

Princeton Middle School

Live to Learn, Learn to Live



**Princeton Middle School
Student Handbook - 2023 - 2024 Academic Year
217 Walnut Lane Princeton, NJ 08540**

SCHOOL HOURS 8:25 am – 3:10pm

**MAIN OFFICE 609-806-4270
FAX MACHINE 609-806-4271**

**Principal – Mr. Jason Burr
Assistant Principal – Ms. Ebony Lattimer
Assistant Principal – Mr. John McCann**

**Sharon DiSebastian – School Counselor Grade 6
Vanessa Bernal – School Counselor Grade 7
Angelo Costagliola – School Counselor Grade 8
609-806-4272**

Registrar – 609-806-4266 Press #5 - Please call for Registration Appointments

**Nurse– Kathleen Bihuniak & Ilene Addonizio
609-806-4273**

**To send email to any member or anyone at PPS: STAFF EMAIL ADDRESS
[firstnamelastname@princetonk12.org](mailto:firstname.lastname@princetonk12.org)**

NAME: _____

PAWS TEACHER: _____

**We are here to learn
We are here to build our school community
We are here to respect our classmates and build friendships**

A Letter to the Students of Princeton Middle School

Dear Princeton Middle School Student:

We are happy to welcome you as a member of the PMS community! This student handbook contains information that will help make your middle school experience both positive and rewarding. This handbook is meant to supply you and your family with key information but could not possibly encompass every amazing opportunity that you can explore, or cover every situation for which you might have questions. Please know that additional information on school policy and procedures is included on the district web-site.

We are very proud to call PMS our home. We are most excited when we see students working together, whether it is working through math problems, during science labs, the school musical, or in the middle of Readers Writers Workshop. In order to make the most of all that PMS has to offer, we also have to agree to treat one another with respect. All students deserve to have a school experience that values everyone's individual contributions and strengths. We are able to be our best when we feel physically and emotionally safe at school. In these pages, we hope to show you the ways in which you can be involved in the school community, while also making you aware of the guidelines and expectations for how we will work together. With increased independence that students crave, also comes increased responsibility. When we take pride in our school work, activities, and our friendships, we begin to feel that sense of belonging that we need in order to thrive. We are committed to the idea that students will love classes, find teachers with whom they will develop connections, and quite possibly meet their next great friend. If this is accomplished, that is both a full and fulfilling school year.

We believe that our community functions best when our students:

- **Respect themselves, other students, teachers, administrators and all staff.**

This means when you are in classrooms and our hallways, but it may also mean when you are off-school grounds, or via your school-issued device or your personal cell phone. This also includes *ALL* after school activities. Playing sports and attending clubs after school provides another great opportunity to build connections and friendships. We do not condone mistreatment of classmates in any form. Families please help us teach students to adopt self-regulating practices while using technology, cell phones, and social media.

- **Students are expected to be in their classrooms and prepared to learn.**

Be on-time and engaged.

- **Take pride in your school.**

This is everyone's home. We continue to have health protocols in place that are for your protection and the protection of others. Follow them at all times. It is everyone's responsibility and obligation to make sure this school is kept clean and neat, more than ever this year.

- **We are concerned about the health, safety, and well-being of all students.**

We must work together to continue to make Princeton a place where the focus is not only on teaching and learning, but also a place of friendship and caring. This includes the way we treat one another in school and also when we are engaged with our peers on-line.

Every student should read and review this book carefully with their family during the beginning of school in September (as well as at different intervals during the school year) so that all opportunities and expectations are made clear to everyone for the remainder of the school year.

Finally, please know that **we are here to help**. Our challenge to each of you this year is to work a little harder, care a little more about others, and do whatever you can to help make Princeton the best place in the world to attend school.

Best Wishes,
Mr. Burr, Ms. Lattimer, and Mr. McCann

Princeton Middle School

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Policies and laws that impact schools may change throughout the school year.

Princeton Middle School Mission Statement

Princeton Middle School serves the intellectual, social, and developmental needs of sixth, seventh, and eighth graders in the diverse Princeton Public School District. The curriculum challenges all levels of ability and responds to a variety of learning styles. Princeton is the middle school segment of a district-wide K-12 coordinated curriculum that extends learning beyond the acquisition of skills and subject matter. Daily activities and lessons will provide students with means for accessing and analyzing information, incorporating critical thinking and problem-solving skills, invoking student curiosity and imagination, and providing opportunities to effectively communicate their ideas through oral and written communication. Ultimately, the goal is to develop students who are prepared to be 21st century global learners. Additionally, the school will sponsor a broad spectrum of co-curricular activities which enhance school life. By focusing our efforts on the “whole child,” we are committed to ensuring that each child feels connected, known, and valued. We take pride in celebrating our diverse community and strive to promote sensitivity, inclusivity, and empathy toward all students while maintaining high academic standards.



HOW DOES A PMS STUDENT EARN THEIR S.T.R.I.P.E.S



S ⇒ SAFETY

Are you making our school a physically and emotionally safe place to be?

T ⇒ TEAMWORK

Are you contributing to the unity of our school?

R ⇒ RESPECT

Are you respecting your community, family, teachers, peers, friends and yourself?

I ⇒ INTEGRITY

Are you acting in a sincere and truthful manner?

P ⇒ PRIDE

Are you working hard and putting forth your best effort?

E ⇒ ENTHUSIASM

Are you showing pride and excitement for for our school?

S ⇒ STUDENT VOICE

Are you voicing positive leadership in our community?



Princeton Middle School Bell Schedules

Regular A-D Schedule

1	8:25	9:18	Late Bell
2	9:20	10:11	9:22
PAWS	10:13	10:43	10:15
3	10:45	11:36	10:47
4	11:38	12:29	11:40
5	12:31	1:22	12:33
6	1:24	2:15	1:26
7	2:17	3:10	2:19

Regular E Day Schedule

1	8:25	9:10	Late Bell
2	9:12	9:55	9:14
3	9:57	10:40	9:59
4	10:42	11:25	10:44
5	11:27	12:10	11:29
6	12:12	12:55	12:14
7	12:57	1:40	12:59
8	1:42	2:25	1:44
9	2:27	3:10	2:29

Daily Rotation Schedule

September 2023				
MON	TUES	WED	THURS	FRI
4 School Closed	5 E	6 A	7 B	8 C
11 D	12 E	13 A	14 B	15 C
18 D	19 E	20 A	21 B	22 C
25 School Closed	26 D	27 E	28 A	29 B

October 2023				
MON	TUES	WED	THURS	FRI
2 C	3 D	4 E	5 A	6 B
9 C	10 D	11 E	12 A	13 B
16 C	17 D	18 E	19 A	20 B
23 C	24 D 1pm Dismissal	25 E 1pm Dismissal	26 A 1pm Dismissal	27 B 1pm Dismissal
30 C	31 D			

November 2023				
MON	TUES	WED	THURS	FRI
		1 E	2 A	3 B
6 C	7 School Closed	8 D	9 School Closed	10 School Closed
13 E	14 A	15 B	16 C	17 D
20 E	21 A	22 B 1pm Dismissal	23 School Closed	24 School Closed
27 C	28 D	29 E	30 A	

December 2023				
MON	TUES	WED	THURS	FRI
				1 B
4 C 1pm Dismissal	5 D	6 E	7 A	8 B
11 C	12 D	13 E	14 A	15 B
18 C	19 D	20 E	21 A	22 B 1pm Dismissal
25 School Closed	26 School Closed	27 School Closed	28 School Closed	29 School Closed

January 2024				
MON	TUES	WED	THURS	FRI
1 School Closed	2 C	3 D	4 E	5 A
8 B	9 C	10 D	11 E	12 A
15 School Closed	16 B	17 C	18 D	19 E
22 A 1pm Dismissal	23 B	24 C	25 D	26 E
29 A	30 B	31 C		

February 2024				
MON	TUES	WED	THURS	FRI
			1 D	2 E
5 A	6 B	7 C	8 D	9 E
12 A	13 B	14 C	15 D	16 School Closed
19 School Closed	20 E	21 A	22 B	23 C
26 D	27 E	28 A	29 B	

March 2024				
MON	TUES	WED	THURS	FRI
				1 C
4 D	5 E	6 A	7 B	8 C
11 D	12 E	13 A	14 B	15 C
18 D	19 E	20 A	21 B	22 C
25 School Closed	26 School Closed	27 School Closed	28 School Closed	29 School Closed

April 2024				
MON	TUES	WED	THURS	FRI
1 D	2 E	3 A	4 B	5 C
8 D	9 E	10 School Closed	11 A	12 B
15 C	16 D	17 E	18 A	19 B
22 C	23 D	24 E	25 A	26 B
29 C	30 D			

May 2024				
MON	TUES	WED	THURS	FRI
		1 E	2 A	3 B
6 C	7 D	8 E	9 A	10 B
13 C	14 D	15 E	16 A	17 B
20 C	21 D	22 E	23 A	24 School Closed
27 School Closed	28 B	29 C	30 D	31 E

June 2024				
MON	TUES	WED	THURS	FRI
3 A	4 School Closed	5 B	6 C	7 D
10 E	11 A	12 B	13 C Last Day of School	14 D Last Day of School
17	18	19	20	21
24	25	26	27	28
Enjoy your summer!				

DAILY PROCEDURE AND PROTOCOLS

ATTENDANCE:

Regular school attendance is mandatory and essential to school success. All students must be in their classes by 8:25 am. If your student will be absent, tardy or being dismissed early, please contact the school attendance line at **609-806- 4266 and select Option #5** before 9:00 in the morning detailing your child's attendance. You may also contact Princeton Middle School Main Office at **609-806-4270**. Families will receive an automated letter every 4 absences as an alert to your student's attendance history. If your student is absent from school; they may not participate in an after school/evening event. **REQUESTS FOR EARLY DISMISSAL AFTER 2:55 PM CANNOT BE ACCOMMODATED.** Please realize that with such a large student body, requests for pick up during the final 15 minutes of the day may create problems with students being dismissed to their proper locations.

BAGS:

Students are permitted to carry a backpack to and from school. Students are not permitted to carry bags from classroom to classroom during the school day. In order to make better use of their lockers, to reduce the amount of extra baggage, and the congestion in our classrooms/hallways that it creates we are using this safety measure. Students may carry a small bag for bathing suits if the students are participating in the swimming unit. We have heard many requests to teach students about executive functioning skills. Having students learn how to effectively use their lockers, select items for their next class, with an emphasis on time management, are foundational life-skills. A schedule for when each grade will be permitted to use their lockers is explained below.

BUS EXPECTATIONS:

All Princeton rules are in effect on all bus routes. The bus driver is in full charge of the bus and pupils. All students must remain in their seats and must always wear a seatbelt. Students must never throw any object from the bus. No profanity or physical contact is permitted. The driver is instructed to report any misbehavior to the PMS Administration for appropriate action. Buses will load and unload on Walnut Lane. At dismissal, students are to exit the building promptly and board their assigned bus. Bus drills are conducted twice a year.

If you have any questions or concerns regarding bussing, please contact the Transportation Office – 609-806-4209/Loop Bus – 609-689-1300

GETTING TO SCHOOL:

When walking to school, students must always use the sidewalk and cross only where the crossing guards are located. Students may not leave PMS once they have arrived on the school campus, even if school has not officially begun. **Students are not permitted to visit the Princeton Shopping Center, Princeton High School or Westminster Choir College.** When bicycling, observe the safety regulations set by the Princeton Police Department. All bicycles must be kept in bicycle racks and **locked** for security. Do not lock bicycles to trees, handrails, or fences. New Jersey State Law mandates that all students, **14 and under**, must wear approved safety helmets when operating a bicycle. Skateboards, roller blades, scooters and Heelys may not be used in PMS halls or on sidewalks, the playground, or driveways.

IDENTIFICATION BADGES:

All staff and students must wear their identification badges. This is commonplace in most workplaces, and we are a few short years from students' carrying learners' permits and drivers' licenses. Wearing identification is a signal to all adults and other children that they are members of this school community. If you would like to read about how IDs increase safety, but also how IDs can be scaled up to serve different purposes read this article from [PBIS](#).

LOCKERS:

PMS Students will be assigned a locker for them to keep their belongings. Physical Education teachers will assign a gym locker. For security, **never** share combinations with other students and lockers must be closed and locked at all times. Students may only use their lockers at select times: This schedule was created to minimize the amount of locker visits, while also being considerate of the number of belongings that a student must carry at one time and limits the number of interruptions. **Students should leave all PPS devices in their lockers during lunch and recess. They are not allowed to take them outside.**

On **A-D** Days:

8 th Graders go to their lockers:

- Before School (students will get their belongings for Blocks 1 and 2)
- Before PAWS (students will return Blocks 1 and 2, and get what they need for PAWS, Blocks 3 and 4)
- Before and after Block 5 (Before Block 5 students will return their belongings and get what they need for lunch and **leave their PPS devices in their lockers**, after Block 5 students will get their belongings for blocks 6 and 7)
- End of the Day

7 th Graders go to their lockers:

- Before School (students will get their belongings for Blocks 1, 2 and PAWS)
- Before Block 3 (students will return their belongings and get their belongings for Block 3)
- Before and after Block 4 (Before Block 4 students will return their belongings and get what they need for lunch **leave their PPS devices in their lockers** after Block 4 students will get their belongings for blocks 5, 6 and 7)
- End of the day

6 th Graders go to their lockers:

- Before School (students will get their belongings for Block 1, Block 2, and PAWS)
- Before and after Block 3 (Before Block 3 students will return their belongings and get what they need for lunch **leave their PPS devices in their lockers** , after Block 3 students will get their belongings for blocks 4 and 5)
- Before Block 6 (students will return Blocks 4 and 5, they will get what they need for Blocks 6 and 7)
- End of the Day

On an **E Day** the locker rotation needs to be slightly modified,

8 th Grade:

- Before School (students will get belonging for Blocks 1, 2, and 3)
- Before Block 4 (students get belongings for blocks 4 and 5)
- Before and After Block 6 (students get belongings block 7, 8, and 9)

7 th Grade:

- Before School (students will get belongings for blocks 1, 2 and 3)
- Before Block 4 (students will get belongings for block 4)
- Before and after Block 5 (students will get belongings for block 6 and 7)
- Before Block 8 (students will get their belongings for blocks 8 and 9)

6 th Grade:

- Before school (students get their belongings for Blocks 1, 2 and 3)
- Before and after Block 4 (students get belongings for blocks 5, 6 and 7)
- Before Block 8 (students get belongings for 8 and 9)

The school district is not responsible for the contents of any locker and recommends that valuables be left at home. The law protects all students from unreasonable search and seizure. **However, school lockers remain the property of the district even when used by students.** Lockers are subject to administrative search when “reasonable suspicion” exists in the interest of school safety, sanitation, or the enforcement of discipline and other school regulations and to search by law enforcement officials on presentation of a proper warrant. Administration is authorized to periodically inspect lockers during any time of the year. At the end of each school year, students must empty lockers of all contents. All clothing, and/or personal belongings left in the lockers at the end of the school year will be donated to a charitable organization.

LOST AND FOUND

Lost and Found is located by the pool and gymnasium area. Other articles of value, such as glasses, wallets, watches, jewelry, etc., should be turned into the Main Office where students may claim them upon identification. If something is lost, the student is to report this immediately to their teacher or to the Main Office. It is recommended that students place their name in items for easy identification and return. Please note, PMS makes every effort to return lost items to students, however after 30-days, unclaimed articles will be donated.

LUNCH

Lunch is available for students to purchase in our cafeteria. Many students choose to bring lunch from home. The school does not lend lunch money. Money can be deposited in the student's lunch account. Parents are responsible for keeping their child's lunch account funded. All food and beverages must be consumed inside the cafeteria. After students have finished eating, they must place all trash in the receptacles. During the school year, students will be assigned to a designated lunch/recess and must attend lunch/recess at the specified time. **Not doing so is equivalent to cutting class.** All students should refer to their PowerSchool schedule which designates their lunch group.

PAWS

PAWS is a time during the day for students to accomplish their ***academic needs***. Students can use this time to meet with teachers for help, work on projects, complete homework, or any other academic need. Students should report to their PAWS or Support classes with work to accomplish and may be issued a "PAWS" pass should they need to see a teacher for a specific subject. Students should not be using this time to roam the halls, or hangout with their peers in other classrooms. A teacher is allowed to tell disruptive PAWS visitors to return to their own PAWS classes.

SCHOOL SAFETY DRILLS

Scheduled fire and school safety drills occur twice monthly. Students must follow their teacher's instructions and walk quietly and in an orderly fashion to the assigned exit.

Silence is mandatory. The Principal and Assistant Principal will supervise the drills. Evacuation maps are posted in each classroom.

STUDENT/TEACHER LEARNING AGREEMENT

Students who receive a grade below "C" will develop a cooperative student/teacher Learning Improvement Agreement that must be signed by a parent/guardian. The agreement will outline specific learning strategies for the student to improve his/her schoolwork and obtain a grade of "C" or better. Students who receive a grade of "D" or below maybe will be eligible for intervention support designed to increase student academic achievement.

SUPERVISION AFTER SCHOOL HOURS

All students should leave the building at the close of the school day. Exceptions will be made for those students who are involved in extra-curricular activities, attending the IDEAS Center, or receiving assistance from the teaching staff. It shall be understood that students must be under the direct supervision of a staff member at all times.

ACADEMICS AND EXTRACURRICULARS

ACADEMICS

At Princeton Middle School, we are invested in helping students to grow and learn. Students have a rich and rigorous experience in core classes, and an additionally rewarding collection of Exploratory Program classes to help enrich the “whole child.” We are eager to support students and families in attaining academic success.

<https://www.princetonk12.org/princeton-middle-school/academics>

GRADING PROCEDURES:

Each teacher will give a grade (A, B, C, D, F, Inc.) as well as a Citizenship mark (C-commendable, S-satisfactory, N-needs improvement, U-unsatisfactory.) Grade values are as follows:

A = 94-100	A- = 90-93	B+ - 87-89	B = 83-86
B- = 80-82	C+ - 77-79	C = 73-76	C- = 70-7
D+ = 67-69	D = 63-66	D- = 60-62	

1. Each student's academic and behavioral performance should be measured in accordance with established House and District norms.
2. Each House's academic and behavioral expectations should be discipline and grade level appropriate. Each study unit must intersect District curriculum guides and Common Core Standards.
3. Grades should be based on pre-announced and explained criteria. Multiple assessment measures must be used. Examples may be:
 - o daily class participation and group work in accordance with prescribed curriculum
 - o portfolios
 - o oral reports, written reports
 - o projects
 - o long-term research
 - o homework
 - o unit tests, quizzes and final exam
 - o extra work (optional)
4. Final grades are averaged by facilitating numerical equivalents from all four marking periods and should reflect positive growth throughout the academic year. If in conflict, gravitate toward the higher grade.
5. Interim Reports: Students will receive four mid-marking period interim reports. Teachers should indicate both strengths and weaknesses for each student. Any student who drops one grade in a marking period must receive an interim report. Any student with a “D” or lower average must receive an interim report and a Learning Improvement Agreement.

HOMEWORK

Homework is an integral part of the school curriculum and will be assigned by teachers regularly. If a student misses class due to illness or other reasons, it is the student's responsibility to see their teacher to make up assigned work promptly. If students are **out ill for three days or more** and would like to receive assignments, parents are to contact the School Counselor at 609-806-4272 to place their request. If students are out ill one or two days, they may obtain assignments from their classmates or from the teacher's webpage.

LEARNING COMMONS

In a typical year, the Learning Commons is open for instruction from 8:00 am to 3:30pm every school day with specified times for individual student visits. Students may borrow library books for two weeks with renewal privileges. Library books must be signed out through the Media Specialist. Use of the Learning Commons is a primary part of education. Students are encouraged to use this resource as a regular practice.

MARKING PERIODS CALENDAR

**Please note that these dates are subject to change due to adjustments to the school calendar as a result of an extended period of inclement weather days. A notification to all families will be provided with the updated dates should the need occur.*

First Marking Period

- | | |
|-----------------------------|-------------------|
| • Interim Notices Sent Home | October 9, 2023 |
| • Marking Period Ends | November 13, 2023 |
| • Report Cards Issued | November 22, 2023 |

Second Marking Period

- | | |
|-----------------------------|-------------------|
| • Interim Notices Sent Home | December 22, 2023 |
| • Marking Period Ends | January 26, 2024 |
| • Report Cards Issued | February 7, 2024 |

Third Marking Period

- | | |
|-----------------------------|----------------|
| • Interim Notices Sent Home | March 5, 2024 |
| • Marking Period Ends | April 9, 2024 |
| • Report Cards Issued | April 22, 2024 |

Fourth Marking Period

- | | |
|-----------------------------|---------------|
| • Interim Notices Sent Home | May 15, 2024 |
| • Marking Period Ends | June 14, 2024 |
| • Report Cards Issued | June 14, 2024 |

PMS IDEAS CENTER / BUILDING BRIDGES

The IDEAS Center is an after-school homework program held in the PMS Learning Commons. It is open to all students in the Middle School who want a quiet place to do homework and receive academic assistance. Students use computers for research and word processing, as well as many of the school's textbooks. The Center is open from 3:15 – 4:15 pm Monday through Thursday. The IDEAS Center does not meet on 1:00 Closing days.

The Building Bridges program is a Princeton High School student tutoring program. High school students wishing to fulfill their community service requirement by helping their middle school peers can sign up at PHS. They are paired with a PMS student requesting an individual tutor. Building Bridges leaders manage and coordinate the tutor-tutee relationship. They meet after school in our IDEAS Center. Most days there are “floating” tutors who are available to help any student attending the IDEAS Center.

These two programs require students to fill out a registration form that can be downloaded from the PMS website, or found in the PMS main office, school counselors office, with homeroom teachers, or in the Learning Commons. Parents must sign the registration. Daily attendance is taken by staff. Students may select the days they attend the Center. For more information please use the following link for the **IDEAS center**: <https://www.princetonk12.org/princeton-middle-school/students/ideas-center> or **Building Bridges**

https://docs.google.com/forms/d/14BxXvWUF-I-QFrVpzAMK10fW6JzIkQ7Q5_C4XCpJJhg/viewform?edit_requested=true

PHYSICAL EDUCATION

All students are required by state law to participate in physical-education class. At times, students will be required to change out of the clothes they have worn to school into appropriate athletic attire. Active wear for physical-education classes will consist of a t-shirt or sweatshirt, and shorts or athletic pants. All students must wear athletic sneakers during ALL physical-education classes.

Students will participate in approximately 25-30 aquatic classes. During the aquatic unit, all students are required to change from the clothes they have worn to school into aquatic attire which will consist of a one-piece swimsuit or tankini or swim trunks/jammers with a swim shirt. Students are required to bring a towel to dry off after exiting the pool. Flip-flops or sneakers are strongly recommended when traveling through the hallways and on the pool deck.

If your child has long hair, we strongly recommend they use a hair tie or a swim cap. We prefer students to use goggles when learning various strokes. Students are permitted to bring shower supplies and may use only non-spray deodorant in our locker rooms. Students are required to bring all aquatic attire home at the conclusion of each swim class so that our lockers remain dry and can be sanitized.

STUDENT SERVICES

Student Services comprises **School Counselors, Psychologist, Child Study Team, Social Worker, Nurse, and a Learning Consultant**. These staff members are available to assist with problems or concerns. Appointments to meet with these staff members should be made by contacting them at **609-806-4272**. Students wishing to meet with a school counselor or other student service personnel are to do so by appointment. Each grade level has a school counselor.

ACTIVITIES AND SUPPORTS FOR STUDENTS

PMS offers many programs, clubs, sports, and learning opportunities to help students get the most engagement out of middle school, and to encourage appropriate behaviors that support a positive middle school experience.

- The Princeton PTO sponsors many assemblies and programs in conjunction with school administrators and teachers. These programs enhance curriculum but are also helpful in building Social and Emotional Intelligence (SEL). Additionally, by joining Konstella, you can receive weekly updates from the Princeton Middle School PTO.
- PMS has committed to service learning and building relationships and developing new programs designed not only to learn but to build citizenship.
- Beginning of the year orientation assemblies, field trips and events such as the Watershed, author visits, school dances, Battle of the Blue and Gold, picnics, park days, and Promotion are ways we celebrate our achievements and accomplishments in middle school.

List of Clubs & Activities: PMS prides itself in a variety of club options for students. This year all clubs will be held from 3:15pm to 4:15pm. The current list of clubs available to students includes #ProjectLit, A Cappella, APPI, Anime, Art, Black Affinity, Board Games, Comic Book, Communications, Cook & Garden, Do Something, Drama (Fall Play and Spring Musical), Girls Club, Karaoke Konnection, Leadership Committee, Mathletes, Morning Basketball, Photography, Robotics, SAVE Promise, Scribbles, SAGA, Speech and Debate, TSA Engineering, Winter Running, and Yearbook. More information will be shared at our Fall Club Fair! **Note: Some clubs may schedule times to meet in the morning depending on projects. PMS welcomes all learners to engage with clubs and activities. ****If your student needs the support of an Instructional Aide, please contact their case manager.****

DANCES

Dances begin at 6:00 pm and end at 9:00 pm. Students may not leave dances early unless they are picked-up by a parent/guardian. Parents/guardians are requested to promptly pick-up students after the dance. Visitors from other schools must have prior administrative approval. Decisions about events are being made on a case by case basis.

MENTAL HEALTH RESOURCES

Mental health and wellness is important for pre-teen and teenage development, strong relationships and resilience. At PMS we understand that our students have many responsibilities and we encourage them to seek out their counselor, a caring teacher and or a trusted adult. Sometimes students may feel overwhelmed and unsure of whom to speak with. Every year we provide important numbers and information if a student finds themselves in need of assistance.

- **Suicide and Crisis Lifeline Call: 988** <https://www.samhsa.gov/find-help/988>
- You can talk to trained counselors 24/7 **Call:** 1-866-488-7386 or **Text:** START to 678678
- **2nd Floor Hotline:** Call or text 888-222-2228 24/7
- **TransLifeline:** 877-565-8860 (10am-4am)
- **If you need crisis support, text NAMI to 741741**
- **National Suicide Prevention Hotline:** 1-800-273-TALK (8255) or call/text 988
- **NJ Perform Care:** 1-877-652-7624
- **Department of Children Protection and Permanency:** 1-877-NJABUSE (652-2873)

SPORTS ATHLETICS

All students are encouraged to participate in our sports program;

Please refer to our athletics website for additional information about sports. **If your student needs the support of an Instructional Aide, please contact their case manager.*

Fall: Co-ed Tennis, Field Hockey, Soccer, Co-ed Cross-Country, Intramural Basketball

Winter: Basketball, Wrestling, Swimming

Spring: Baseball, Co-ed Track, Lacrosse, Softball, Intramural Basketball

Physical examinations are required prior to participation in any sports program. The School Nurse provides medical forms. You must also take the **IMPACT test** (Immediate Post-Concussion Assessment and Cognitive Test) in order to be medically cleared to play a sport. The ImPACT test is a scientifically validated and widely used computer-based testing computerized concussion evaluation system administered at school. Once the IMPACT test is taken the results are typically good for two years. Please see the Athletic Department website for additional information:

<https://princetonhs-ar.schooltoday.com/>

SAFETY & SECURITY

The safety and security of everyone at PMS is a priority. PMS is monitored throughout the day by two building monitors. The building monitors review the campus security cameras, monitor the school interior and exterior campus on foot, check all access doors to ensure they are secure, and monitor outdoor student recess. Any suspicious persons and/or packaging are immediately addressed and building administration is notified.

The building monitors also grant visitors access to the interior of PMS via the Main Entrance. PMS Main Entrance is a two-authentication entry system. The building monitors work closely with PMS and PPS administration, and Princeton Police Department to ensure the policies and procedures for PMS campus security are current and effective.

Pursuant to N.J.S.A. 18A:41-1 ("Drill Law"), PMS conducts 2 Emergency Drills per month; one drill is always a fire drill and the other is one of three styles of a security drill (Shelter-in-place, lockdown, evacuation). Students will be alerted that the security event taking place is a drill to ensure their understanding of the drilling process. At the conclusion of each drill, families will receive notification that the drill has taken place.

For more information about the "Drill Law," please go to:

<https://nj.gov/governor/news/news/562022/approved/20220110a.shtml>

CODE OF CONDUCT

Guidelines for Success

1. Attend school and all classes regularly and on time.
2. Respect the rights of all individuals to be different. "He who gives respect, gets respect."
3. All physical contact is inappropriate.
4. Use, possession or sale of a controlled dangerous substance, tobacco product, or alcohol is prohibited. If requested, a copy of the Board Policy will be distributed to students.
5. Selling or buying anything is prohibited on school property without full approval of school administration.
6. Gambling is prohibited on school property.
7. Vandalism, defacing school property, writing on lockers, desks, or walls is prohibited. Students will be charged for any damages.
8. Compliance with all classroom, lunchroom, and corridors rules and regulations must be followed without exception.
9. No gum chewing.
10. Obtain authorization from administration prior to leaving school for any reason.
11. Cursing or other profanity is prohibited.
12. Possession and or use of weapons or toys, which resemble weapons, is prohibited.
13. Threats, written or verbal, toward school personnel or students is prohibited.
14. Harassment, sexual harassment, intimidation or cyber bullying is prohibited.
A copy of the Board Policy related to HIB will be distributed to students.
15. Asking for or receiving money or personal property from other students is prohibited.
16. Public display of affection between students is prohibited.

Note: Any conduct or speech which threatens the safety of staff or students, disrupts the operation of the school or is considered offensive, lewd, vulgar, or profane will result in appropriate disciplinary consequences. Moreover, hurtful comments and behaviors restrict our ability to live up to the goals of our mission. Please help us be the best we can be at PMS.

RULES AND EXPECTATIONS

APPEARANCE OF THE SCHOOL BUILDING

We are proud of our fine building and its appearance. Please set an example by picking up papers from the corridor floors and classroom floors and place trash in receptacles. It shall be the responsibility of all employees of the school district to safeguard school property from damage by students. Violations shall be reported to the administration for disciplinary action and assessment for damages. Be a Leader.

CARE OF BOOKS & DEVICES

All school textbooks and devices must be cared for properly. Students may be assessed for textbooks and devices that are lost, defaced or damaged. Students are to write their names inside the front cover of textbooks, in the proper place, so that it can be returned if misplaced. Students should carry devices with care, refrain from dropping devices, and refrain from having devices being damaged by food and liquids. If a student needs support for a damaged or malfunctioning device please use the PPS support icon on their device to submit a tech ticket or return the device to school. ***Students should leave their PPS devices in their lockers during lunch and recess.**

CARE OF PRIVATE PROPERTY

PMS is an integral part of the community of Princeton and all students are expected to project a positive image of our school to the surrounding area. This commitment is crucial in showing respect at all times to the private property of our neighbors. Littering, loitering, and/or causing damage to the private property of any member of the community is unacceptable, and may be subject to disciplinary action, which could include restitution for any monetary loss.

CORRIDOR BEHAVIOR

Students are reminded that classes are in session and that excessive noise, running or loitering in the corridors is prohibited. Students are not permitted in the corridors during classes, except with the written permission of school personnel.

DRESS CODE

The Board of Education recognizes that student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. The board believes that:

- A. All students should be able to dress comfortably for school without fear of discipline or body shaming;
- B. All students and staff should respect that personal appearance is an individual expression and not a topic for comment and/or criticism;
- C. Teaching staff members are responsible for teaching and should not be burdened with dress code enforcement;
- D. Student attire should not create unnecessary barriers to school attendance; and
- E. Students shall be allowed to wear attire consistent with their religious beliefs.

Minimum Requirements The building principal or their designee shall enforce student dress practices included in individual school dress codes. Students are prohibited from wearing clothing, footwear, or accessories which:

- A. Present a hazard to the health or safety to the student or to others in the school;
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement;
- E. Contain language or symbols depictive of drugs, alcohol, tobacco, of a sexual nature, or any other language or images that would be considered to be offensive by a reasonable person.

The intent of this policy is to keep our students safe and focused on learning. In general, students shall not be removed from a classroom or lose class time as a result of a school's dress code violation. Only when a student's dress is a hazard to the health or safety of the student or to others, causes damage to school property or depicts or promotes violent, illegal or discriminatory messages, shall a student be removed from class and/or required to change or cover their clothing. When enforcing the school dress code, staff members and administrators shall take reasonable measures to address the student in private in order to prevent embarrassment and/or shaming the student. The administrative staff may modify the dress code for specific school sponsored activities or school sponsored events.

TELEPHONES

Two free telephones are located in the corridor across from the Main Office. Each classroom is equipped with a telephone. **Emergency calls** are to be made through the School Counselor's office or House telephone. **Cell phone use in the building is prohibited.**

VAPING

Smoking, Vaping and the use of e-cigarettes is prohibited on school grounds at all times.

DISCIPLINE

To ensure that our goal of "Excellence in Learning and Teaching" may continue to be a reality, PMS students are expected to adhere to school rules and regulations. Students must exhibit appropriate behavior. The expectation is that students will respect school rules and will adhere to school policy and

requests from school personnel. They must pursue their prescribed course of study and they must obey the rules of the school they attend (NJSA 18A:37-1.) Not obeying the rules or engaging in conduct which creates or causes disruptive behavior will subject the student to disciplinary action which, depending upon the severity of the infraction, may include suspension or expulsion. We also believe that schools "teach" and if that is true, then this applies not only to academics, but also when there is a failure to follow school rules. We believe in applying a restorative approach to discipline:

RESTORATIVE JUSTICE PMS utilizes a Restorative Justice approach to ensure appropriate consequences and remedial responses for student discipline. A restorative justice approach to discipline facilitates student self-reflection and development in conjunction with appropriate consequences. Restorative Justice practices are utilized to support growing our students' independence and ability to work together as a community to problem-solve and resolve conflict. Allowing students to participate in reflective learning practices, increase their awareness of how their actions create problematic results, and how a community can work together in the healing process are essential life-skills that result from their participation in an effective restorative justice practice.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

VALUABLES/PLAYGROUND EQUIPMENT

Valuables are not to be brought to school unless the items have been approved by an Administrator as part of a class assignment. Students may not carry large amounts of money to school. Digital Cameras, Cell Phones, CD's, DVD's, iPod's, MP3 players, radios, recording devices, portable computer games/devices, video games, laser pointers, playing cards, valuable trading cards, dice, and software are not permitted in school. The school supplies recess equipment for students. Students are not permitted to bring personal recreational equipment to school.

VANDALISM

Any student involved in any act of vandalism resulting in damage to property owned by the school district will be subject to disciplinary consequences and possible referral to the police. The Princeton Public School District shall seek compensation from the parent/guardian of any child who commits any act of vandalism resulting in damage to property owned by the District. N.J.S.A.18A:37-3 – Liability of parents of pupils for damage to property: The parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit.

VISITORS*

All visitors must report to the main office upon arrival at school. Students who want to bring a visitor to school for **one day** must adhere to the following procedure:

- The visitor must be from out-of-state.
- The request must be made one week prior to the date of the visit.
- The request must include the visitor's name and the place he/she lives.
- The request must be approved and signed by each teacher the student will have on the date of the visit.
- After teachers have granted approval, the request must be given to the Principal or Assistant Principal for final approval.
- On the day of the visit, the student is to bring the approved request to all their classes.

Special situations not falling within these guidelines must be discussed with the Principal or Assistant Principal.*It is recommended that families make appointments to optimize time and to maximize the likelihood that your concern is addressed with efficiency.

HIB

Princeton Public Schools Board of Education Policy 5512 Abridged version for Middle School only Harassment, Intimidation or Bullying N.J.S.A. 18A: 37 -14

“Harassment, intimidation or bullying,” N.J.S.A. 18A: 37 -14 means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in this statute, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that

- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- a reasonable person should know, under the circumstances, 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 his person or damage to his property;
- has the effect of insulting or demeaning any student or group of students; or
- 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.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by pupils.

The consequences may include, but are not limited to, the following examples: admonishment, temporary removal from the classroom, deprivation of privileges, classroom or administrative detention, referral to disciplinarian, in- school suspension during the school week or the weekend, after-school programs, out-of-school suspension (short or long-term), reports to law enforcement or other legal action, expulsion, bans from providing services, participating in school district sponsored programs or being in school building or on school grounds.

The remedial measures may include, but are not limited to, the following examples: restitution and restoration, peer support group, recommendation of pupil behavior or ethics council, correction instruction or other relevant learning or service experience, supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C 6A:16-8, behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team as appropriate, behavioral management plan with benchmarks that are closely monitored, assignment of leadership responsibilities, involvement of school disciplinarian, pupil counseling, parent conferences, modification of schedules, alternative education programs, pupil and/or treatment or therapy and involvement of law enforcement.

Timeline for Investigation of Reports of Harassment, Intimidation or Bullying

Based on the 2011 Anti-Bullying Bill of Rights Act The Board Requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying.

School day 1 HIB occurs and/or employee learns of HIB. A verbal report must be made to the Principal, who must inform parents/guardians “of all students involved.”

By school day 2 Principal must initiate investigation by Anti-Bullying Specialist within one school day of

report; may appoint others to assist.

By school day 3 Written report to Principal to be made within 2 days of when an employee witnessed or received information that a student experienced HIB.

By school day 11 Investigation complete (by 10 school days from written report).

By school day 13 Results of investigation must be given to the Superintendent within 2 school days of completing the investigation. Superintendent may decide to take action (e.g., intervention services, training, discipline, counseling, etc.)

Report to Board Superintendent must report to the Board of Education at the next Board meeting following the completion of the investigation.

Report to the parent/guardian District must provide “information about the investigation to parents/guardians of students who are parties to the investigation” and findings within 5 school days after the investigation results are given to the Board. Information included is: nature of the investigation, whether evidence of HIB was found, whether discipline was imposed or services provided to address the HIB.

Board Hearing Parents may request confidential hearing before the Board of Education, which must occur within 10 calendar days of the request.

Board Decision Board must issue a decision, in writing, to affirm, reject or modify the Superintendent's decision, at the next Board meeting following receipt of report. Board's decision may be appealed to the Commissioner of Education within 90 calendar days.

Civil Rights Complaint

Parents may file a complaint with the NJ Division on Civil Rights within 180 calendar days of the incident, or in State or Federal courts.

ECS Investigation

Executive County Superintendent shall investigate a complaint of a violation by a school District when the complaint is not adequately addressed on the local level. I/We have read the abridged version of the Princeton Regional Schools Harassment, Intimidation, and Bullying policy.

Policies and laws that impact schools may change throughout the school year.

Princeton Middle School Restorative Code Of Conduct

TIER 1- Students may engage in breaches of ethical judgment and engage in poor responsibility, Teachers should be providing Interventions for first and second offenses.

BEHAVIOR	CONSEQUENCES That may be imposed
<ul style="list-style-type: none"> • Disrespect towards peers/staff • Misuse of Technology in accordance with district AUP. • Late to Class • Profane Language • Use of hats/ hoodies/earbuds/Student IDs • No food/drinks in the classrooms (other than water) • Inappropriate hallway behavior • No cell phones (must be kept in lockers) 	<ul style="list-style-type: none"> • Restorative Conference • Letter of Apology • Communication with Parents via writing or by phone • Removal of Technology Use • Alternate Assignment • Restitution (paying for item if damaged/broken) • Partnership with coaches and club advisors • Parent Contact by phone by staff

TIER 2- Lack of Self Awareness/Poor Social interactions/Poor Judgment/Poor Decision Making/Lack of Empathy. These behaviors are more serious and should be referred to Administration.

BEHAVIOR	CONSEQUENCES That may be imposed
<ul style="list-style-type: none"> • Any Behavior from Level 1 that is habitual • Academic Integrity Infraction • Breach of Acceptable Use Policy • Picture taking/filming without consent • Misuse of Social Media • Bullying (may come with an HIB complaint) • Fighting • Vandalism • Truancy/Skipping School • Not adhering to safety protocol; Fire Drill school safety drill or Health safety. • Cut Class 	<ul style="list-style-type: none"> • Behavioral Contract • Mentor Program • Required on line computer behavioral module • Referral for counseling • Loss of privilege(s) • "Time out" • Lunch detention • Parent Contact by phone by Administration • Detention after school with formulation of a behavior contract.

TIER 3- These behaviors pose a risk to self and/or others or exhibit that other interventions have not been effective at correcting behavior choices. They should be dealt with by administration and may involve district and community resources for support.

BEHAVIOR	CONSEQUENCES That may be imposed
<ul style="list-style-type: none"> • Any behavior from Tier 1 and 2 that is habitual • Sharing Explicit photos • HIB • ASSAULT (please note this is different than a fight) • Leaving School Grounds • Vaping/Smoking/Possession of controlled substance • Weapon/Explosive • Any unlisted offense to be decided by Administration 	<ul style="list-style-type: none"> • Referral to outside agency/law enforcement • Removal from class for a Restorative Activity • Suspension from School • Expulsion from school

- I am in receipt, have read and understand this Restorative Code of Conduct for the Princeton Middle School.

Student Name (Printed) _____ Date _____

Student Signature _____

Parent Name (Printed) _____ Date _____

Parent Signature _____

SCHOOL DISTRICT STUDENT PLEDGE FOR DEVICE USE

1. I will take good care of my device.
2. I will never leave my device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by carrying it in the case provided or in my backpack.
9. I will use my device in ways that are appropriate, meet school district expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on my device; I will not deface the serial number device sticker on any device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of the Princeton Public School District.
12. I will follow the policies outlined in the device Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Princeton Public School District.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the device, case (iPad only) and power cords in good working condition.
16. I agree to the stipulations set forth in the above documents including the Technology Policies, Procedures, and Information, the Acceptable Use Policy, the Protection Plan, and the Student Pledge for Technology Use.

Student Name (Printed) _____ Date _____

Student Signature _____

Parent Name (Printed) _____ Date _____

Parent Signature _____