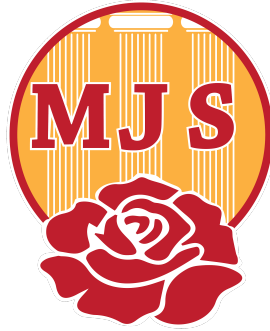


**2023-2024**  
**Madison Junior School**



**The Property of**

**Name:** \_\_\_\_\_

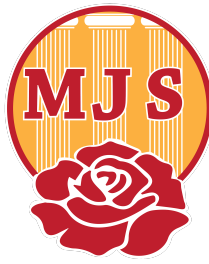
**Address:** \_\_\_\_\_

**Phone (Home):** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**Locker Number:** \_\_\_\_\_ **Gym Locker Number:** \_\_\_\_\_





## **Our Vision:**

**A world where we believe in our power to embrace learning and to shape our future.**

## **Our Mission:**

**At MJS, we create an environment of kindness where all students are empowered to be lifelong learners. We celebrate their unique talents and skills while creating a sense of purpose and awareness of our diverse world. Through knowledge, skills, and character, we help shape their future.**

## **Our Values: #MJS LEADS**


**Lifelong Learners**

**Empowerment**

**Awareness**

**Diversity**

**Sense of Purpose**



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## **Academic Integrity**

The highest standards of honesty must apply to a student's actions at Madison Junior School. Any act of dishonesty reflects upon a student and affects the entire school community.

Among the most serious academic offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, either from homework or from a test/quiz, and claiming it as his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work as his/her own. The term also applies if a student copies a research paper of another and claims that he/she is the author.

Any form of cheating may result in a zero (0) grade for the test or assignment for which it occurred. The consequence of plagiarism will depend on the extent of the plagiarized material used in the assignment. The teacher will contact the parent or guardian if any cheating offense occurs. Repeat offenders will be referred to the administration. Whether the student is the person who gives or receives the information, he/she/they is guilty of a dishonest act.

## **Academic Program**

MJS has a complete and rigorous academic program, which features seven 51-minute periods that rotate on an AB daily basis and a daily 25 minute lunch period. Every day students take core subjects that include English, math, social studies, science, and world language. On alternating days students take physical education, health, music, and cycle classes. Additionally, students participate in an advisory period on an abbreviated core period Wednesday schedule to focus on community building and character education.

There are academically talented language arts sections in grades seven and eight and in math in grades six through eight. World language choices include Spanish, French, Italian, and Mandarin. Music choices include band, orchestra, chorus, and music appreciation. Students will have an array of cycle classes while at the Junior School. Sixth graders take study skills, Innovation & Design 6, Digital Citizenship, and a Reading cycle.. Seventh-grade cycle choices include TED Ed Talks, Forensics, We Got Books!, and Music Techniques, as well as a half-year of robotics or Innovation & Design 7. Eighth graders will have an opportunity to take part in an elective program and can choose from the following classes: Innovation & Design 8, Interactive Programming, Multimedia Design, Guitar, International Sports, Craft Studio, Drawing and Painting, Music Techniques, Marketing & Advertising, News and Broadcasting, Genius Hour, and Intro to Theater. Selected eighth-graders will take part in a Peer Leadership cycle course.

## **Grades**

A - Indicates outstanding command of subject matter, distinct initiative, and thoroughness in preparation.

B - Indicates a decided grasp of the subject matter and above-average achievement.

C - Indicates an average achievement and knowledge of the subject matter.

D - Indicates an achievement of a barely passing grade.

F - Indicates failure.

Inc.- Indicates incomplete work due to absence or other reasons. Such a mark may be completed within a reasonable length of time.

A+ = 98-100

A = 93-97

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = Below 60

## **Honor Roll**

Honor roll achievement is published at the end of each marking period. Requirements are: High Honor Roll-All "A's" and no more than one "B" (83%) in all graded subjects and "P" in all pass or fail courses. Honor Roll requires nothing less than "B-"(80%) in all graded subjects and nothing other than "P" in all pass or fail courses. All courses which receive a grade, including band, orchestra, chorus, count toward honor roll and high honor roll.

## **Attendance**

To report a student's absence or tardiness, please call the dedicated roll call number at (973)-593-3149, option

1. No other business is conducted on this phone line. Please note the following:

1. Absence messages are only honored from the student's parent/guardian.
2. If your child is going to be absent or arriving late to school, please give the following information:
  1. Child's name
  2. Brief reason for absence or tardiness
3. A call must be placed each day the student is absent.
4. For extended anticipated or prolonged absences from school due to medical illness or other reasons, please contact the Main Office.
5. By 8:00 am, all names recorded on the answering machine will be taken off the machine by the attendance clerk and compared to the class attendance rosters. After 8:00 am, please call (973)-593-3149 ext. 0. If an absent child is not accounted for on the phone recording, the parent will be notified; if he/she cannot be reached, emergency numbers that you have provided to the school will be called. If the school is unable to locate your child, our Student Resource Officer will be notified.

The attendance regulations (N.J.A.C. 16:6-7.8) require each district board of education to develop, adopt and implement policies and procedures regarding the attendance of students. Students are expected to attend school on all scheduled days and should not be absent except for illness or special emergency situations (Title 18A:38-1). By definition, an excused absence is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

1. The pupil's illness – a doctor's note is needed to excuse the absence.
2. A death or critical illness in the pupil's immediate family.
3. Observation of the pupil's religion on a day approved for that purpose by the State Board of Education.
4. A reasonable number of routine medical or dental appointments. Parents are asked to make doctor and dental appointments after school if possible.
5. Any absence totaling one period or more will nullify perfect attendance.

If extenuating circumstances create the necessity for a student absence due to any other reason, a written request must be submitted at least one week in advance to the school principal. All work or tests missed because of such absences become the student's responsibility. If there is a medical reason for the absences, please notify the school in order that our records be kept up to date.

If we have not received notification from a parent or guardian by phone or note when students are absent from school, it is our practice to call the home and at times send the police to ascertain the reasons for absence. If a student is absent for one or two days, he/she should try to secure assignments from classmates or, after returning to school, from the teachers. Parents may email the team leader to request homework assignments. Such assignments will be provided only for those students who are absent because of illness.

A written excuse stating the cause of absence and date signed by parent or legal guardian is required from each student upon return to school after an absence. This note must be presented to the main office on the morning of the student's return to school. Only doctor's notes are excused.

**Unexcused Absences** - The MJS office will adhere to the following practices regarding unexcused absences:

1. Attendance office will generate a daily list of students with absences at 4 or more for the school year and provide a list to each school counselor.
2. Guidance will review the list and indicate Yes or No for a letter (a NO meaning that the absences were IEP or 504 driven or some type of extenuating circumstance that guidance may be aware of).
3. Guidance returns lists to Attendance and the appropriate letter is issued for Yes responses.
  - a. 4<sup>th</sup> Absence – Letter is sent home digitally via Genesis Parent Portal; generated by the attendance office
  - b. 9<sup>th</sup> Absence – The school counselor will call the parent to determine the causes of the absences and plan for a course of action moving forward.
  - c. 10<sup>th</sup> Absence – The attendance office will generate a letter signed by the principal.

**Student Tardiness** - Students arriving after 7:55am are considered tardy. Even though we do accept parental excuses of tardiness, legitimate written excuses must be submitted upon arrival. All excusal notes must be written, signed, and dated by the parent/guardian.

Students arriving late to school must report to the main office, where they will be issued a pass that will allow them to proceed to their scheduled class. The attendance office will track student tardiness and follow these guidelines:

- First 3 Tardies - Warning and Genesis Letter Notification
- 4 Tardies - Conference with counselor/Notification home
- 6 Tardies - Conference with administration/Before School Detention
- 8+ Tardies - Actions per code of conduct as determined by administration

The aforementioned procedures will run for the duration of each marking period. In essence, this allows for a student to be late to school twelve times throughout the school year with no consequences. At the end of each marking period, each student will start back with a zero balance of accumulated tardies. This should more than allow for those times when circumstances arise that cause a student to be late to school.

### **Care of School Property**

It is the responsibility of each student to do his/her share in caring for school property. Some ways are:

1. Avoid marking or otherwise marring doors, walls, floors, or any other school property.
2. If a person scratches or marks school property they must help pay the expense of refinishing or fixing the property.
3. Everyone takes pride in a clean and tidy building. Therefore:
  - a. Place all waste paper in the trash cans that are provided.
  - b. Pick up scraps as you see them in the halls.
4. Lockers are assigned to each student and should be maintained. Therefore:
  - a. Take any food home at the end of each day.
  - b. Do not close locker doors if the material is sticking out or you could break the locker door.
  - c. Take books out of your backpack in order to fit all materials in the locker.
  - d. No roller backpacks are permitted.
  - e. Lock your locker and do not give out your combination to any person.
5. Textbooks, library books, and Chromebooks are the property of the school and are in your care and loan. Therefore:
  - a. Mistreatment resulting in damage to the textbook, library book, or Chromebook, as well as loss of the textbook, book, or Chromebook, will result in a fine or loss of Chromebook.
  - b. The amount of the fine for textbooks or library books will be determined by the condition of the book at the time of issue and replacement costs.
  - c. Report Cards at the end of the year are not issued until all obligations are met.
  - d. Keep all books covered and kept free of paper, pads, etc.
  - e. The label in the front of the book should be filled out completely in case it is lost. If a book is damaged or lost the students will have to pay a fine for the cost of the book.

## **MADISON PUBLIC SCHOOLS DRESS CODE - PHILOSOPHY**

Madison Public Schools student dress code supports equitable educational access and is written in a manner that discourages stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that promotes self-confidence and preserves dignity for all students. The dress code focuses on continuing to eliminate the marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size by empowering students to dress in attire that allows them to express their individuality. The district encourages parents to assist their children in complying with the dress code as outlined below.

### **OUR PRINCIPLES**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- **Religious Freedom:** Students whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified will be permitted to dress in a manner that conforms to their religious beliefs rather than the dress code. This provision supersedes any and all other provisions pertaining to teachers' discretion in asking students to remove headwear due to instructional practices.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

### **OUR GOALS**

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.
- Allow students to wear clothing of their choice that is comfortable. Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.

### **FOOTWEAR**

- Footwear shall be worn at all times.
- Unsafe footwear including but not limited to bare feet, athletic shoes such as cleats, and/or any other type of shoe deemed to be unsafe (backless slides) shall be prohibited during the school day.
- Cleats shall be permitted when being worn for their intended purpose during athletics.



### **EYEWEAR**

- Non-prescription sunglasses, glazed or tinted glasses shall not be permitted, except when prescribed by the student's doctor and the appropriate notification has been made to the school administration.

### **HEADWEAR**

- Hoods or any hat that cover students' ears are not permitted to be worn during the school day.
- Baseball caps or other headwear not covering students' ears are permissible during the school day provided they don't create a safety concern.
- The administration authorizes teachers to ask students to remove their headwear within their classrooms if it presents a safety concern for the lesson.

### **LOGOS & DESIGNS**

- Clothing indicating gang membership shall not be permitted to be worn in school and/or at school sponsored events.
- Clothing, patches, or decorations that contain profane, obscene, offensive, or inappropriate language; references to alcohol, sex, or drugs; or demeaning references to specific gender, ethnic, political, racial, or religious group shall not be permitted to be worn in school and/or at school sponsored events.

### **CLOTHING**

- Undergarments worn without an outer shirt shall not be permitted.
- Clothing must cover the buttocks, genitals, nipples and torso (including the abdomen).
- Excessively loose clothing, low hanging clothing (including but not limited to jeans or pants) that pose a safety hazard to students shall not be permitted

### **SPECIAL CONSIDERATIONS**

Health Concern or Physical Disability: When a student whose physical functioning or overall health preclude the student from conforming to the dress code as outlined, the student will be permitted to dress in a manner which meets the physical/health need. Documentation of the student's needs must be reviewed.

## **DRESS CODE VIOLATIONS**

The building principal/assistant principal has the final decision making authority and/or discretion when determining violations of the Dress Code. The building principal may alter/ modify the dress code when appropriate to address special occasions, themes, and/or special circumstances. Examples: Field trips, spirit days, weather-related conditions.

When a teacher/school staff member has a concern regarding a student's attire, they will email the building principal or assistant principal. The building principal/assistant principal will evaluate the concern and if necessary take appropriate action, while ensuring the dignity and confidentiality of the student. In the instance where the concerns pertain to a male student, a male building principal/assistant principal or designee will address the student. In the instance where the concerns pertain to a female student, a female building principal/assistant principal or designee will address the student.

Students found to be in violation of the dress code will face the following actions:

- **1st Level:** Principal/Assistant Principal or designee will meet with the student to review the dress code. Notification to Parent/Guardian
- **2nd Level:** If a student's attire does not cover the specific areas outlined in the dress code, the student will be asked to cover those areas as needed. If a student's attire contains offensive or profane content, a change of clothes will be required or (when available) school issued clothes will be provided. Notification to Parent/Guardian.
- **3rd Level:** Change of clothes required or (when available) school-issued clothes provided. Notification of Parent/Guardian. Further administrative actions may be taken in consultation with home.

Depending on the severity of the dress code violation, the building principal/assistant principal retains the right to assign the appropriate level of response.

## **General Information**

### **Advisory**

Advisory will be held throughout the school year and all students will be participating in community building activities and discussions related to character education. All students take part in a community-service project, and all sixth graders meet with an 8th grade Peer Leader who will also serve as their ‘buddy.’

### **Bicycle Safety**

Parents are responsible for getting their children to school. Bicycles must be walked on school grounds. Pupils failing to abide by these safety rules will lose the privilege of riding their bicycles to school. Motorized scooters are not permitted.

Students riding bicycles to school must ride on the roadway and not on the sidewalk. The bicycles must be locked in the racks at the front of the school. We are not responsible for stolen bicycles. No individuals may use skateboards or roller blades on school grounds. State law requires that bicycle operators and passengers under the age of seventeen wear helmets.

### **Emergency Drills**

State law mandates that we have two drills each month, which will include a fire drill and an emergency drill. An orderly, quiet exit is important if the building is to be evacuated in a minimum amount of time. During lockdowns or shelter in place, quiet is required so that communication is clear and we can help keep everyone safe.

During a fire drill and evacuation, students should move quickly, but not run or push. Students should form lines and follow emergency exit maps, which are posted in every classroom.

In case of a lockdown, an announcement will come over the PA System. Students are to congregate in the assigned location in the classroom and remain silent until the end of lockdown. All drills and procedures should be reviewed by each classroom teacher at the start of the school year.

### **Emergency School Closing/Delayed Opening**

Schools may be closed because of inclement weather, power failure, or emergencies beyond our control. Parents will be notified by the Honeywell Instant Alert System. Please ensure the phone number and email on file and in the Honeywell system is accurate. In addition, it is advisable to sign-up for E-Alerts and always check the district web-site: [www.madisonpublicschools.org](http://www.madisonpublicschools.org).

To announce the emergency closing of schools and the early dismissal of pupils after school has opened for the day, announcements will be made through our School Website E-Alerts and our Honeywell Instant Alert System. Individual parents and Junior School students should develop a standing plan, so that an early closing decision dictated by weather or emergency conditions will result in a predictable action by MJS students.

### **Entering and Exiting the Building**

Students must enter and exit through the front door. Eighth grade students enter through the faculty parking lot doors. All students should leave at 2:49pm unless scheduled for after-school activities or make-up/ extra help work with a teacher. Only the parent/legal guardian may sign a student out of school during the school day. A written note must be provided in order to release a student to someone other than a parent/legal guardian.

### **Extra Help and Extracurricular Activities**

After school extra help and extracurricular activities are available daily. After school extra help is from 2:49-3:15pm. After school activities, such as Madison Junior School Athletics and rehearsals for the musical/play begin at 3:15pm.

Other extracurricular activities may meet after school from 2:49-3:15 pm or before school as scheduled by the teacher/advisor. Some of these activities include Student Council, Art Club, Jazz Band, Robotics, Book Club, Green Team, Chess & Games Club, Madison Makers, Conflict Resolution/Peer Mediation, and Peer Leaders. Extra help always takes priority!

Teachers at MJS want all of the students to succeed in school. If a student does not understand what has been taught, is having difficulty with work, or has questions, it is advisable to make an appointment with the classroom teacher to receive additional help during extra help time before or after school. This extra help will often make the difference between success and failure. It will also aid in the development of good work habits which will be to the students' advantage all through life. Some teachers schedule extra help prior to the beginning of the school day.

### **Field Trips**

Students that are currently failing a class will not be permitted to attend a field trip unless the field trip is deemed mandatory by the classroom teacher. Field trips are a privilege and can be revoked by the Administration for inappropriate behavior.

### **Food Guidelines**

MJS strongly discourages the sharing of food. Peanut and Nut free tables in the cafeteria will be available on the request of the parent to the school nurse, assistant principal or principal. We strongly suggest pre-packaged items with ingredients listed for school sponsored events.

### **Guidance Services**

The guidance counselors have special training to help with academic and personal needs. The counselors will meet with all incoming students during their last year in elementary school, and then again within the first weeks after school begins at the Junior School to set expectations. The counselors fully explain the high school program to all eighth-graders and arrange for meetings with the high school counselors to develop students' ninth-grade schedules.

Each child's counselor will meet with him or her at various times during the year to help with study skills, test-taking ability, organizational skills, and other behaviors which will help achieve academic potential. The

counselors are in constant touch with teachers to assure that students are placed at the correct level of difficulty in all courses. A close eye is kept on academic progress.

The counselors are ready to listen to personal problems. Talking about feelings makes it easier to cope with them. The counselors are trained to help students acquire skills to meet life's challenges. In addition to individual counseling, the counselors form counseling groups with a particular emphasis, e.g. experiencing loss, test anxiety, peer interaction, etc. A student can visit his or her counselor by stopping by the guidance office. There is always an "open door" policy.

### **Health Services**

A registered nurse is available at the Junior School to administer first aid for injuries or illnesses that arise during the school day. All follow-up treatment for injuries and illnesses becomes the responsibility of the student's parent/guardian. When it becomes necessary to send a student home due to illness, his/her parent/guardian or designee on the emergency card will be notified. In the rare event of an emergency the student will be transported by ambulance to the hospital and the parent/guardian will be notified. Students with life-threatening allergies will be closely observed by the nurse and the nurse/designee will administer the EpiPen if necessary, and all staff will be trained in recognizing the signs/symptoms of an allergic reaction.

All medication, prescriptions and/or over the counter medication requiring administration during the school day requires written authorization by the parent/guardian and as well as by the physician indicating the medication to be given, dosage, and schedule to be followed. Medications must be brought to the nurse in a container which is properly labeled with the student's name, medication name and dosage, and dosing schedule. Students with hyperactive airway disease/asthma may carry their inhalers as long as the administration of medication protocol has been met. Screenings for height, weight, blood pressure, vision, hearing, and scoliosis will be conducted by the school nurse with the assistance of trained physical education staff. Scoliosis is conducted with parental permission. If a student requires immunizations or tuberculin testing, you will be notified by the school nurse. Please contact the school nurse for additional information by calling (973) 593-3149 ext. 3. Please note that the school nurse has limited availability during the summer so every effort should be made to complete items during the school year.

### **Homework Assignments**

Homework, in the form of problem solving, writing, studying and reading is given on a daily basis in most academic classes. Daily attention to homework is essential for success in these classes and students should reserve ample time each evening for completion of homework. Parents should make sure that students are reserving time for completion of all homework assignments.

If a student is absent for one or two days, he/she/they should try to secure assignments from classmates or, after returning to school, from the teachers. Parents/students may also contact the team leader to request homework assignments. Such requests should be received in the office by 9:00am in order to have the work and materials ready for after school pickup on the same day. Requests received later than 9:00am cannot be routed to all teachers for same day pickup. Repeated failure to pick up homework will result in no further requests being acted upon.

### **Incentives**

At MJS, we believe in rewarding students for positive behavior. Throughout the year, staff members submit names of students who are “Caught Doing the Right Thing”. Students exhibiting excellence in the areas of character will be recognized throughout the year. Each marking period, names will be drawn and those students will receive an award.

### **Lockers**

Each student is assigned a locker in which all materials that are not required in their classes should be kept locked. Lockers should be kept neat, and are subject to inspection by a staff member periodically during the year. The lockers should not be jammed, kicked, or mutilated in any way. If there is any difficulty with the operation of the locker, report it to the Main Office and it will be remedied as soon as possible. Students will have designated times throughout the day where they can go to their locker to retrieve books or materials. Books, binders, and materials should be removed from the backpack in order to fit all materials into the locker. Roller backpacks will not fit into the locker and they are not permitted at MJS. Lockers are the property of the school and can be searched at any time. Students are not to decorate others’ lockers.

### **Lost and Found Articles**

Articles found in the school or on the school grounds should be turned in to the Main Office. Displays of all lost and found articles will be made in the corridor outside the cafeteria. Students who have lost jewelry, should check with the main office. Lost and found will be cleared monthly and anything not claimed will be turned over to a charitable organization or thrown out. Lost books will be returned to the classroom/teacher.

### **Pedestrian Safety**

From 7:30-7:55 am and 2:49-3:00 pm, walkers may arrive or leave school, and those students being picked up or dropped off should be on Brittin Street only. Unless students have a doctor’s note, no parents/guardians are allowed to enter the school parking lot during the aforementioned times.

Students must cross the street where the crossing guard is located, which will keep them safe and out of harm’s way. When being dropped off and picked up, students must enter or exit the car from the curbside. This will keep the students safe and the flow of traffic will move smoothly and efficiently.

### **Physical Education**

All students are required to participate in physical education as per the New Jersey Department of Education. Students are expected to change into physical education attire (shorts, sweatpants, t-shirts, sweatshirt) and sneakers. If your child needs to be excused from participating due to an illness or minor injury; a parental signed note will excuse them for up to three days. For illness or injury that extends longer than 3 days a physician’s medical note must be submitted for continued physical education excusal. Please note that the school can only accept medical notes from a Medical Doctor, Nurse Practitioner or Physician Assistant.

## **Report Cards**

The academic year is divided into four marking periods. At the end of each marking period, a report card will be available through our “parent portal” Genesis. Grades will be visible throughout the school year so that parents can frequently check in on their child’s progress. This frequency of report is designed to keep students and their parents constantly apprised of progress or special concerns as the school year proceeds.

## **Promotion/Retention**

All provisions of Policy #5410 shall apply to students in grades 6, 7 and 8 with the following clarification. An MJS student in grades 6, 7 or 8 who receives a final grade of 59.9 percent or less in two of the five core subjects, Language Arts, Mathematics, Science, Social Studies, and Physical Education, may be recommended for retention based on a review conducted according to district policy #5410. Summer school recommendations will also be made by guidance. School attendance shall be a factor in the determination of a pupil’s promotion or retention.

## **School Activities**

We have many fun school activities planned throughout the year.

- Participation in school activities such as dances, music and field trips, assemblies, pool parties, yearbook signing, walking in promotion, socials, and other school sponsored events are privileges, not rights.
- Improper student conduct may result in students being denied the ability to participate in such events.
- Cell phones must be checked in at all dances/socials or the student will not be allowed in. If they are caught with the cell phone in these school events, they will not be allowed to attend any future school events.
- Students must be in school the day of an event to participate in the event. This means that students must report to school before 11:30 am in order to qualify as a full-day, according to “school activity” guidelines.
- Excessive absences/tardies may result in a student being denied the privilege to attend such events.

## **School Dance Standards**

All evening dances will be held on nights that do not precede a school day. Students are not allowed to bring a visitor to a dance. A student who is suspended in-school or out-of-school during the five-day school period preceding a dance may not attend that school dance.

Dances are dismissed promptly. A student may not leave during the dance unless his/her parent or guardian comes and picks up the student and signs the student out. At all dances, adult chaperones will be present to supervise.

Code of conduct and the district dress code policy will be enforced. Inappropriate dancing (bumping, grinding, and slam dancing) is not allowed. If a student is removed for a disciplinary reason, the parent/ guardian will be contacted. All parents need to ensure their child has a contact number in the event it is needed. All student

dances will be non-date events, thereby encouraging a greater percentage of students to attend. Students must be in school the day of an event to participate in the event. This means that students must report before 11:30 am in order to qualify as full-day according to “school activity” guidelines. The administration reserves the right to not allow a student to attend for disciplinary reasons as dances are a privilege and not a right.

### **School Supplies**

The MJS PTO provides a service to parents at the end of each school year. School supplies identified by the teams and world languages can be purchased during the spring and the kits are then mailed to students over the summer.

### **School-time Accident Insurance**

An opportunity to purchase school-time accident insurance is made available to all students at the beginning of the school year.

### **S.E.T.**

Students should show that they are S.E.T. by:

Sitting-up straight

Engaged-be engaged by listening, nodding, and asking or answering questions

Tracking the speaker-follow the person speaking (student or adult) by always making eye contact

### **Team Model**

MJS operates under a team-based model, with two teams at each grade level, Team A and Team B. At MJS, each student counts. Each student belongs to a team taught by the same language arts, math, social studies, and science teachers. Each student will be known by this team of teachers. Team teachers are also available to meet with parents upon request. Each team has a team leader who organizes meetings and communicates with administration on a consistent basis.

### **Test Policy**

No more than two tests (full period) will be given on one day. Quizzes could be given on the same day. Test/quiz schedules are monitored via daily team meetings and a calendar in the faculty workroom.

### **Video Surveillance**

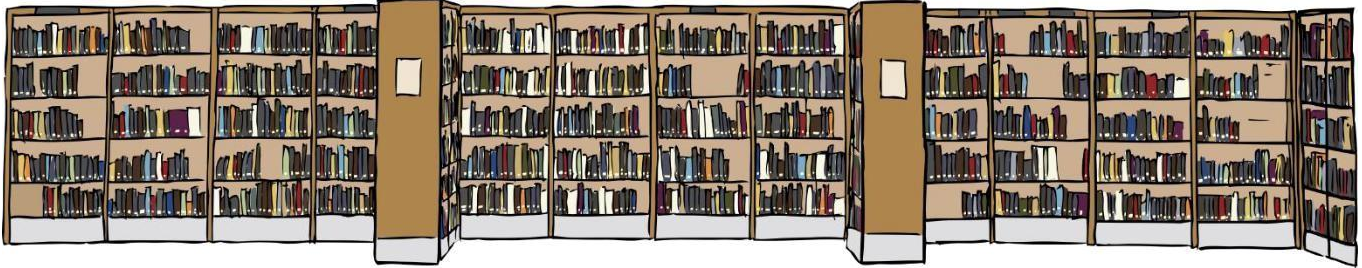
While on school grounds, students are subject to video surveillance.



# Madison Junior School

## Library Media Center

### Research Guidelines



### The Research Process

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- ➔ **IDENTIFY** a research question and the information you need to answer it
  
  - ➔ **FIND** information by using keywords and search strategies
  
  - ➔ **EVALUATE** the information you found to see if it is reliable
  
  - ➔ **ORGANIZE** the information you have selected to answer the research question
  
  - ➔ **CREATE** products that show new understanding
- 

### Identify

- Make sure you understand your assignment
- Pick a topic that interests to you
- Think about what you already know about the topic
- Make sure you have enough background information to start your research
- Gather background information to start your research and make sure you like the topic ● Develop questions to guide your research – what do you want to find out?
- Think about where you can go to find the answers to your questions – what kind of sources will have the best information?
- Is your topic too narrow or too broad? You might need to change your topic if you are getting too much or not enough information.

## Finding Information

Research involves identifying, locating, evaluating, and using sources. You can find sources in our school library media center, public libraries, classrooms, and by searching online. It is important to use several different sources to gather information and to keep track of your sources in order to cite them properly.

### **Sources:**

A source is a place where information comes from. Sources are typically found either in print or in electronic formats (online). Different types of sources include:

- Books – go to **mjs.scoolaid.net** to view the MJS library catalog
- Magazines and newspapers
- Government documents
- Multimedia sources, including television programs, films, images, and audio or video clips ● Reference sources including atlases, almanacs, dictionaries, thesauruses, maps, etc.
- Websites – remember to use websites that have been recommended by a teacher or librarian before searching on your own. (Refer to the **Evaluate** section below for more information on finding your own sources.)
- Databases – Databases are a collection of sources, usually published first in other locations, which have been gathered by experts on a topic. These sources are usually accessed through the Internet and require a password. A list of databases with the usernames and passwords is included in your agenda and on the MJS library website.
- Custom search engine – your teacher may put together a Custom Google Search Engine for your project. If this is the case, use this search engine first before going to Google. It will give you results that have been selected to help you be successful with your project.

## Evaluate

When you do any research, it is important to make sure you are using reliable sources. It is particularly important to evaluate information when you are using websites because there is so much information online and you do not always know how it was published. One way you can determine if a source is reliable is by looking at what type of site it is.

The most common Internet domains are:

- .com – commercial, business, personal or educational
- .edu – educational institutions (mostly colleges and universities)
- .gov – government agencies
- .mil – military organizations
- .net – network resources
- .org – organizations
- .us – from the United States (other two-letter abbreviations stand for other countries)  
.k12.nj.us – a K-12 school district in NJ

The ~ symbol or /users/ in a website URL are indicators that you are looking at a personal site. These are not recommended for most research.

Other important considerations when evaluating a source include:

- **Authority** (who is the author?)
  - Is the author clearly identified?
  - Does the author of the website have a good reputation?
  - Is the author a recognized expert on the topic?
  - Has contact information for the author been provided? Is the information on the website cited?
- **Bias**
  - Is the site a personal page?
  - Is the mission or purpose of the site clearly stated?
  - Is the site advertising or trying to gain something?
  - Does the website seem neutral and factual, or is it easy to identify the author's opinion?
- **Content**
  - Does the site address your topic?
  - Are grammar and spelling correct?
  - Is the language used appropriate for the topic?
  - What evidence is there that the information is accurate?
  - Are the links directed to other good sources?
  - Does the source do a good job of covering your topic?
- **Currency** (how current is the information?)
  - Depending on your topic, how current does the information on this site need to be?
  - Does the website tell you when it was created or updated?
  - Is the information on the site up-to-date?
  - Do the links on the site work?
- **Style**
  - Is the style of the website appropriate for the content?
  - Is the information organized in a way that makes sense?
  - Are you able to find what you are looking for?
  - Does the multimedia (images, videos, etc.) on the page support the information that is being presented?
  - Does the site look professional?

**It is extremely important to know the source of a website. If you cannot find anything on the site that shows that it is a reliable source, then it is not appropriate for a research assignment.**

### Citing Your Sources

A **citation** is a formal way of giving credit to the sources you have used in your research. It is important to keep track of your sources and create your citations throughout the research process. This way you will always know where your information came from. Your citations should allow your reader to find the exact information that you used. A **Works Cited page** is a formal list of all of the sources you used in your research.

You should always visit the library for help with citations. You can also visit the following online resources:

- Purdue OWL: MLA Formatting and Style Guide  
<https://owl.english.purdue.edu/owl/resource/747/1/>
- The MLA Style Center      <https://style.mla.org/>

All students at MJS have access to NoodleTools, an online tool for creating and managing citations. You can log on to NoodleTools by going to NoodleTools.com and logging in with your Google account. Visit the MJS library for help accessing or using NoodleTools.

*\*The most recent edition of the MLA Handbook (the citation style used at MJS) was released in Spring 2016. As a result, some online citation tools may not be using the most up-to-date version of MLA. In order to avoid incorrectly citing your sources, it is recommended that you use the tools listed above.*

All citations, regardless of the source, follow the same basic format. Depending upon the source, certain information may or may not be available. You should always fill in as much relevant information as you can.

## **Databases for Madison Junior School**

### **ABC-CLIO**

<http://databases.abc-clio.com>

*Includes: American Government, American History, United States Geography, World Geography, World History: Ancient and Medieval Eras, and World History: The Modern Era*

Username: dodger

Password: dodger

### **EBSCOhost**

<http://search.ebscohost.com>

*Includes: EBSCO Web, Literary Reference Center, Points of View Reference Center, Novelist K-8, and Explora Secondary Schools*

Username: s5877498

Password: regdod1!

### **Gale Virtual Reference E-books**

<http://infotrac.galegroup.com/itweb/madi11599>

From School:

Library ID: madi\_log

From home:

User ID: madi90966

Password: madi\_log

**Oxford English Dictionary**

<https://www.oed.com/>

Username: dodger

Password: dodger

**The Reference Desk / Salem Press**

<https://online.salempress.com/home.do>

*Includes: Great Lives from History, Milestone Documents, Salem Literature*

Username: dodger

Password: dodger

**World Book Online**

<http://www.worldbookonline.com>

User ID: Madison

Password: mpschools