

# NEW PROVIDENCE MIDDLE SCHOOL STUDENT HANDBOOK



2018-19

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## MISSION STATEMENT

The mission of New Providence Middle School is to provide a safe and supportive learning environment in which to educate and empower our students to reach their potential.

## SCHOOL POLICIES AND PROCEDURES

### Attendance and Truancy

- State law requires all children to attend school each day.
- Students who accumulate more than five (5) unexcused absences will be required to attend a conference with a parent/guardian at the school and may be referred to Juvenile Court.
- Absences can be excused with the following documentation: Medical note for which student was a patient, funeral note, court note, or military deployment paperwork.
- Parents/guardians may also submit notes to the attendance office for students to be excused up to five (5) days for any reason.
- Please visit <http://www.cmcss.net/instruction/attendance/> for detailed information.

### Tardiness

Students are required to be in each class before the tardy bell rings. Students who enter class after the tardy bell will be considered tardy. Students who accumulate excessive tardies will receive an administrative referral. (Ref. CMCSS Student Conduct Handbook)

### Standard Dismissal

Bus riders are dismissed at approximately 2:10. Car riders and walkers are dismissed after busses leave the campus, which is at approximately 2:15. All students who are dismissed are expected to leave the campus immediately, unless they have parent permission to attend an adult-supervised after school activity.

### Early Dismissal

- CMCSS uses the “Raptor” system to automate student check out and/or sign in.
- Picture identification must be presented by the parent, guardian, or person on the student’s emergency card in order to dismiss any NPMS student. No person, other than those listed on the CMCSS emergency data card, will be allowed to sign out an NPMS student.
- Due to traffic safety concerns, you will not be able to dismiss a student after 2:05 P.M.

### Attendance at After-School Activities

- NPMS offers a variety of after school programs and events that require students to arrange for their own transportation home. Access to school telephones is limited, so students must make transportation arrangements in advance.
- Students who are currently assigned to ISS, BSA, alternative school, or are suspended may not attend after-school activities, with the exception of tutoring.

### Withdrawing from School

- As soon as a parent/guardian knows their child will be withdrawn, they should immediately go to the Guidance Office with the following information: The last day of attendance, reason for withdrawal, and the new address and school (if known).

- Students must pay debts, return books, and return laptop before being withdrawn.
- The signatures of each teacher, the librarian, the inventory control representative (ICR), and the cafeteria manager are required.

### **Bus Transportation**

The CMCSS Student Conduct handbook addresses student conduct on the bus. The administration at NPMS will adhere to these policies. Please note NPMS is not able to change a student's mode of transportation based on a phone call. Parents who experience an emergency situation may send a signed note to the front office in the morning. These must be delivered before morning announcements to allow time for verification. All requests for change of transportation must be verified by office staff AND delivered to the driver by the student that afternoon. In the event of problems, please call the Transportation Department at 358-4089.

### **Change of Address and/or Phone Number**

Students must report to the front office or guidance office whenever there is a change in their address, phone number, or the point of contact. (Every student must have at least one phone number in case of emergencies).

## **FAMILY ENGAGEMENT**

### **Message to Parents**

We are committed to developing a partnership, educators and parents, dedicated to helping your child love school and enjoy the camaraderie, academic growth, and fun that will be provided. It is our goal for your child to have a successful middle school experience

### **Communication with Parents**

Communication with parents is a priority at New Providence Middle School. We find that most issues can be resolved by communicating directly with your child's teacher. This can be accomplished by phone, email, or conference. Parents should contact teachers immediately whenever they become aware of a situation that is impacting their child's academic and/or social well-being. Teachers and parents should be working together as a team for the best educational environment. Regardless, if you have a question or a concern, feel free to call us! Phone: (931)-648-5655

### **Communication Tools**

- PowerSchool - web-based grade reporting system
- Teacher/Staff email – <http://newprovidencemiddle.cmcss.net/directory/>
- Teacher Meetings (during teacher's planning) – call 648-5655 or email for appointment
- Messenger phone messaging – sent by school staff
- NPMS website – <http://newprovidencemiddle.cmcss.net/>
- CMCSS website ([www.cmcss.net](http://www.cmcss.net))

### **Progress Reports and Report Cards**

Two progress reports and one report card are sent home each nine weeks. Progress reports will be sent home on approximately the 3<sup>rd</sup> and 6<sup>th</sup> week and report cards will be sent home after the nine weeks has ended. Progress reports and report cards will be sent home with students who are responsible in delivering this information to parents/guardians. If your child fails to bring home

these reports, please contact your child's homeroom teacher so that we can get the grades to you. Grades may also be monitored more frequently using PowerSchool.

The academic grade is reported in numerical terms according to the following scale:

93 TO 100	A - OUTSTANDING
85 TO 92	B - ABOVE AVERAGE
75 TO 84	C - AVERAGE ACHIEVEMENT
70 TO 74	D - BELOW AVERAGE
69 AND BELOW	F - UNACCEPTABLE

If your child is receiving poor grades, please consider contacting your child's teachers to discuss concerns, discuss what to do next, and potentially schedule a meeting for further discussion.

### **Grading Policy**

All teachers are required to follow CMCSS district policy: 70% of the student's grade comes from assessments (tests and quizzes) while 30% of the student's grade comes from practice such as classwork and homework. It is important that your child studies and prepares for quizzes and tests because this will have a significant impact on the final grade

### **Parent Teacher Conferences**

Middle Schools will hold Parent Teacher Conferences on September 20, 2018 and January 24, 2019. This is a perfect opportunity to meet with your child's teachers to discuss their progress in class and to address any potential concerns.

### **PTO**

If a parent is interested in participating in the Parent Teacher Organization, please contact the school at 648-5655 and we will be happy to put you in contact with the current PTO officers.

### **School Counseling**

- Counselors are on hand to talk to students when they have problems at home or at school. The students can feel sure that the counselors welcome the opportunity to offer help to any student experiencing difficulty. Counselors work with students both individually and in groups.
- Students may speak to a guidance counselor by requesting an appointment through their teacher.
- Parents are welcome to discuss their concerns with a counselor. However, it is recommended you call ahead to schedule a conference.

### **Phone Usage**

NPMS has a limited number of phone lines and has no choice but to restrict telephone use. Students may only use the phones in the front office and will be required to obtain teacher permission. Students are not allowed to use their cell phones for any reason as it is in violation of the code of conduct as defined by the district.

## **SAFETY AND HEALTH**

### **Visitors in the Building**

All visitors must enter through the front office and sign in via the “Raptor” system. The following procedure for visiting or dismissing your student will apply:

- All guests requesting contact with an NPMS student must present a Photo ID.
- IDs will be checked against the Emergency Data Card (EDC) on file in the front office and vetted through “Raptor”.
- Persons not listed on the EDC will be denied access.
- Should guests need to enter the building, they will be asked to wear a visitor badge for the duration of their stay.
- Guests gaining access to the NPMS may have contact only with the student for whom they came. (Birthday parties or similar celebrations in the cafeteria are not allowed).
- Parents who wish to observe in classrooms will receive written protocol when signing in.

### **Backpacks**

Due to our concern for the safety of your child, we do not allow backpacks to be carried in the halls from class to class. Backpacks must be stored in your child’s locker for the duration of the day. In addition, heavy coats and jackets should also be stored in your child’s locker.

### **School Safety Hotline (648-1000)**

The safety hotline is answered at the sheriff’s office. Any information you provide will be kept confidential. The hotline is for safety matters only. All other matters should be directed to the school administrator or the school front office.

### **Crisis211**

The Crisis211 Center provides telephone crisis services to anyone in need of crisis intervention. Just call 211 from Montgomery, Stewart & Houston counties to get information concerning utility assistance, food banks, counseling, employment, support groups, clubs, etc. Crisis211 Center also assists with prescreening for food stamps and provides times and locations for VITA free tax preparation.

### **School Resource Officer (SRO) Program**

The mission of the School Resource Officer (SRO) Program is to improve the relationship between the law enforcement community and the youth at each middle and high school in the Clarksville-Montgomery County School System. SROs are employees of the Montgomery County Sheriff’s Office, but work closely with the school administration to foster a safe learning and work environment for students, faculty, staff, and parents. The primary duty of the SRO is law enforcement for the school community, but they may also act as teachers for criminal justice or law related education or act as counselors providing informal counseling to students and parents based on the expertise of the officer.

### **Emergency Drills**

Emergency drills at regular intervals are required by law and are an important safety precaution. NPMS conducts several types of drills ranging from fire drills to intruder drills. When any drill is initiated, students are expected to follow all instructions by those in charge “to the letter”.

Students will receive Emergency Drill instructions from their teacher when school begins each year.

### **Health Policies**

- We encourage good grooming and cleanliness at all times. We earnestly solicit the cooperation of everyone involved to assist in teaching the necessity of both clean bodies and minds to be socially acceptable. If your child has any physical impairment or condition that we should be made aware, please discuss this with a guidance counselor personally so that prompt and correct action can be initiated.
- If your son or daughter is unable to participate in the physical education program at N.P.M.S., CMCSS Policy requires that you provide us with a letter to that effect signed by a physician.
- In accordance with CMCSS Policy, anytime it is suspected that a communicable condition (ex. lice) or disease (ex. pinkeye) exists, the pupil or employee shall be excluded from school until a diagnosis has been confirmed and treatment has been completed. It shall be the obligation of the parent to secure proper release from a physician before the student is readmitted to school. Parents should remind students of good personal hygiene habits such as washing hands and not sharing items such as makeup, hairbrushes, combs, and headwear. Students should never exchange contact lenses.
- All sixth graders must complete the series of Hepatitis B shots prior to the start of their seventh grade school year or they will not be allowed to attend school according to the State Department of Health. Shots are also available through the Health Department and private physicians.

### **School Nurse**

The primary responsibility of the school nurse is to respond to in school emergencies. Students who come to school sick or become sick while at school will be required to seek further treatment from home. The school nurse is not allowed to administer prescription medication to students without written signed doctor's orders, contact the school for necessary forms.

### **Over the Counter (OTC) Medications**

The following OTC medication policies apply:

- The parent / guardian must give written consent that allows the student to self-administer the OTC medication on Health Services Form HEA-F061.
- The OTC can only be given according to the manufacturer's recommendations.
- The OTC must be needed for the student to remain in attendance.
- The medication must be brought to the school by a parent / guardian in the manufacturer's original unopened labeled container showing ingredients, dosing directions, and dosing schedule.
- The school reserves the right to refuse any OTC medication that is not in compliance with the above guidelines.

### **Insurance**

For those who may be interested in obtaining insurance for your child through the school system, we will send home forms at the beginning of the school year.



## **GENERAL NPMS INFO**

### **Arrival at School**

- School **is not open** prior to 6:55. If arriving before 6:55, parents are expected to wait with their student until school opens.
- Students arriving at or after 6:55 may get a breakfast from the cafeteria, then should immediately report to homeroom.

### **Lunch Money**

Please be certain that your student has adequate lunch money in their lunch account. While staff members hate to see a student go without lunch, NPMS cannot supply money to every student who lost or forgot their lunch money. Students **may not** charge meals. All food must be paid for at the time it is to be consumed. Parents please help your child keep up with his / her lunch account. Account balances are provided to students daily at check out.

#### **Meal Pricing**

Student Breakfast - FREE

Student Lunch - \$2.85

Reduced Student Lunch - \$0.40

Adult Lunch – \$3.50

### **General Student Behavior Expectations**

Student behavior expectations are explained in detail in the NPMS Expectation Matrix. These are school wide expectations and are thoroughly taught during the year.

### **Hall Passes**

Students are responsible for requesting a hall pass and signing out of the classroom before entering the hall during any instructional time. Students are not permitted in the halls during class periods unless they are wearing a hall pass lanyard or a staff member accompanies them. When students are dismissed in the afternoon, they are required to leave the building immediately unless participating in an approved, scheduled, and supervised after school activity.

### **Class Changes**

Students are not permitted to stray from their assigned team areas during class changes. This includes trips to guidance or the front office. All students out of their designated area during class changes must be in possession of a hall pass as described above.

### **Library Use**

The library at New Providence Middle School is one of the most outstanding areas of the school. The library contains all books for check out by students. Books are checked out for two weeks and may be renewed for an additional two weeks. Students who check out library items are responsible to return the items on time and in good condition. Students who withdraw from school should return their library books to obtain library clearance. Overdue books are subject to a 5 cents a day fine. Students are responsible for paying for lost or damaged books.

## **Internet Guidelines**

Students at NPMS have access to the Internet. Violation of internet rules may result in disciplinary action as provided by the CMCSS code of conduct. Students who use the school's network to access the internet with their personal devices are subject to the same policies. If a parent **does not** want their child using the internet, a written note must be sent to the office.

## **Lockers**

All lockers remain the property of NPMS. The administration has the right to search lockers at any time if suspicions arise regarding violations of policies or regulations. Lockers with built-in locks are issued to each student for keeping backpacks, coats, books, and laptops. The locker will be only as secure as the student makes it. Some things to keep in mind when using the locker:

- Do not share your locker or combination with anyone. Do not use another student's locker or allow another student to use your locker.
- Altering lockers so they may be opened without the combination will be considered vandalism and could result in loss of locker privileges.
- Students are responsible for those items in their locker.

## **Gym lockers**

Gym lockers are issued to students when assigned to P.E. class. Students are required to bring a standard combination lock from home and keep this lock in the book locker for use during gym class. NPMS cannot guarantee the security of valuables left unsecured in the locker room. Students are advised to lock up their property.

## **Mustang Corral/Store**

The Mustang Corral is the school store and is provided as a primary support for School Wide Positive Behavior Support. Pencils, pens, erasers, paper, notebooks, protractors, compasses, mustang clothing, and large variety of student-oriented items may be obtained in exchange for "Mustang Bucks". Students may attend the school store with approval AND a pass from the teacher. Store hours will be announced via announcement sheet.

## **Student Valuables**

Students are cautioned not to bring large amounts of money, cell phones, and other electronic devices. **Students, not the school, are responsible for their personal property.** Items brought to school that create a disruption or violate policy will be confiscated. Parents will be required to pick up the item. Items left unattended and/or unsecured are not the school's responsibility.

## **Supervision**

All CMCSS employees in the building are in a supervisory capacity. This includes teachers, office staff, substitutes, student teachers, lunchroom personnel, and custodians. Students are to respond appropriately to these adults even if they do not have that person for class.

## **Textbooks**

Textbooks will no longer be assigned to students as a result of every student being assigned a laptop. Some teachers may opt to have classroom sets of textbooks, but these textbooks are to remain the class at all times and may not be taken home by students.

**Student Laptops**

All NPMS students will be assigned a laptop to use during school hours. The computer is owned by CMCSS, but assigned to an individual student for their exclusive use while at school. 6<sup>th</sup> and 7<sup>th</sup> grade students may not take laptops home and will store their computers in their homeroom. 8<sup>th</sup> grade students will be allowed to take their laptops home, but are responsible for bringing their laptop fully charged to school each day. Further information regarding laptops will be covered in detail during the first week of school.

**Retention**

The Clarksville-Montgomery County Board of Education is dedicated to the total development of each student enrolled. The professional staff is expected to place students in the grade level best suited to them academically, socially, and emotionally. In no case will retention be used as a disciplinary measure. Retentions may be made when, in the judgment of the teacher and principal, such retentions are in the best educational interest of the student involved. At the first indication of probable retention, the parent shall be notified and a conference scheduled. Communication between parent and school should be such that student retention comes as no surprise.

**Promotion**

CMCSS Policy states that students will be considered for academic promotion to the next grade upon successful completion of three of the four core subjects listed below, provided no one class is failed for two consecutive years.

Reading Language Arts  
Math

Science  
Social Studies

## **DISCIPLINE**

### **General**

NPMS adheres to the discipline provisions set forth in the CMCSS Student Conduct Handbook. Teachers handle most discipline issues in their classrooms with the Classroom Intervention Referral (CIR). The CIR is intended to serve as a documentation, reflection, and communication device. Repeated CIRs may result in student referral to administration for further action. Some student behaviors can result in immediate referral to administration.

### **Detention**

Afternoon detention is a disciplinary measure used by administration at New Providence. When it becomes necessary to assign student detention, a written discipline referral will be sent home with the student. **It is the responsibility of the student to deliver a detention notification to his/her parents.** Parents or guardians must make the arrangements to pick up their student upon detention dismissal @ 3:15. Failure to report for detention on the scheduled date may result in the student being considered a “no show” and assigned further disciplinary action (i.e. suspension from school).

### **In-School Suspension (ISS)**

Students may be assigned to In-School Suspension (ISS) for a number of days in place of out of school suspension. ISS offers the child the opportunity to maintain attendance and complete all assignments and tests. **The ISS teacher generally notifies parents of ISS placements.** *Students who misbehave or fail to complete assigned work while in ISS may incur additional days in ISS or may be sent home for out of school suspension.*

ISS students are denied contact with other students at school and not allowed to participate in school activities or after-school activities (except tutoring) for each day assigned to ISS. When assigned to ISS, the student should report directly to the ISS room each morning. Locker privileges are suspended while assigned to ISS.

### **Suspensions, Expulsions, Remandments**

These disciplinary actions are governed by the CMCSS Student Conduct Handbook.

### **Behavior Support Academy (BSA)**

The Behavior Support Academy (BSA) is an intervention designed to serve as a consequence for students who have repeatedly made poor conduct choices while at school. It is an alternative to long-term suspension (at the Alternative School). While assigned to the Behavior Support Academy, students will receive academic instruction from certified teachers, participate in focused counseling, and engage in community service. Students are assigned for a minimum of 30 successful days. Participation in BSA is at the discretion of NPMS administration and approved by the parent.

### **Student Internet Communications**

Posts, blogs, IMs, emails, social networking postings, text messages, voice mails, etc. that cause disruptions at school even if posted from home will be treated as violations of discipline policy. Students shall refrain from any Internet postings of objectionable content.

## **Cell Phones**

It is the expectation that all students place their cell phones in their locker upon arriving to school. Any student who is seen with a cell phone will be asked to place it in their locker. Repeated offenses or failure to comply will result in a disciplinary measure.

## **Dress and Appearance**

The Clarksville-Montgomery School System Dress Code is designed to ensure the health and safety of students and reduce distractions to the educational process. Failure to comply with the dress code could result in disciplinary action. **Any determination of the appropriateness of student attire will be at the discretion of the teacher or administration.**

In addition to that which is provided in the CMCSS Student Conduct Handbook, New Providence Middle School students:

- Will not wear hanging chains or hanging suspenders to school.
- Will not wear clothing backwards or inside out (unless directed by admin or staff).
- Will not wear or display in words or pictures on body/skin, clothing, or jewelry, any emblems denoting or suggesting violence, profanity, obscenity, vulgarity, or wear clothing with confrontational language or provocative imagery.
- Will not wear gloves, hats, caps, hair rollers, picks, combs, excessively large or dangling earrings, bandana style head bands, spaghetti strap tops, jeans that show skin, cutoff jeans and shorts.
- Will buckle all belts and will not wear excessively long and hanging belts.

## **EXTRA CURRICULAR ACTIVITIES**

### **Students Organizations**

- There are several supervised organizations at New Providence Middle School available for students who are willing to participate. The development of a wide variety of interests is encouraged through civic and school related activities and sports events.
- Eligibility criteria are determined by the organization and/or the sponsor and supported by NPMS Administration.

### **Student Council**

New Providence Middle School provides students the opportunity to develop leadership skills through participation in a student council. The council is comprised of a president, vice president, secretary, other offices as designated, and representatives from each advisory. To be eligible to participate in the elections, a student must obtain a recommendation from their teachers and have earned no discipline points. Input from teachers and administration is a factor in elections.

### **Basketball – Girls & Boys**

NPMS offers basketball as a team sport for both boys and girls. The teams play against teams from the other middle schools in Montgomery County. Students interested in playing should plan to participate in the after school intramural program beginning in the early part of October. All students are eligible to participate in the intramural program based on disciplinary points and grades.

### **National Junior Honor Society**

New Providence Middle school is proud to offer students the opportunity to participate in National Junior Honor Society. To be eligible for active membership the candidate must be an upcoming seventh or eighth grade student and have a cumulative scholastic average of 93%. A student must have the recommendation of at least 5 of his/her 6 teachers to receive an invitation to become a member. Candidates are evaluated by a Faculty Council on the basis of service, leadership, character, and citizenship before being invited to join the NPMS Chapter.

### **Other Clubs / Activities available (may change from year to year)**

Drama Club	Stampede Club	Anime Club
Math Team	Teens Club	Homework Help
Band	Annual Staff	Tutoring
FCA	Craft Club	Lego Robotics
4-H	Crossfit Club	Book Bandits

### **Fee Payment**

The School Board authorizes NPMS to collect direct fees from students to support selected school activities. These fees are critical to the health of these activities.

### **Fundraisers**

Only fundraisers authorized by the administration of NPMS will be allowed on campus.

### **Eighth Grade Dance**

Students may accumulate no more than 25 points if they wish to attend the eighth grade end-of-year dance.