

New Providence Middle School

2024-2025



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New Providence, NJ 07974

Main Office: (908) 464-9161
Fax: (908) 464-5927

Website: www.npsd.k12.nj.us

Principal: Mr. Brian Henry
Assistant Principal: Ms. Lyndsay Wittenberg

National Blue Ribbon School of Excellence

The agenda belongs to:

Name: _____

Important New Providence Contact Information

New Providence Middle School Main Office 908-464-9161

Mr. Henry	Principal	Ext. 1644
Ms. Wittenberg	Assistant Principal	Ext. 1462
Mrs. Chrisostomides	School Counselor	Ext. 1363
Ms. Stickle	School Counselor	Ext. 1645
Mrs. Coppola	Principal's Secretary	Ext. 1644
Mrs. LaChance	Asst. Principal's Secretary	Ext. 1462
Mrs. Shadis	Director of Guidance	Ext. 1622
Mrs. Wright	School Nurse	Ext. 1642

District & Board Office: 908-464-9050

Parent Resources: [Powerschool](#)

District Website: www.npsd.k12.nj.us

Emergency Closing/Opening - District Emergency Call System; Posting on District Website

Table of Contents

Important Contact Information	1	Dress Code	13
Welcome Letter	2	National Drug-Free School Recognition	13
Academics/Program of Studies	2	Drug/Alcohol Notice	13
Clubs/After School Activities	2	Smoke-Free School Environment	13
Attendance	3-4	Harassment, Intimidation & Bullying (HIB)	14-15
Visitors	4	Cyberbullying	14
Regular Dismissal/Early Dismissal	4	Bell Schedule	16
Emergency School Closing	5	School Counselors	16
Grading	5	School Nutrition/Lunch Program	17
Honor Roll/High Honor Roll	5	Medication/Lockers	17
Marking Period Calendar	6	Lost/Stolen Items, Backpacks	18
Student Discipline	7-11	Backpacks	18
Academic Integrity	8	Emergency Drills	18
Facilities, Field Trips, Cell Phones, iPads	12	Youth Helpline/Board Policies	18

WELCOME

Welcome to the New Providence Middle School where we strive to create a positive learning environment to address the social, emotional and academic needs of all students and provide increased opportunities for student learning.

The NPMS theme of *‘Respect, Responsibility and Readiness’* defines our expectations and values. By modeling these expectations we create a productive and respectful environment where students can learn and fulfill their potential.

Guidelines on How to Have a Great Year

Show Respect to your classmates, teachers, administrators, counselors, office staff, lunch staff, custodians and all visitors. Take Responsibility for your own learning and behavior. Be Ready to contribute to the well being of everyone at our school.

In the Classroom - What to do everyday

- Arrive on time to class
- Be prepared to learn
- Give it your all
- Don't be afraid to make mistakes

ACADEMICS

PROGRAM OF STUDIES

The Program of Studies, a complete description of the academic program provided at the Middle School, can be found [here](#) and also on our website. The Program of Studies includes course descriptions, course sequences, prerequisites for enriched courses, counseling information, lists of exploratory courses, and other relevant information.

CLUBS/AFTER SCHOOL ACTIVITIES

Students have the opportunity to participate in a variety of clubs during the school year. In previous years, offerings have included Mathematics Club, Technology Club, Student Council, Jazz Band, Chorale, Peer Leaders, Student Services, STEM Club, Art Club, Drama Club, and Robotics Club. For a full list and description of the 2024-2025 clubs please visit the [Middle School Club Information page](#). Club information meetings will be announced in the Fall.

ATTENDANCE

Students are expected to be present every day that school is in session. Regular attendance is essential to a successful school year and can be a factor in the determination of a pupil's promotion or retention.

Student attendance will be monitored and in the event of excessive absences, a corrective action plan in consultation with the student's parent/guardian and designed to address patterns of excessive absences will be created. Non-compliance with the action plan may result in retention.

REPORTING STUDENT ABSENCE

The school day begins at 7:44 AM. **Parents will enter absences through PowerSchool before the start of the school day if their child is absent or will be late/tardy.** Students are required to bring a written explanation from their parent/guardian for their absence on the day they return to school.

Notes for absence or tardiness should contain the following information: (1) Student's name; (2) Date(s) of absence; (3) Reason for absence; and, (4) Signature of parent/guardian. If a doctor's visit is the reason for a student's tardiness or absence, a note from the physician should be submitted upon returning to school.

In the case of a previously planned absence, please inform the office *and* the student's teachers ahead of time.

EARLY EXCUSE

In the event a student is to be excused from school early for a valid reason, the Main Office must be informed at the start of the school day. **A parent must inform the office by entering the absence through PowerSchool.**

The early excuse entry should contain the following information: (1) The student's name; (2) date and time of departure; (3) reason for leaving; (4) who will pick up the student; (5) parent's signature; and, (6) daytime phone number to reach a family member.

The parent/guardian must enter the building's entrance vestibule and inform the staff member that they are there to pick up their student, and will sign-out the student at that time. Should an adult other than the student's parent/guardian be designated to pick up the student, this information must be specified when entering absences or in the parent note, and that person must be one of the student's Emergency Contacts on PowerSchool.

PLEASE NOTE: Students are not permitted to walk home or to a destination when they are dismissed early. A parent or another listed emergency contact must pick up the student as described above.

TARDY TO SCHOOL

Students are expected to be in school on time. A student is considered late if he/she is not in class ready to learn when the first bell rings. The consequences of being late are shown in the chart below. Student tardiness will be reviewed every marking period.

In the event of chronic tardiness, a corrective action plan in consultation with the student's parent/guardian and designed to address patterns of excessive tardiness will be created. This may result in additional administrative action including out-of-school suspension.

3rd Tardy	Warning letter sent to parent and student
4th Tardy	Lunch detention assigned
Chronic Tardy	Corrective Action Plan including further administrative action

TARDY TO CLASS

Students are expected to be in class on time. A student is considered late if he/she is not in class ready to learn when the bell rings. The consequences of being late are shown in the chart below.

In the event of chronic tardiness to class, a corrective action plan in consultation with the student’s parent/guardian and designed to address patterns of excessive tardies will be created.

1 st Tardy	Teacher Warning	
2 nd Tardy	Teacher Calls Parent/Guardian	Teacher Detention
3 rd Tardy	Teacher Contacts Administration	Lunch Detention
4th + Tardy	Corrective Action Plan	Additional Administrative Action

VISITORS

All visitors entering the Middle School/High School building will report directly to the office window inside of the main entrance vestibule upon entering the building.

Visitors must ring the doorbell to gain entry and then state their name and purpose. Visitors are also required to show a picture ID.

- If you have a scheduled meeting, you must sign in and receive a visitor pass. The staff member that you will be meeting with will report to the high school’s attendance office/guidance office to escort you.
- If you are dropping your child off late, it is not required that you accompany your child into the building. The student should then proceed to the Middle School main office to sign-in.
- If you are picking your child up, you will be asked by a staff member to sign him or her out. The staff member will contact the Middle School main office staff. Your child will then meet you at the high school attendance office/entrance vestibule.
- For any student items that must be dropped off, items may be left in the drop off bins located next to the High School attendance office/main entrance. The Middle School main office staff will assist in ensuring that your child receives the items.

REGULAR AND EARLY DISMISSAL

Students are dismissed at 2:48 PM. Those students not involved in after school activities, meetings with staff, or working in the Media Center are expected to leave the building by 3:05 PM to return home. Students may use the Media Center for homework until 4:00 PM.

On Early Dismissal days, students are dismissed at 12:15pm. There are a number of early dismissal days which are noted on the full school calendar, available on the District website.

EMERGENCY SCHOOL CLOSING

The decision to close the schools during the school day (hazardous weather, heating problems, or other emergencies) will be made only by the Superintendent of Schools. The New Providence School District utilizes the School Messenger Calling System for mass notifications to parents and staff. Within minutes of an emergency, such as a school closing, each registered telephone number will be called and in the event a call is not answered a message will be left. Parents can also sign-up for text alerts through the messenger system and notification can also be found on the District website and District app.

In an emergency closing, Middle School students will be dismissed and advised to leave the building and return home immediately. If you wish to request that your child follow a different procedure, you must make that request in writing to the Middle School Principal/Assistant Principal.

GRADES

Marking period grades are awarded according to the scale shown below.

<u>Grades</u>
A = 95-100 A- = 90-94
B = 85-89 B- = 80-84
C = 75-79 C- = 70-74
D = 65-69 Below Average D- = 60-64
F = 0-59 Failure

POWER SCHOOL GRADING

Students and parents will be issued separate PowerSchool Logins and will have the ability to view up-to-date grades at any time throughout the school year, including marking period grades. The Powerschool Portal can be accessed via the school webpage. Returning 8th grade students/parents will keep their same login information as the previous school year. Incoming 7th grade students and new students will be issued their login at the beginning of the school year. For the most effective use of PowerSchool's information, parents should utilize their own parent portal account to access information. If you need assistance setting up the parent account, please contact Mrs. LaChance at glachance@npsdnj.org. Progress reports will be issued for any student who is performing at a D level or lower.

PLEASE NOTE “Report Cards” will no longer be mailed home.

HONOR/HIGH HONOR ROLL

To recognize outstanding academic achievement, Honor/High Honor Roll status has been established. The Honor Roll status recognizes students who have earned grades of “B” or above; High Honor Roll status recognizes students with grades of “A-” or above. All grades including academic subjects, world language, exploratory, band, chorus, orchestra, physical education and health are used in determining eligibility for Honor Roll/High Honor Roll status.

Marking Period Dates		
	Begins	Ends
MP1	Aug 29, 2024	Oct 31, 2024
MP2	Nov 4, 2024	Jan 27, 2025
MP3	Jan 28, 2025	Apr 3, 2025
MP4	Apr 4, 2025	Jun 18, 2025

STUDENT DISCIPLINE

The New Providence Middle School Code of Conduct, Rules of Conduct, Academic Integrity guidelines and the Harassment/Intimidation and Bullying Statements, listed below are designed to:

- Foster a safe and orderly environment where all members of the learning community are treated with dignity and respect.
- Optimize the learning experience and ensure the social and emotional well-being of the students.
- Help students develop self-discipline and control, which reflects their increasing maturity and sense of responsibility for their actions.

Discipline is developmental and is accomplished as part of the instructional program. Consequences are designed to improve student behavior. Students are responsible to all school personnel for their behavior during the school day or at school-sponsored events.

STUDENT CODE OF CONDUCT

Every child at NPMS has the right to learn in a safe, supportive environment. The conduct of students, both as individuals and as a student body, has an enormous impact on the way students feel about themselves, their peers, and their school. Students who feel good about themselves and are secure in their environment are far more likely to be successful in school.

Students should be thoughtful, follow directions, respect the dignity and property of others, contribute to a positive learning environment, and accept the consequences, both positive and negative, of the choices they make regarding their own behavior. To that end, all students are asked to follow three basic rules of conduct: Take care of yourself; take care of each other; and, take care of our school.

RULES OF CONDUCT

Students shall not:

- Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority.
- Create disorder or disruption on school premises.
- Use, threaten, or incite the use of physical force against another student, staff member or visitors to the school.
- Steal, damage or deface the property of other students, staff members or district.
- Engage in sexual and/or other harassment of students or staff members.
- Use foul, abusive, derogatory or demeaning language.
- Procure the property of others by threat or intimidation.
- Enter the school premises or allow someone into the school premises without permission.
- Set fire to or cause a fire in any way on school premises.
- Possess or explode a firecracker or other explosive device.
- Sound or cause to be sounded a false alarm for fire, bomb or other condition that is hazardous to others.
- Engage in any other activity expressly prohibited by a school staff member.

ACADEMIC INTEGRITY

The mission of the New Providence School District is to prepare our students academically for their pursuits, to develop the appropriate social and emotional skills to be productive, empathetic, global citizens, and to stimulate a growth mindset for continued, life-long learning in a culturally diverse society. To meet this goal, we believe that developing independent, innovative, and original thinkers who embody integrity is paramount. The expectation for our students embodies academic integrity by being honest, being worthy of someone’s trust, being fair, respecting themselves and the learning community, accepting responsibility, and exhibiting courage. Honesty with regard to coursework through any media which includes but is not limited to classwork, homework, projects, and assessments is imperative. Breaches of academic integrity include but are not limited to cheating, plagiarism, falsification/fabrication, modifying an assignment without permission, unauthorized use of technology during an assessment, and sharing work/answers for another student’s use.

Cheating on routine and/or daily/minor homework/assignments:

1. The student shall receive a “0” or “F” for that assignment/homework.
2. The teacher will follow-up the incident with a phone call home.
3. The student will serve a teacher detention.
4. The incident will be documented.

Cheating on a major assignment or evaluation:

1. Consequences #1 and #2 above.
2. Student will meet with teacher and administrator.
3. After-school Administrative Detention will be assigned.
4. The incident will be documented.

For any subsequent infractions of academic integrity, a committee will be assembled to adjudicate any further consequences or remediations.

DISCIPLINE INTERVENTIONS

When students choose to exhibit behavior that is not consistent with District/School expectations there are specific interventions used by the teachers and supported by the administration to address those behaviors. At any time, the administration reserves the right to exercise discretion and to issue disciplinary measures for inappropriate behaviors that may include, but are not limited to, the interventions listed below. Please note that students can/will be disciplined for any acts of Harassment, Intimidation or Bullying (pages 14-15) that occur after school hours and not on school grounds that have the potential to disrupt the educational process.

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student’s age and abilities. Number of offenses will also be taken into account.

The ‘Level Range of Interventions’ is shown on the next page.

“Respect, Responsibility, Readiness”

1	● Teacher Reprimand ● Temporary removal from classroom ● Student/Teacher conference ● Administrative reprimand ● Parent contact ● Teacher detention ● Loss of Privilege <i>*Interventions are not intended to be used in sequential order</i>
2	● Teacher Reprimand ● Teacher detention ● Parent contact ● Administrative reprimand ● Loss of Privilege ● Parent Conference with administration ● Administrative detention <i>*Interventions are not intended to be used in sequential order</i>
3	● Parent conference with administration ● Multiple Administrative Detentions ● Restitution ● Loss of Privilege ● Referral to Student Assistance Counselor ● Suspension <i>*Interventions are not intended to be used in sequential order</i>
4	● Parent conference with administration ● Referral to Student Assistance Counselor ● Restitution ● Loss of Privilege ● Suspension/Multiple day suspension ● Referral for Treatment/Evaluation ● Expulsion ● Police notification <i>*Interventions are not intended to be used in sequential order</i>

“Respect, Responsibility, Readiness”

Code of Conduct Infractions	*Level of Interventions
Inappropriate use of a digital device	1-2
Disruptive behavior	1-3
Dress code violation	1-3
Tardy	1-3
Cutting class/Truancy	2-3
Forgery/Cheating/False reporting/ Plagiarism	2-3
Profane/offensive language	2-4
Leaving school grounds without permission	2-4
Defiance of school authority / Insubordination	2-4
Harassment, Intimidation & Bullying	2-4
Verbal/Written/Electronic threat of harm	3-4
Inappropriate contact/Sexual misconduct	3-4
Theft/Extortion/Gambling	3-4
Vandalism/Defacing school property	3-4
Obscene/Pornographic material	4
Terrorist threats	4
Negative physical contact or physical assault of another student	4
Physical assault of staff	4
Drugs/Alcohol - Use or possession	4
Tobacco/Electronic Smoking Device – Use or possession	4
Drug/Alcohol sale	4
Falsely activating fire alarm	4
Gang activity	4
Weapon possession/Arson	4

*Interventions can be higher in cases with aggravating factors. In certain cases, legal action may also be required.

CLASSROOM BEHAVIOR AND TEACHER DETENTIONS

Teachers will establish classroom behaviors in accordance with the New Providence School District Code of Conduct Student Infractions and Interventions. Students who are tardy, cut class, are disruptive in the classroom, inappropriately use a digital device or exhibit other inappropriate behaviors. e.g., negative physical contact or inappropriate language, will receive a disciplinary intervention.

A student may be assigned a teacher detention (with a 24-hour prior notification of time and day) for infractions of school rules. Students are expected to fulfill this obligation and attend assigned teacher detentions. The only exception to this will be when the teacher detention conflicts with another scheduled obligation, such as a doctor’s appointment, lessons, etc. It is the parent/guardian’s responsibility to inform the teacher of a conflict by providing a note, email or phone call to the teacher. The parent/guardian must also contact the teacher to arrange an alternate detention date. If a student fails to report to detention, a behavior referral form may be sent to the office. The Assistant Principal may issue discipline intervention as outlined above in *Discipline Interventions*.

BEHAVIORAL REFERRAL

In the case of repeated or severe infractions of classroom, hallway, cafeteria, media center and other school rules, a teacher may submit a *Behavior Referral Form* to the Principal. The Assistant Principal will review the report, meet with the student, and assign appropriate disciplinary interventions.

LUNCH DETENTION

The Assistant Principal will assign a lunch and homeroom detention to students who commit infractions of the student code of conduct. Students will eat lunch during this detention and resume academic instruction following the detention.

ADMINISTRATIVE DETENTION

The Assistant Principal may assign an administrative detention to students who commit infractions of the student code of conduct in teachers’ classrooms. Administrative detentions are assigned after school for one hour. The detention proctor will monitor detention sessions. Failure to report to an administrative detention may result in additional administrative detentions or suspension from school.

SUSPENSIONS

The New Providence School District regards adverse behavior as a serious disruption of the educational process. Certain offenses are subject to immediate removal from school and a suspension. These include, but are not limited to:

1. Negative physical contact with another pupil, teacher, or other school employee.
2. Profanity, insubordination and disrespectful behavior to school staff members.
3. Conduct of such character as to constitute a continuing danger to the physical well-being of another pupil.
4. Possession or drinking of alcoholic beverages.
5. Possession, use, or dispensing of drugs.
6. Possession of dangerous instruments or volatile substances (e.g. explosive chemicals, CAPS/firecrackers, or any variation, knives which include pen knives and Swiss Army knives, guns etc).

Procedures and guidelines:

1. A student issued an out-of school suspension from New Providence Middle School is expected to remain at home during the school day for the duration of the suspension and is not permitted to participate in any school activities or to be on school property. It is anticipated that the student’s parents/guardians will cooperate with the school authorities in enforcing these procedures.
2. The student and at least one parent/guardian are expected to attend a re-entry meeting on the day of return after an out-of-school detention.
3. If work, quizzes or tests are missed because of out-of-school suspension, the student shall receive one day for each day of suspension to make-up missed work.

RESTROOMS

Middle School students are only permitted to use the Middle School restrooms and the restrooms in the Music wing of the building. They are not permitted to use High School restrooms. Students are prohibited from loitering in the restrooms and/or going to the restrooms in groups. Any student found to be in violation of the restroom protocols, will be subject to disciplinary consequences.

HALLWAYS

Proper behavior in the hallways is an important factor in maintaining safety, consistency and order in school. Students will not behave in an unsafe or disruptive manner. Running, pushing, slamming lockers and making excessive noise are examples of some behaviors that are not acceptable which will result in disciplinary interventions by teachers/administrators.

CAFETERIA

Students are expected to enter and leave the cafeteria in an orderly fashion and to follow the lunchroom procedures set forth by the teachers. It is the students' responsibility to keep their table and surrounding areas clean. Inappropriate conduct will result in disciplinary interventions that may include temporary removal, administrative detention or suspension. Please note that the throwing/tossing of food or objects jeopardizes the safety of others and will not be tolerated.

FIELD TRIPS/CO-CURRICULAR ACTIVITIES

Participation in school-sponsored activities and trips is a privilege. Whether the event takes place at NPMS, after regular school hours or off the school premises, students are representing themselves and their school at these activities. Students are expected to follow the same rules and are subject to the same disciplinary interventions that apply during the school day. Should a student behave in a way that results in a teacher submitting a behavior referral to the office, disciplinary interventions may include the forfeiture of field trip/co-curricular activities during part or all of the remaining school year.

CELL PHONES

Students are not allowed to use cell phones or any other non-school-issued electronic device during the school day. This includes, but is not limited to, making a phone call, text messaging, checking the time, using it as a calculator, playing games, taking pictures or videos, any use of social media, etc. If a student chooses to bring his or her cell phone to school, the cell phone must be turned off and kept in their locker. If cell phones are seen during the school day students will be subject to disciplinary action. New Providence Middle School does not accept any responsibility for stolen or lost personal cell phones that have been brought to school and kept in the student's locker.

Personal Messages

Parents may periodically need to contact their child during school hours for emergency situations. Parents can contact the main office if the need arises, and our staff will call the student down to deliver the message at the earliest convenience.

iPADS

As per the Student and Parent/Guardian iPad User Agreement, students will be issued an iPad, which is the property of the New Providence School District. Students' rights of possession and use are limited to and conditioned upon their full and complete compliance with the iPad User Agreement and the District's Acceptable Use of Computer Networks and Resources Policy and Regulation, which are available on the NPSD website. Failure to comply may result in the immediate termination of a student's rights of possession, and the District may repossess the iPad. Students are required to bring fully charged iPads to class every day. Students are expected to take home their iPad every night for assignments and recharging. All rules and regulations that are in effect during the school day extend to the use of the iPad at home. If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly leaves their iPad at home or arrives at school with an iPad that does not possess a sufficient charge, he/she may be subject to disciplinary consequences.

LASERS

Laser pointer/pens are not allowed in school or at school events. Students using these will be subject to disciplinary action.

DRESS CODE

In accordance with the Board of Education Policy, 5511 - Dress and Grooming, The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

NPMS students are expected to dress in a manner that is appropriate for school and allows for full engagement in coursework. The following examples of clothing/apparel choices inappropriate for the school setting include:

- Exposed undergarments including sports bras, cannot be exposed at any time.
- Clothing that is excessively short, tight and/or too revealing.
- Sunglasses, hats, hoods or bandanas are not appropriate for school.
- Clothing that refers to alcohol or drugs in any manner or which contain inappropriate phrases and/or symbols capable of misinterpretation or multiple interpretations are never permitted to be worn.
- Clothing and accessories that are insensitive, demeaning, or derogatory are not permissible.
- Any clothing or accessories that create a safety risk.
- Any other item of apparel that would materially or substantially interfere with the operation of the school.

In all instances, the administration reserves the right to determine proper attire. Students will be asked to change or be sent home to change immediately. Dress code infractions may result in disciplinary action.

NATIONAL DRUG-FREE SCHOOL RECOGNITION

Our school district has been recognized by the US Department of Education for its Drug-Free School Program. We take pride in this achievement and expect all students to support the district's adherence to the program.

DRUGS/ALCOHOL NOTICE

The possession and/or use of drugs, including alcoholic beverages, is strictly forbidden. The Board of Education prohibits the use, possession, or distribution of any drug during school hours, on school property, or at any school-sponsored event. Students possessing and/or using drugs, including alcohol, will be subject to severe disciplinary action, including suspension and exclusion from all activities for a duration to be determined by the administration. A student suspected of being under the influence of a controlled substance will be excluded from school and all school-sponsored activities pending medical documentation of freedom from any evidence of drug use.

SMOKE FREE SCHOOL ENVIRONMENT

The Surgeon General of the United States has determined smoking to be detrimental to an individual's health. Therefore, smoking of any kind, including electronic cigarettes and vaporizers, or the use of tobacco in any form is prohibited anywhere on school property.

HARASSMENT, INTIMIDATION and BULLYING (HIB)

Harassment, intimidation, or bullying means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

All students have the following rights: to be treated with respect and courtesy, to feel safe when traveling about school and on school buses, to report bullying to a teacher, another school employee or a trusted adult without fear of reprisal, retaliation or false accusation and to expect the school to investigate such reports and to intervene when necessary to prevent bullying.

All students have the following responsibilities: to treat others with respect and courtesy, to refrain from, and to refuse to participate in, name-calling or put-downs based on another student's appearance or ability, to report bullying as soon as it is observed to a school employee, and to come to the aid of any student being bullied by telling the bully to stop or to get help from an adult.

Students who are found to have engaged in bullying or have retaliated against another for reporting such conduct or have knowingly made a false report of bullying will be subject to discipline which could include, but is not limited to: administrative detention or out-of-school suspension.

CYBER-BULLYING

Cyberbullying is the use of electronic information and communication devices that:

1. Deliberately threatens, harasses, or intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm or fear of damage to the individual's property; or
3. Have the effect of substantially disrupting the orderly operation of the school.

Cyber-bullying by a student in the district directed toward another school district student or school staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Any student or school staff member who believes he/she has or is being subjected to cyber-bullying shall immediately make a report to the building administration. If it is confirmed that cyber-bullying was committed by a school district student on school grounds and/or using school district technologies, the student will be subject to discipline interventions as outlined in *Discipline Interventions* above.

In the event that it is determined that cyber-bullying was committed by a school district student using non-school district technologies away from school grounds, a report of the investigation may be reported to the local law enforcement. In addition, school authorities have the right to impose a disciplinary intervention on a student away from school grounds

when it is reasonably necessary for the student’s physical or emotional safety and security and interferes with the operation of school.

PROCEDURES FOR REPORTING HIB

Students/Parents/Guardians – The Board of Education encourages every student and parent or guardian of a student who has been subjected to harassment, intimidation, or bullying, to report the incident to the child’s teacher, guidance counselor or principal for investigation, monitoring and corrective action, where warranted. By law, anonymous reports are permitted but cannot be the sole basis of disciplinary action.

1. Volunteers – A school volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying shall promptly report the incident to the principal or another school administrator.
2. Employees – A school employee who observes an incident of bullying shall intervene quickly to stop the bullying and shall report the incident to the principal or another school administrator immediately thereafter.

CONSEQUENCES

Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and shall be consistent with the student code of conduct.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, deprivation of privileges, classroom or administrative detention, referral to administration, suspension from after-school programs, out-of-school suspension, reports to law enforcement, and/ or expulsion.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

NPMS BELL SCHEDULE

Regular Day

Time	A Day	B Day	C Day	D Day
7:44-8:42	1	4	3	2
8:45-9:43	2	1	4	3
9:46-10:44	3	2	1	4
10:47-11:15	Lunch 7 Homeroom 8			
11:17-11:45	Lunch 8 Homeroom 7			
11:48-12:46	5	8	7	6
12:49-1:47	6	5	8	7
1:50-2:48	7	6	5	8

Delayed Opening

Time	A Day	B Day	C Day	D Day
9:45-10:30	1	4	3	2
10:33-11:13	2	1	4	3
11:16-11:35	Lunch 7 / Homeroom 8			
11:37-11:56	Lunch 8 / Homeroom 7			
11:59-12:39	3	2	1	4
12:42-1:22	5	8	7	6
1:25-2:05	6	5	8	7
2:08-2:48	7	6	5	8

Early Dismissal

Time	A Day	B Day	C Day	D Day
7:44-8:30	1	4	3	2
8:33-9:15	2	1	4	3
9:18-10:00	3	2	1	4
10:03-10:45	5	8	7	6
10:48-11:30	6	5	8	7
11:33-12:15	7	6	5	8

SCHOOL COUNSELORS

The Middle School counselors are available to help students with academic counseling, educational planning, peer relationships, conflict resolutions, and social/emotional problems. The counselors work closely with the seventh and eighth grade teachers. Based on teacher or parent/guardian referrals, conferences with students may be initiated by the counselor. Students are always welcome in the counseling office and are encouraged to discuss any ideas, problems, plans and future goals.

SCHOOL NUTRITION/LUNCH PROGRAM

The New Providence School District is committed to providing students with healthy and nutritious foods. The New Providence Middle School will promote healthy eating practices. All forms of candy and gum are prohibited in school. Students may not bring gum or candy to school, including for lunch or snack.

Students are required to stay at school for a supervised lunch period. They may bring a bag lunch or purchase a well-balanced meal from a selection of hot and cold foods available in the cafeteria. Lunch menus can be found on the District website. A variety of snack foods and beverages are also available.

Cash, check (made out to the New Providence Board of Education) or an electronic debit account can be used to purchase lunch. Parents are encouraged to set up an electronic debit account through payforit.net. To set up an account, please contact Melissa Muglia at 908-464-9161, Ext. 1628 or mmuglia@npsdnj.org to get your student's ID number. This system allows parents to pay for their child's lunch with a credit card, to receive emails detailing the account balance, to receive the items purchased for lunch, and notification if their balance is low. In addition, there is an auto-replenishment option for a small fee which is paid by parents at the time money is deposited into the student's account.

If a student forgets to bring lunch he or she may go to the Middle School Main Office and call home to have lunch dropped off.

MEDICATION

If medication is needed during the day, a note from the doctor is required. The medication must be kept by the school nurse in its original container with the pharmacy label affixed. Under no circumstances will a child be permitted to carry any type of medication in school. This includes all types of prescription and over-the-counter medication, e.g., aspirin, Tylenol, cough drops, eye drops, or the like.

LOCKERS

Each student is assigned two lockers at the beginning of the year – a hall locker and a gym locker. Hall lockers have built-in locks. In order to ensure the security of school and personal items, students should not share their locker combinations with others and students must use only their officially assigned locker. Students may not share lockers.

Students are encouraged to place a school-issued lock on the gym locker. Locks are available for purchase from the physical education teacher. Non-school locks will be cut and removed should opening the locker without the combination be necessary. Any problem with a locker should immediately be reported to the main office for resolution. Lockers should be locked at all times.

The New Providence Middle School does not accept any responsibility for stolen or lost personal property that has been brought to school and kept in the student's locker.

Notice to Students: Lockers are the property of the New Providence Middle School Board of Education. Students may not use lockers as a depository for any substance or object which is prohibited by law or New Providence School District Policy or which constitutes a threat to the health, safety, or welfare of any or all of the occupants of this building. The school administration retains the right to inspect any locker whenever there is a reason to believe the locker is not being used properly.

Locker Search: In August, 1983, the N.J. Supreme Court concluded (PG 17, N.J. v Engerud), “when a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence.” This notice is placed in each locker to clearly state that school officials of New Providence Middle School do regularly inspect lockers in order to ensure compliance with school regulations.

LOST, STOLEN OR DAMAGED PERSONAL ITEMS

Students should not bring valuables to school, especially excessive amounts of money. The school is not responsible for any lost, stolen, or damaged personal items, i.e., books, musical instruments, personal or electronic devices, etc. Lost items turned in to the school office will be held at the lost and found, located in the cafeteria. All unclaimed lost items will be donated to an organization with prior notice given to students and parents/guardians. Students are encouraged to stop by the cafeteria to check the lost and found.

BACKPACKS

Backpacks are permitted to and from school but must be stored in student lockers during the school day. Please keep in mind the locker dimensions when purchasing your backpack.

EMERGENCY DRILLS

The procedure for fire and emergency evacuation drills is as follows:

1. When the fire alarm sounds, students are to follow the directions of the person in authority.
2. Windows and doors are to be closed and lights turned off as students leave their classrooms.
3. Students should walk quickly and directly out of the building without stopping.
4. Students should remain silent at all times and stay with their classes while attendance is checked.
5. An evacuation route is posted in each classroom.

A comprehensive crisis intervention plan has been developed by the District in conjunction with the New Providence Police Department in case of a potentially dangerous situation within or around any school. In the event of a crisis, School District Policies will be followed and the procedures outlined in the crisis plan will be implemented. There will be two fire drills per month as well as eight emergency drills involving students throughout the school year.

NPMS 2024-2025 CALENDAR OF EVENTS

To view the NPMS 2024-2025 School Calendar of Events, please visit the [Middle School Website](#).

MS FACULTY AND STAFF

For a listing of 2024-2025 Middle School Faculty and Staff, please visit the [Middle School Website](#).

YOUTH HELPLINE

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.

BOARD POLICIES

The New Providence School District policies and regulations can be located on the district website at www.npsd.k12.nj.us. Policies can be located by selecting the “Board of Education” tab and selecting “District Policies & Regulations.”

NOTE: The information in this handbook is subject to change due to changes or revisions to district policies and/or state code that may occur during the school year. The most current version of this handbook can be found online.