11:23 - 11:53
(6 <sup>th</sup> grade) Per. 4A	12:05 - 1:04	Per. 5	11:58 - 12:40
(7 <sup>th</sup> /8 <sup>th</sup> ) Per. 4B	11:30 - 12:29	Per. 6	12:45 - 1:27
(7 <sup>th</sup> /8 <sup>th</sup> ) Lunch B	12:34 - 1:04	Dismissal	1:27
Per. 5	1:09 - 2:08		
Per. 6	2:13 - 3:12		
Dismissal	3:12		

Rev 8/14/18

Early Out Modified Dates – Wednesdays unless noted

Please visit our website for Modified Dates at [www.sandiegounified.org/schools/montgomery](http://www.sandiegounified.org/schools/montgomery)

Student's Name (Please Print): \_\_\_\_\_



## ATTENDANCE POLICY

**PARENTS/GUARDIANS MUST REPORT ALL STUDENT ABSENCES BY PHONE at (858) 397-6600.** Whole day absences not cleared within 72 hours will be recorded as trancies. Period absences may only be cleared ahead of time through the use of an excuse slip from the Attendance Office. It is the student's responsibility to see that absences are cleared. Montgomery also has an auto-dialer that calls to students' homes that have been marked absent after three periods. Any student with six periods of unexcused absences is considered to be truant one day and the student will be assigned to attend Saturday School.

## TARDY AND TRUANCY POLICY

### **Policy**

1. Students are expected to arrive to school on time every day.
2. Students late to class will be assigned detention until 4:00 p.m.
3. Students will be seated in class, with materials ready, when class begins.
4. Students must remain on campus the entire school day unless excused through the attendance office.

### **Truancies**

1. A student is considered truant after missing 20 minutes or more of class time.
2. All truancy referrals are forwarded to counseling staff for assignment to Saturday School.

### **Supervision Procedures**

All staff members stand outside their classrooms or monitor their designated areas during every passing period. Positive strategies are actively used to encourage promptness.

## DETENTION POLICY

Teachers are specially authorized to keep students after school to make up work or for disciplinary reasons for periods up to one hour after the close of school. In such cases, courtesy will be extended by attempting to contact parents to let them know students will be late in arriving home. If a student misses teacher-assigned detention, the teacher may refer the student to the counselor or administrator for disciplinary action.



## GRADING POLICY

<u>Letter Grade</u>	<u>Description Corresponding to...</u>	<u>Assignment/Work Completion</u>
A	Achieving above standards	90% -- 100%
B	Achieving standards	80% -- 89%
C	Approaching standards	70% -- 79%
D	Below standards	60% -- 69%
F	Far Below Standards	59% or less

### Citizenship grades

E (Excellent)	90% or more on task; behavior is conducive to learning
G (Good)	80% or more on task; behavior is conducive to learning
S (Satisfactory)	70% or more on task; behavior is conducive to learning
N (Needs Improvement)	60% or more on task; behavior interferes with learning weekly
U (Unsatisfactory)	50% or more on task; behavior interferes with learning 2-3+ times a week

### Homework Policy

- Students in Middle School are expected to read 30 minutes per day.
- Teachers will assign additional homework as stated in the class syllabus.
- Students will record daily homework assignments on their planner. Parents are strongly advised to check their student's planner to monitor progress and communicate with teachers.
- Students are highly encouraged to check their grades in Powerschool once a week to ensure they are earning credit for completed assignments.

### Grading Periods

Reporting periods are set by the district for intervals of 6-week, 12-week, and end of semester. All grade reports are distributed to students. Official semester report cards are mailed home. Please refer to the monthly calendar sent home with each student and also posted on our website, at <https://www.sandi.net/montgomery>.

### **END OF YEAR ACTIVITIES PARTICIPATION CRITERIA**

*In order to participate in the end of year activities & Promotion Ceremony, every 8<sup>th</sup> grade student must have:*

- GPA of 2.0 or higher for academics and citizenship
- No more than one suspension for the entire school year (in or out of school).
- No "F" grades on the final report card.
- No "U" grades in citizenship on the final report card.
- Progress Report #4 (4-27-18) will be used to determine grades for promotion activities.
- Semester 2 grades will be determining grades for promotion.



## THE MONTGOMERY WAY

*We believe in a just and fair process of learning. In order for our students to receive a high-quality education, we will do what it takes to provide a safe and challenging learning environment. Therefore, all students and adults at Montgomery are expected to:*

1. **Focus on learning and be prepared to learn.**
  - Students will be dressed properly at all times (See Dress Code Policy). Students will bring and use their student planners as an organizational tool every day.
  - Students will be seated in class with materials ready when class begins.
  - Food/drinks/gum are not allowed in hallways or classrooms. School cleanliness is a priority for us, in support of our learning goals.
2. **Respect the rights of others to study and learn.**
  - Students will adhere to an *honesty policy*. Cheating, plagiarism, theft, alteration of materials or forgery will not be tolerated.
3. **Be kind to yourself and others.**
  - Students will follow the direction of all staff members at all times.
  - Students will not engage in profanity, vulgar behavior, sexual harassment or intimidation. Incidents of this nature will be taken seriously and may lead to suspension.
  - Displays of affection (hugging, kissing, holding hands, etc...) are not allowed on campus.
4. **Show respect for property.**
  - Students will respect school property and the property of others.
  - Defacing/destroying school property may result in arrest and/or suspension, and restitution. Theft is a serious action and will lead to suspension and possible police arrest.
5. **Behave safely and have regard for the safety of others.**
  - Students will remain on campus the entire day unless they have been properly excused with an appropriate pass. Students will observe the established Entry Point Policy.
  - Students will move safely through hallways and on campus and will follow prescribed noise levels. Students will observe the established Hallway, Cafeteria, Bathroom, and Assembly Policies.
  - ***Electronic Devices & Toys Policy:*** Students will not bring the following items to school: Excessive money, toys, firecrackers, electronic devices (such as MP3 player/iPod, PSP etc.), balls, roller blades, spraying devices, permanent markers, wallet chains, and cameras. ***Cell phones must be turned OFF during school hours.*** These items will be confiscated and held until the Electronics/Toys Policy has been reviewed by parents. Scooters and skateboards must be chained and secured in the bike rack area. ***The school is not responsible for lost, damaged, or stolen items.***
  - ***Zero Tolerance Policy:*** This policy will be reviewed and signed by parents and students and kept in school records. Any object used to inflict injury becomes a weapon (such as rocks, school supplies, etc.), and may lead to suspension. Playfighting, rough play, and acts of reckless behavior which lead to injury, may lead to suspension.
  - Bullying/intimidating behaviors will not be tolerated and will be addressed according to the district's Bullying, Harassment, and Intimidation Prohibition Policy. This includes intimidation and threats made verbally or through the use of the internet or telephone. "Cyberbullying" is a form of harassment, and will result in disciplinary action, including suspension and arrest.
  - The school reserves the right to monitor and regulate any situation that disrupts or compromises the safety of students and staff.



### **MONTGOMERY WAY - ENCOURAGEMENT PROCEDURES**

- Participation in ASB sponsored events
- Principal's Recognition Awards: Lunch with the Principal, Ice Cream Socials, Class Commendations, Grade Level Celebrations, PBIS VIP Celebrations, etc.
- Semester Awards Assemblies: Honor Roll, Perfect Attendance, Most Improved, Citizenship

### **MONTGOMERY WAY - HIERARCHY OF CONSEQUENCES**

- Verbal reminder of expectations & warning by the classroom teacher
- Parent contact & teacher assigned consequences by the classroom teacher
- Parent contact, referral to counselor for intervention.
- Parent contact, referral to administrator with possible suspension assigned by the administration. Parent conference required prior to the student's return from suspension.



## **SCHOOL DRESS CODE POLICY**

*Students shall be required to prepare themselves for the schoolroom before entering (California Code of Regulations, Title 5, Section 302). A pupil who comes to school without proper attention having been given to personal cleanliness or neatness or appropriate dress may be sent home to be properly prepared for school. No student shall be sent home prior to the notification of the parent/guardian.*

**The following are required for all students and are not negotiable, in order to promote an orderly and safe learning environment. All clothing must be in good condition and fit properly.**

### **Pants, Shorts, Skirts & Skorts**

- Appropriate material and length (one hand above the knee)
- Worn at waist, no sagging, no “baggy items”
- No holes, rips or cuts that show skin

### **Shirts**

- No shirts that depict in any form profanity, violence, drugs, alcohol, tobacco, sexual act, or are offensive to any gender or religion
- Shirts must cover shoulders (2”-3” width on the shoulder)
- NO: muscle shirts, spaghetti straps, tops that expose the midriff, or expose cleavage/bra straps

### **Shoes**

- Must be closed toe
- Heels of shoes cannot exceed 1½ inches
- loafers/slippers NOT allowed

### **Miscellaneous**

- Any clothing or accessory that depicts in any form profanity, violence, drugs, alcohol, tobacco, a sexual act or insignia, or is offensive to any gender or religion, is unacceptable and may not be worn at school.
- Any clothing or accessory associated with gangs is prohibited; this includes wallet chains, bandanas, hairnets, hair rags, gloves, bulky/ pointy or excessive jewelry, color shoelaces, sweatbands, etc.
- Trench coats are prohibited.
- Backpacks must be free of graffiti, writing, or drawings
- Items that are not school-related and disrupt the learning environment are not allowed and will be confiscated
- Writing on the body is not allowed

### **Belts**

- Not acceptable if they hang more than 3” from the buckle
- May not have any insignia

### **Hats, Caps, Beanies, Rags, Visors, Sunglasses**

- Hats/sunglasses of any kind are not permitted unless they are for health reasons (doctor’s note is required by the school)

**\*P.E. Uniform Policy:** In order to productively participate in all activities, students need to wear: Gray, black or white T-shirt, black or blue shorts, and athletic shoes. Sweatshirts and sweatpants are allowed, as appropriate, as long as they meet the color criteria.



## **SAN DIEGO UNIFIED SCHOOL DISTRICT ZERO TOLERANCE POLICY**

*The Board of Education of the San Diego Unified School District has approved the following  
**Zero Tolerance Policy***

- Use, possession, or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.
- Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.
- Attempting to commit or committing a sexual assault or committing a sexual battery will result in a recommendation for expulsion.
- Our district has a NO ALCOHOL, TOBACCO, or other DRUG POLICY. If you are found to be selling or furnishing a controlled or prohibited substance you will be recommended for expulsion on your first offense. For possession or use, expulsion will be recommended on your third offense, except for tobacco offenses. If you are found in possession of tobacco you will be recommended for expulsion on your fourth offense.
- In addition to discipline, if you are found to have violated the law you may be arrested and taken to a juvenile detention facility. Expulsion from San Diego City Schools will result in the loss of your privileges to attend school or extracurricular activities. You may be placed in an alternative school or program.
- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.
- Expulsion may be recommended for an offense that occurs during lunch period, off campus, and during or while going to or from school or a school-sponsored activity.

### **Suspension Policy**

If a student's behavior is a threat to the safety, health or emotional well being of others, and previous methods of prevention and intervention have not been successful, that student will be suspended in accordance with district policy and state law. Suspension may be assigned for an offense that occurs on campus and during or while going to or from school, or a school-sponsored activity.

## **OVERVIEW OF SAN DIEGO UNIFIED SCHOOL DISTRICT POLICY ON SEXUAL HARASSMENT & NON-DISCRIMINATION**

Title IX – Sexual Harassment and Non-Discrimination refer to federal and state anti-discrimination laws that ensure equality in education. The goal of this legislation is “to ensure equal rights and opportunities for all students by promoting educational equity and eliminating discrimination and harassment on the basis of sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability in programs and activities conducted by local educational agencies that receive or benefit from federal or state financial assistance.”

San Diego Unified School District strongly encourages its employees, parents and students to report any incidents of sexual harassment and/or discrimination immediately so that complaints can be quickly and fairly resolved.

**A complaint may be filed by a student, parent/guardian and or employee through the principal of the site for the process of resolution to begin. If the complaint cannot be resolved through the principal of the school site then person filing complaint can contact the Title IX Coordinator at Eugene Brucker Education Center, 4100 Normal St. Room 1202, San Diego, CA 92103 or phone (619) 725-7225.**

**ALL STUDENTS WILL ATTEND TWO SCHOOL WIDE ASSEMBLIES DURING THE SCHOOL YEAR TO REVIEW IN DETAIL THE ZERO TOLERANCE, SEXUAL HARASSMENT & NON-DISCRIMINATION POLICIES.**





## INTERNET USE POLICY

San Diego City School's wide area network (WAN) is called Sandi.net. The purpose of a school's students having access to the Sandi.net is to support research and education. The use of the Sandi.net must be consistent with the educational objectives of the San Diego City Schools and comply with rules for the network.

### **Prohibited Use:**

- a) Any information that violates or infringes upon the rights of others.
- b) Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- c) Advertisements, solicitations, commercial ventures, or political lobbying.
- d) Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- e) Any material that violates copyright laws (District Administrative Procedure 7038).
- f) Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

**Warning:** Inappropriate use may result in cancellation of network privileges. The site administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

**Privileges:** The use of sandi.net and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.

**Security:** If you feel you can identify a security problem on Sandi.net, you must notify the Educational Technology

Department or the security administrator at the Information Technology Department of San Diego City Schools either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Sandi.net and the Internet.

**Vandalism:** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

**Damage or Loss of Netbooks:** For students who are assigned to take home a netbook, a fee (\$100), will be imposed if damage or loss occurs. Parents and students will sign a contract prior to being assigned a netbook.

**Netiquette (Network Etiquette):** The use of Sandi.net and the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) *Be polite.* Do not send abusive messages to anyone.
- (b) *Use appropriate language.* In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note: E-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities must be reported to the appropriate authorities.)
- (c) *Maintain privacy.* Do not reveal the personal address of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- (d) *Respect copyrights.* All communication and information accessible via the network should be assumed to be the property of the author and should not be used without his/her permission.
- (e) *Do not disrupt the network.* Do not use the network in a way that would disrupt the use of the network by others





### PARENT MEETINGS & CAMPUS VISITS

Montgomery Middle always welcomes visits from parents and community members. We encourage parent participation and input. All visitors to the campus need to sign in at the main office counter and obtain a visitor's pass. Visitors wishing to visit a classroom must schedule a mutually agreed upon appointment. In support of our parents' needs and interests, we hold parent workshops and meetings to address current topics of importance to our learning community. Please look for upcoming dates by checking our monthly calendar in the school's website. The school also holds scheduled events when parents & community are invited to tour the campus and visit/observe teaching and learning in action. A brief meeting is held in the Parent Center by an administrator prior to the walkthroughs, to give an overview of current happenings and to answer any questions.

### LIBRARY MEDIA CENTER (LMC)

The library is a peaceful reading and research environment. Voice level is minimal. No food or drinks are allowed in the library. Library is open after school on Mon, Tues, Thurs and Friday until 3:30 pm. Students must bring a written pass from their teacher visiting the LMC during school hours.

**Circulation:** Students may check out four books at a time. Loan period is three weeks for initial and renewal loans. The borrower of lost or damaged books will be charged the replacement cost of the book(s).

