

NORTHFIELD COMMUNITY

MIDDLE SCHOOL

Welcome Message

Welcome to the 2016-17 school year. Your principal, teachers, staff and superintendent are here to help you be successful. Please read this handbook as well as the full version which can be located at www.ncs-nj.org carefully with your family. Do not hesitate to ask questions. Have a wonderful school year!

Mr. Pete Bretones, Superintendent

Mission Statement

As the center of our community, Northfield Community School provides our children the opportunity to achieve their greatest potential and prepares them to compete and excel in the global 21st century society.

Belief Statements:

- We believe we provide a safe environment that is conducive to learning.
- We believe in fiscal responsibility.
- We believe implementing our curriculum will best prepare each student for his or her next phase of learning.
- We believe it is critical that community, school and families communicate and work together to provide a thorough and efficient education.

Goals for 2011 through 2016

Planning Committee Action Plans

Facility Committee

1.0 To provide and maintain a safe, secure and environmentally friendly facility for the education of students and community members

Community Committee

1.0 To offer opportunities for all students to voluntarily serve their community throughout their lives

2.0 To provide opportunities to educate our students using the community resources

Finance Committee

1.0 To align budget priorities to the strategic plan

2.0 To secure external funding

3.0 To manage reserves

4.0 To evaluate shared services opportunities

Curriculum Committee

1.0 To rank in the top 10% of our District Factor Grouping in State or National

Standardized Test Scores and to achieve the status of Blue Ribbon and/or Star Schools, or similar designation, at all levels possible

2.0 To educate parents and other stakeholders regarding current best practices and supply details regarding how instruction is provided and how results are interpreted while providing community outreach to all stakeholders

3.0 To provide on-going articulation of curriculum materials (guides, curriculum maps and pacing charts) that are developed in conjunction with Linwood, Somers Point and Mainland School Districts in compliance with the National Core Curriculum Content Standards and in alignment with the National Common Core Standards

4.0 To establish a STEM (Science, Technology, Engineering, and Mathematics) program (K-8 as applicable)

5.0 To ensure all Students will have an awareness and understanding of diversity

6.0 To implement reading and writing across the curriculum (Interdisciplinary writing in mathematics, science, and social studies)

Board of Education Members

President	Mr. Steve Wynne
Vice President	Mrs. Deborah Levitt
Members:	Mr. Jon Barnhart
	Mr. Mark Bruno
	Mrs. Angelic Delcher
	Mr. Christopher Kennedy
	Mrs. Kerrie Marrone
	Dr. Zubair Syed
	Mrs. Stephanie Woodhouse
Superintendent	Mr. Pete Bretones
School Business Administrator	Mrs. Linda Albright
Principal–Middle School	Mr. Glenn Robbins
Principal–Elementary School	Mrs. Maureen Vaccaro
Director of Curriculum & Instruction	Mrs. Janice Dye

Important Telephone Numbers

Superintendent’s Office	Mr. Pedro Bretones, Superintendent	
	Mrs. Tina Guetzlaff, Secretary	407-4000 option 7
Business Administrator’s Office	Mrs. Linda Albright, Business Administrator	
	Mrs. Mary Jane Hurley, Secretary	407-4000 option 8
Director of Curriculum & Instruction	Mrs. Janice Dye	407-4010 (direct)
Middle School Office	Mrs. Melanie Woodall, Secretary	407-4000 option 3
Elementary School Office	Mrs. Wendy Garwood, Secretary	407-4000 option 2
Child Study Team	Mrs. Janice Albrecht, Secretary	407-4000 option 9
Nurse’s Office	Mrs. Lisa Dutra	407-4000 option 4
	Mrs. Gabrielle Leone	
SACC Office	Mrs. Alyssa Leatherwood	407-4000 option 6
Cafeteria Office	Mrs. Karen Watson	407-4000 option 5
Website/Parent Portal	www.ncs-nj.org	
Twitter	@NCSNJ	

Absentee Hotline

**407-4000 option 1 and then press 1 for Elementary School
407-4000 option 1 option and then press 2 for Middle School**

GENERAL SCHOOL INFORMATION

2016-2017 Calendar (dates subject to change)

10/3-School Closed, Rosh Hashana	1/16-School Closed, MLK Day
10/12-School Closed, Yom Kippur	2/17 & 2/20-School Closed, Presidents' Weekend
11/8-School Closed-Election Day	3/17-No School
11/10 & 11/11-School Closed-NJEA Convention	4/13-One Session Day
11/23-One Session Day	4/14-4/23-No School, Spring Break
11/24 & 11/25-School Closed-Thanksgiving	5/29-No School, Memorial Day
11/30-One Session Day, Parent Teacher Conferences	6/16-One Session Day, Last day of school
12/1 & 12/2- One Session Day, Parent Teacher Conferences	
12/23-One Session Day	
12/26-1/2-School Closed, Winter Break	

Full Day Schedule

For grades 5 to 8, the day begins at 8:10am and ends at 2:50pm. Crossing guards are on duty from 7:45am to 8:45am and 2:45pm to 3:45pm on regular session days. ****On delayed openings**, middle school begins at 10am. The crossing guards will be on duty from 9:45am to 10:45am and from 2:45pm to 3:45pm.

Early Dismissal Schedule: One Day Sessions:

Dismissal time for grades 5 through 8 is 12:50pm. Crossing guards are on duty from 7:45am to 8:45am and 12:45pm to 1:45pm on one-session days.

Absences

Please call the school at 407-4000, press 1 and then 2 and leave a message or you can email Mrs. Woodall; mwoodall@ncsnj.org **by 9:00 am** on the day(s) of your child's absence. Please see Policy # 5113, "Attendance" for specifics. If requesting homework, please call by 9:00 am the day of your child's absence.

Lateness

Middle school students may enter the building at 8:00am and are expected in 1st period by 8:10am. After 8:10am a student is marked tardy. **A student who is late 5 or more times to school will receive a detention each time they are late from the principal.** (See discipline code) Parents will be given prior notification of detentions. Allowances are made for inclement weather as well as personal emergencies. The principal may excuse the lateness in these cases.

Emergency Closing

Please tune in to the following radio and television stations for information regarding weather and other emergency closing information. WOND/WMGGM, WFPG, Channel 6, Channel 10, visit our website at www.ncsnj.org or follow us on Twitter @NCSNJ

Scheduling Parent/Teacher Conferences

Conferences may be held at the request of either teacher or parents as the need arises. Parents should contact the school guidance counselor, Mrs. Lisa Harvey at 609-407-4008 ext. 8520 or lharvey@ncsnj.org to schedule an appointment. This method of direct contact between the home and the school is most beneficial in analyzing and understanding the child's progress and development.

Bullying

Northfield Middle School promotes and celebrates diversity among students, staff and community. We feel it is important for students to recognize their own uniqueness and individuality, as well as that of others. Cultivating and nurturing an atmosphere of individual respect is a priority at the Middle School. Any student showing disregard for another's feelings through taunting, teasing, or bullying will receive disciplinary consequences.

Student Dress Code

The district Board of Education recognizes that any form of dress that attracts undue attention, is unsafe, disrupts school or detracts from the learning process is not acceptable. Pupils should be suitably dressed at all times and should present an appearance that will indicate their seriousness of purpose and pride in themselves and their school.

Acceptable clothing should include but not be limited to the following:

1. Khakis, jeans, skirts, capri pants
2. T-shirts, collared golf shirts, dress shirts (long or short sleeved)
3. Crew-neck, V-neck, cardigan, or hooded sweaters
4. Crew neck, V- neck, hooded sweatshirts
5. Shorts
6. Leggings with a top covering mid-thigh

Acceptable Footwear

1. Shoes with rubber or hard soles or sneakers

Unacceptable clothing for school shall include the following: (To be determined by the principal)

1. T-shirts and/or sweatshirts with large designs/pictures that are inappropriate for school
2. Tank tops, thin strapped tops, tube tops, mesh, fish-net styles, clothing that exposes the back, chest, shoulders or midriff and low cut shirts, sheer or see-through materials
3. Cut off shorts, spandex shorts, or revealing shorts
4. Jackets, coats, hats, hoods, bandanas and any type of outer garment may not be worn in the hallways, classrooms, or cafeteria during the regular school day.

Unacceptable footwear for school shall include the following:

1. Flip-flops, beach footwear, shower shoes, bedroom slippers, open toed or backless shoes, wheelies or sandals.

The code shall be strictly enforced by the administration. Pupils who do not dress according to the code shall be subject to disciplinary actions. In all cases, parent(s) or legal guardian(s) will be called at home or work and will have to bring a change of clothes to school. School principals, through permission of the superintendent, may request and implement a dress policy waiver to celebrate special dress up days and activities throughout the school year.

Smoking/Drugs/Weapons

NCS is a Drug Free, Weapon Free, and Smoke Free building. Northfield Community School has a ZERO TOLERANCE for violations associated with drugs/weapons. There will be no smoking in the building or on school grounds. Smoking is prohibited at any time in school or on school property. **This is a state law.** We strive to be in compliance with the state mandated Drugs/Weapon Free School Zone statute; there will be no illegal drugs or weapons in students' desks, lockers, nor on the person, etc. Disciplinary action will be taken for any student who does not adhere to these rules. See policies #5131.6 and 5131.7.



1	Accumulation of Discipline Referrals	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
2	Computer Violation	Letter, warning, computer suspension, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
3	Cut Class	1 st offense: 30 min. det.	2 nd offense: 60 min. det.	3 rd offense: ISS	4 th offense: OOS
4	Dangerous/Unsafe Behavior	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
5	Disorderly Conduct / Disruptive Behavior	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension, police complaint			
6	Disrespect	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
7	Dress Code Violation	1 st offense: 20 min. det.	2 nd offense: 30 min. det.	3 rd offense: 60 min. det.	4 th offense: ISS
8	Forgery	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
9	Fraud/Lying	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
10	Harassment/Intimidation/Bullying	1 st offense: 3 day suspension/restricted list 2 nd offense: 5 day suspension/restricted list 3 rd offense: 45 day suspension/Board Hearing upon request			
11	Insubordination	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
12	Late to Class	1 st offense: 20 min. det.	2 nd offense: 30 min. det.	3 rd offense: 60 min. det.	4 th offense: ISS
13	Late to Homeroom	1 st offense: 20 min. det.	2 nd offense: 30 min. det.	3 rd offense: 60min. det.	4 th offense: ISS
14	Late to School	1 st 4 lates: Warnings	#5–8 lates: 20 min. det.	#9 -12 lates: 30 min. det.	# 13 + lates: 1 day ISS
15	Leaving Class without Permission	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
16	Leaving School without Permission	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
17	Misuse of Pass	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
18	Negative Situation	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
19	Obligation	Letter, reimbursement			
20	Physical Altercation	Letter, 60 minute detention , in-school suspension, out of school suspension, parent conference			
21	Possession of Cigarettes / Smoking	1 st offense: 60 min. det.	2 nd offense: ISS	3 rd offense: OSS	4 th offense: OSS & police complaint
22	Possession / Use of Electrical Equipment; Cell Phone, Beeper, CD Player, IPOD etc. . . during non BYOD lessons	1 st offense: warning – equipment confiscated – student pick up at the end of the day in the office			
		2 nd offense: 20 min. det – equipment confiscated – student pick up at the end of the day in the office			
		3 rd offense: 30 min. det – equipment confiscated – parent/guardian pick up at the end of the day in the office			
		4 th offense: 60 min. det – equipment confiscated – Parent/guardian pick up at the end of the day in the office			
23	Possession of Stolen Property	Letter, 60 minute detention , in-school suspension, out of school suspension, parent conference			
24	Prejudicial Statement	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
25	Pull Fire Alarm	Letter, out of school suspension, parent conference, police complaint			
26	Tampering with School Property	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
27	Unauthorized Part of the Building	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
28	Unserved 20 Minute Detention	Letter, 30 minute detention			
29	Unserved 30 Minute Detention	Letter, 60 minute detention			
30	Unserved 1 Hour Detention	Letter, ISS			
31	Unserved Lunch Detention	Letter, 20 minute detention			
32	Unserved In School Suspension	Letter, Out of School Suspension			
33	Use of Profanity	Letter, warning, 20 – 30 – 60 minute detention , in-school suspension, out of school suspension			
34	Violation of Cease and Desist Order	Letter, 60 minute detention , in-school suspension, out of school suspension, parent conference			
35	Violation of Peer Mediation Agreement	Letter, 60 minute detention , in-school suspension, out of school suspension, parent conference			
36	Verbal Altercation	Letter, 60 minute detention , in-school suspension, out of school suspension, parent conference			

Lockers

A locker is provided for each student at the beginning of the school year for the purpose of storing school materials. Only magnets may be used to place pictures or class schedules inside the locker. Do not use tape. The locker is and remains the property of the Board of Education throughout the school year. Once the locker has been assigned, the student is responsible for its condition and contents. The lock combination for the locker is a valuable item. Keep the combination to the locker secure and secret. All student lockers are subject to regular inspections/searches by administrators at any time, without notice per school policy. Students may use their lockers at the following times: before and after school, before and after specials, and before and after lunch. Students may not use their lockers at any other time without permission.

Lost and Found

The lost and found is located in the hallway next to the cafetorium and in the Middle School office. Any article that has been found by a student should be turned into the main office. When looking for a lost item, check the lost and found in the hallway by the cafetorium to see if it is there. Proper identification of the article is required to reclaim it. If a lost article is believed to be stolen, bear in mind that the Northfield School District provides no insurance for protection of possessions. Students are cautioned not to bring large amounts of money or valuables to school and are urged to keep track of their personal belongings at all times.

Personal Property

Students are discouraged from bringing personal property and/or valuables to school unless requested by a teacher. We assume no responsibility for their loss and/or damages.

Religious Holidays

The Board of Education recognizes all religious holidays approved by the Commissioner of Education. Those students, who want to exercise their beliefs by observing a religious holiday, must bring a note from home **prior** to that observance. By stating their intention to observe the holiday in advance, the student's absence is excused and does NOT count against perfect attendance.

Remaining after School

A student may be required to remain after school hours at the discretion of the teacher or building principal for the completion of specific work or for disciplinary reasons. Parents will be notified **prior** to any detention or after-school requirement.

School Environment

The appearance of our school is a reflection upon students, staff, and the community. We ask everyone to make a conscientious effort to maintain a clean and attractive building and its grounds.

Telephone Calls to Teachers

The best interest of all the students requires that the teacher give his/her undivided attention to the class. Therefore, teachers will not be called out of classes for telephone messages. Parents who want to contact a teacher may do so by dialing 407-4008 and leaving a message with Mrs. Woodall. Appointments to meet with teachers should be made through the guidance office.

Vacations

Vacations during the school year are strongly discouraged. However, if this should occur, students are expected to make up their work in a timely fashion. They should speak to their teachers prior to their vacation and immediately upon return to set a time schedule to hand in required assignments. **Please see board policy #5200 for Attendance Policy specifics.**

Visitors

In order not to disrupt the school program and help insure a safe environment for the pupils and staff, all parents and other visitors are required to report directly to the Security Desk in the Atrium. This area is accessed by entering door #6 on the New Road Side of the building. Each visitor is asked to state their business each time they come to the school. Trespassers will be prosecuted. Follow the traffic patterns designated by the Northfield Police Department. Violators will be ticketed.

Visitor Parking

Park in designated areas only or at the Mill Road Parking lot to ensure the safety of the students. **DO NOT PARK** in the fire lanes, around the cul-de-sac, in parking spots marked as designated for staff or Double Park. Double parking causes a safety hazard for our students. The Northfield Police Department will issue tickets to illegally parked vehicles.

Attendance

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning. The Parent Portal, School Fusion and teachers' emails are available to help absent students keep up with their work. **If a student is absent for more than two days their parent may call the office BEFORE 9am with a homework request and it will be available for pick up AFTER 3pm.** The school will notify the parents when the student has **accumulated 12 absences** and a conference will be required at that time. Continued absences may lead to a second parent conference and possible retention. **Please see Board Policy #5200 for attendance policy specifics.**

Bicycles and Helmets

Bicycles must be walked on the school grounds. Bicycle racks are near the entrance. Bike locks are strongly suggested. Helmets must be worn by students 17 year of age and younger when riding bikes and skateboards. **Heelies are not permitted.** It's the law and school district policy!

Home Bound Instruction

Home Bound instruction service will be provided during extended absence upon the written recommendation of the attending physician. The physician must verify the student's illness and indicate the duration of the time out of school. In addition, Home Bound Instruction will be assigned on the fifth day of a students' out of school disciplinary action. Parents should notify the building principal if an extended absence is necessary for their child. The building principal will notify the Coordinator of Special Services, who will make arrangements for a tutor. The Coordinator of Special Services and the Building Principal reserve the right to have the school physician scrutinize the attending physician's homebound request and if necessary provide more information. See policy # 5200 Attendance.

Phone Usage

If an emergency arises and the student needs to call a parent or guardian during the day, they must obtain a pass to use the office phone. Students are NOT permitted to use their cell phone during school hours. Cell phones should be turned off and stored in the student's locker unless the teacher allows for a BYOD day. Use of a cell phone during school hours is subject to school discipline, unless directed by a teacher for educational reasons.. See policy # 5512 Electronic Equipment

Preparation for Class

Students are responsible for being prepared for class. They must have the proper textbooks, a notebook or paper, a pencil, pens, and any additional materials required by the teacher. Teachers may give a zero (0) for the day's work if students are unprepared for class. A detention may also be issued to those students who are consistently unprepared. See policy # 5500 Expectations for Pupil Conduct

Student Passes - Hall/Bathroom/Office

A pass system is used in our school. During the school day, students may not be out of their assigned class unless they have the proper pass. Authorized hall passes include: nurse, corridor, bathroom, guidance and the main office.

Elevator Use

Any student needing to use the elevator must provide a doctor's note. No student should ride the elevator alone and must choose a buddy.

ACADEMICS

Academic Integrity

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of unauthorized, dishonest, or unscrupulous information providing an unfair advantage in school work over other students.

Attempted Cheating: Some examples are:

- the unauthorized use of calculators, cell phones, or any electronic devices, such as watches, palm pilots, etc.
- The use of talking, signs, or gestures during a quiz or test
- copying from another student or allowing the copying of an individual assignment
- passing a test or quiz information during a class period or from one class period to members of another class period
- submission of pre-written writing assignments at times when such assignments are supposed to be written in class
- illegally exceeding time limits on timed tests, quizzes or assignments
- unauthorized use of study aids, notes, books, data, or other information
- computer fraud
- sabotaging the projects or experiments of other students.

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement including the Internet or any other form of technological equipment
- Handing in, as one's own, a previously submitted document or project
- Borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- See policy # 5701 Plagiarism

Some examples of plagiarism are:

- Having a parent or another person write an essay or do a project which is then submitted as one's own work
- failing to use proper documentation and bibliography

Lying encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.

Some examples of lying are:

- lying or failing to give complete information to a teacher
- feigning illness to gain extra preparation time for tests, quizzes or assignments
- listing fictitious reference sites.

Stealing encompasses, but is not limited to, the following:

- Taking or appropriating without the right or permission to do so and with the intent of stealing another student's homework, notes or handouts.

Forgery encompasses, but is not limited to, the following:

- Forging the signature of an administrator, faculty or staff member, the secretary, the nurse, a physician or any professional individual, or a parent/guardian or relative on a letter, or on any other document and use this document in or out of the school as if it were a valid signature.
- *Some examples of forgery are:*
passes, parent letters, permission slips, false leases, false birth certificates, false residence, and false medical documents.

Basic Skills Instruction

In grades, K-8, the Basic Skills Program provides instruction to students who score below the minimum level of proficiency in reading, writing and/or math.

Courses Offered for Grade Levels 5-7

English Language Arts
Advanced English Language Arts
Math
Advanced Math
Science
Social Studies
Writing
Encore
Creative Arts: Art, Music, Technology, Spanish, Physical Education/Health

Courses Offered for Grade 8

English Language Arts
Advanced English Language Arts
Algebra
Math
Science
Social Studies
Encore
Spanish1
Spanish/French
Creative Arts: Art, Music, Technology, Physical Education/Health

Grading Policy

A+ = 98 - 100	B+ = 90- 92	C+ = 82 - 84	D+ = 75 - 76
A = 95 - 97	B = 87 - 89	C = 79 - 81	D = 72 - 74
A- = 93 - 94	B- = 85 - 86	C- = 77 - 78	D- = 70 - 71
			E = Below 70, not meeting requirements

English as a Second Language

The ESL Program is an intensive English language program designed for children whose native language is not English. These children may have some knowledge of English (limited proficiency), or they may not be able to communicate at all in English, and therefore are unable to participate satisfactorily in a classroom setting. If a student has difficulty in communicating or understanding the English language, the ESL teacher screens him or her. Placement in the program is based upon the screening results.

Parent Portal

Homework is also available on our school website on the teacher **school fusion** homepage. You can access these pages by going to www.ncs-nj.org and clicking on student and parents in the right column. Scroll down and find school fusion classrooms, teams, middle and other options will be available for you to click on. In addition, in the 2010-11 school year Northfield Community School opened up a Parent Portal system through Genesis. This is a tool that allows you to directly access your child’s grades through the teacher’s grade book, enabling you to monitor your child’s academic progress throughout the year by viewing real-time grades for homework, tests, quizzes, projects and participation. At the beginning of each school year you will be emailed your parent portal information. Please make sure that your most recent email address is documented with the school secretary. Be sure to look for the email communication in September.

Principal Award/Honor Roll/Merit Roll

To be eligible for the Principal’s Award a student must obtain an achievement percent of 98% or higher in all subjects. To be eligible for the Honor Roll a student must obtain an achievement mark of all A’s in all subjects as outlined in the NJ Core Curriculum Content Standards. To be eligible for the Merit Roll, a student must obtain an achievement mark of A or B in all subjects.

Lunch Procedure:

We utilize a Point of Sale (P.O.S.) System in order to keep track of lunches purchased by the students. This system allows parents to pre-pay, as well as, access their child’s account via the Internet. Lunches are served beginning the first day of school for students, Tuesday, September 6, 2016. Also see NCSNJ APP

Make Up Work

A student has an opportunity to complete assignments missed because of absence. The time allowed to make up work is equal to the amount of time absent. The responsibility for making up work rests with the student. A student may make up assignments for absence as designated by the teacher / team policy. See your teacher for assistance.

Promotion Policy

Students who fail two or more academic subjects may be retained in the present grade. **At the end of the second marking period, retention notices and conference requests will be sent to the parents/guardians of all students who may be in danger of failing two or more subjects for the year.** The purpose of these conferences will be to look for positive ways to help pupils improve their academic performance. **The principal will make the final decision if retention, promotion or assignment to the next grade level is in the best interest of the student.** Students retained in the 8th grade or assigned by the principal to 9th grade may not participate in any and all of the 8th grade activities, as well as graduation and the promotion exercises. See policy # 5410 Promotions and Retention

Required Courses

At the 5th, 6th, 7th and 8th grade levels, students will be scheduled into the following areas: English Language Arts, Mathematics, Science, Social Studies, World Language, Creative Arts and Physical Education. Physical Education is required for all students. A student may be excused from PE upon notification from a physician indicating the reason and length of time that the student should be excluded. **A PARENT'S NOTE WILL EXCUSE A STUDENT FOR ONE DAY ONLY.** Students will be required to complete a sports or health related article in place of attending physical education class.

Standardized Testing

The State testing program provides information concerning the proficiency of our students. The results of these tests provide a continuing record of each child's academic progress in comparison with The New Jersey Core Curricular Content Standards (NJCCCS) and Common Core. These test results also aid the teachers in providing a more effective instructional program. Fifth, sixth, seventh and eighth grade students take the PARCC respectively. These tests are developed by the New Jersey State Department of Education and administered to all 5-8 grade students to determine their progress in mastering the skills and content outlined in the Common Core. The tests will be administered to all students in New Jersey during March & April, 2017. We will also be administering MAP assessments twice a year as our district testing.

Student attendance is of the utmost importance during these testing periods. These test results are maintained in the student's permanent file. Each year, your child's results are mailed to you or sent home with the student for your review.

Students must maintain academic integrity throughout the entire testing procedure. If a breach of security should occur, the state will be notified immediately and will determine any subsequent actions to be initiated at the state and local level.

Textbook and Materials

Students are responsible for having their school books covered at all times. The district supplies all textbooks free of charge. However, textbooks and materials that are issued to a student become the responsibility of that student. Please take the extra time necessary to protect your books. Students will be held liable for any damage to or loss of textbooks or materials. Students must pay for the damage to or loss of school books or materials as follows:

Lost/Destroyed Workbook	\$10
Damaged Textbook	up to \$20
Lost/Destroyed Textbook	Replacement value

Report cards will not be issued until the fine is paid.

Extra-Curricular Activities

Co-curricular Eligibility Sports

A student participating in any school activity must obtain passing grades in his or her school subjects on both Interims and Report Cards. A student who fails any two or more subjects will be ineligible to participate in any school activity for a period of time. If, at the end of the ineligibility period, the student is not failing two or more subjects, he or she may participate in the activity. **A student may also be declared ineligible by the principal for disciplinary reasons or for poor school attendance. Any student disciplined for harassment, intimidation and/or bullying (HIB), will be declared ineligible from all extra circular activities.** Student who are declared ineligible may not be able to attend any school activities (assembly programs, etc.) or any after school or evening activities affiliated or sponsored by the school

Dance Guidelines

Permission slips must be signed by parents/guardians and returned by students to the appropriate activity advisor. No student can leave the dances until the end. Only students in grades 6-8 from the Northfield Middle School may attend Student Council dances. Chaperones and the student council advisor are in attendance at all dances. Parents/Guardians are expected to provide transportation to and from all Student Council dances and pick up their children promptly at 9:00 pm. **All School Rules Apply for Student Council dances / 8th Grade Dinner Dance.** Proper attire is to be worn to all dances. See policy # 5850 School Events and Class Trips

Field Trips

Field trips are planned periodically to provide our students with enrichment activities. Parents are required to sign a permission slip for their child to attend the trip.

These field trips have been, and will continue to be a privilege for our students who have shown the desire to succeed within our school environment.

In an effort to ensure the health, safety and welfare of all our students, the Northfield Board of Education has instituted **policy number 5850** which states, *“Prior to an activity, if it is felt that the behavior of an individual child is likely to compromise the safety of others or the good name of the school, the teacher in charge shall discuss with the School Principal the possibility of excluding the child from the activity. Any student who is deemed to be a potential safety risk or behavioral risk to the activity shall be excluded from the activity and the parent / guardian will be notified in sufficient time. Alternate arrangements will be made for that child to be supervised at the school during the day of the activity.”*

The following guidelines have been established for behavioral expectations throughout the entire school year;

- Any student who is sent to the office for disciplinary reasons from the classroom will be subject to a review of eligibility for the field trip by the principal after the 3rd offense.
- Any student that accumulates more than two principal referrals will be subject to a review of eligibility for the field trip by the principal.
- Any student who receives a suspension of any form or duration will automatically be referred to the principal for a field trip eligibility determination.
- The principal reserves the right to make the final decision pertaining to all field trip eligibility issues based on a student demonstrating behavior that violates our school discipline policy and behavioral expectations.
- Parents will receive notification of the review of eligibility from the principal.

It is our hope that every student gets the opportunity to experience a wonderful time on their field trip. Please assist us in this by reinforcing the merits of appropriate school behavior with your child throughout the year.

See policy # 5850 School Events and Class Trips

National Junior Honor Society

The Northfield Community Middle School National Junior Honor Society is a duly chartered and affiliated chapter of the National Junior Honor Society. The NJHS is under the sponsorship and supervision of the National Association of Secondary School Principals.

Membership is open to those second semester seventh grade students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students who meet the scholastic requirement are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, citizenship, character and service. A history of leadership experiences and participation or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary history is reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Faculty Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects. During the school year students accepted into the program are evaluated every marking period to ensure that they maintain a 95 average or higher each marking period. Students who fall below the required scholarship standard of maintaining a 95 average will be subject to a hearing and possible dismissal.

Students or parents who have questions regarding the selection process or membership can contact the chapter advisor, Mrs. Mary Ann Devine by phone at 407-4008 or by scheduling an appointment through the middle school office.

Student Activities/Clubs

Basketball Boys & Girls – Grades 6-8

Builder's Club – Grades 5-8

Chess Club – Grades 5-8

Chorus – Grades 5-8

Cross-Country Boys & Girls – Grades 5-8

Field Hockey Girls – Grades 6-8

Future Engineers Club–Grades 5-8

Instrumental Music – Grades 5-8

Intramurals-Grade 5

Junior Stars-Grade 7

Mathletes-Grade 5

Media Club Grades 5-8

Mock Trial-Grades 5-8

National Junior Honor Society – Grade 8(elected)

Robotics-Grades 5-8

Soccer Boys & Girls – Grades 6-8

Stars-Grades 5 and 8

Student Council – Grades 5-8 (elected)

Think Day Team Grades 7-8

Track Boys & Girls – Grades 5-8

Volleyball (Co-Ed) – Grades 7-8

Yearbook- Grade 8

DISCIPLINE

Behavior

Our school community must work together to promote the educational excellence expected for our students. Exemplary learning experiences are fostered by a positive and supportive school climate. The discipline procedure for Northfield Community Middle School was approved by the Northfield Board of Education on August 28, 2006. This discipline plan was developed to insure that the middle school learning environment is the best it can be by promoting fairness and consistency. The plan clearly defines disciplinary infractions and the subsequent consequences/range of consequences that are associated with each infraction. Parents and students should review this together. See policy # 5600 Code of Conduct / Pupil Discipline

****See Discipline Chart on page (7) of this document to review the prescriptive discipline plan in place at the middle school.**

Damaging School Property

Any student who defaces, damages, vandalizes, or destroys any part of the school building or any school property will face disciplinary action.

Vandalism encompasses, but is not limited to, the following:

- Destruction of personal or school property.
- *Some examples are:* defacing school furniture, lockers, school equipment including computers, TVs, VCRs, DVD players, stereo equipment, musical instruments, athletic equipment, and all other school equipment

see policy # 5513 Care of School Property

Detention

While on school grounds, students are expected to adhere to the discipline and behavioral expectations outlined in the policies and procedures as approved by the Northfield Board of Education. Recognizing that student behavior is based upon respect and consideration for the rights of others, our students are required to promote the health, safety and welfare of all members within our school community. Any violation of school rules, policies and procedures will result in disciplinary action. See Discipline Infractions and Actions.

Leaving the School Grounds

A pupil may not leave the school building or school grounds while school is in session without the permission of the principal. In addition, a student may not leave the school grounds during any school sponsored event, activity or program without receiving permission from the school official designated as in charge of the event.

Technology Internet Use Policy

The Internet is an electronic communications network, which provides vast, diverse, and unique resources. In providing this service to teachers, staff and students, the Northfield Board of Education seeks to continue to promote educational excellence in the Northfield Schools by facilitating resource sharing, innovation, and communication. Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document and the acceptable use policy, his/her account will be terminated, and future access will be denied. Some violations may also constitute a criminal offense, and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges, and any other District disciplinary options.

Technology – Use of Violation Consequences

For more information see the “Approved Use Policy” that will be sent home in the student information packet.

1st Violation: Parent or guardian phone call or conference and/or loss of computer privileges for 3 days

2nd Violation: 5-day loss of computer privileges and parent or guardian notification.

3rd Violation: Administrative intervention.

4th Violation: Loss of computer privileges for the remainder of the year and parent or guardian notification.

Severe Violation: Immediate loss of computer privileges for the school year with parent or guardian notification.

Damage control: Modification of technology usage and these policies will be implemented immediately by the Superintendent, pending review of the action by the school board.

The Northfield Community School extends the aforementioned guidelines to all electronic systems within our facility. Parent/Guardian must give permission for their child to use the Internet for educational purposes. Students are also required to sign the usage form in order to indicate their understanding and acceptance of the district’s guidelines.

Truancy

Disciplinary action will be administered to students who are truant.

Child Study Team / Guidance Services

Child Study Team Services

The Child Study Team consists of the Coordinator of Special Services, the school psychologist, the learning disabilities teacher-consultant, the school social worker, and other professionals as may be appropriate. They evaluate students’ evidencing learning and/or behavioral difficulties. If the student is found to be educationally handicapped, the Child Study Team decides on an appropriate educational program and placement. For more information, the Child Study Team may be reached during regular school hours at the number listed in the front of this planner.

The Northfield Community School’s **preschool handicapped program** is designed to meet the needs of children who are experiencing delays in the following areas: speech/language development, cognitive skills, motor skills, and adaptive behavior and socialization skills. If you believe your child might be having a problem, contact the child study team at 407-4012 for more information. This program is open to pre-school children ages 3 to 5 years old.

Guidance Services

The Middle School employs a full-time guidance counselor. Students are encouraged to visit with our counselor for information on grades, school programs or adolescent related issues. The school guidance counselor is available during regular school hours. The counselor’s job is to assist the students in academic and social issues, career awareness and planning, help students learn to make his/her own decisions, and solve problems independently. The guidance counselor will also monitor student grades, overall school adjustment, and the transition between Northfield Community School and Mainland Regional High School.

Scheduling Parent/Teacher Conferences

Conferences may be held at the request of either teacher or parents as the need arises. Parents should contact the school guidance office to schedule an appointment. This method of direct contact between the home and the school is most beneficial in analyzing and understanding the child’s progress and development.

EMERGENCY PROCEDURES

Fire Drills – Lockdowns – Evacuation Practice:

By law, we are required to conduct a minimum of two drills per month. A map indicating the nearest exit is posted in each classroom. Teachers will review procedures with each class.

Evacuation, Lockdown and Sheltering In

In order to assure an effective response to potential or an actual crisis situation, Northfield Community School along with the Northfield Police Department, have developed, implemented and practiced emergency lockdown, evacuation, and sheltering in procedures. We continue to work with the police to refine all of our emergency drills.

AFFIRMATIVE ACTION POLICY

The purpose of Title IX is to prohibit sexual or any other form of discrimination against students and employees of the educational programs and activities receiving federal funds. The Title IX regulations provide that females and males must be afforded equal opportunity with regard to:

Access to and treatment in curricular and extra-curricular programs; Treatment under regulations and policies governing student benefits, services, conduct and dress; Admission into educational institutions; Access to employment in education agencies; Terms, conditions, and benefits of such employment. The Northfield Board of Education has designated Mr. Glenn Robbins, Middle School Principal, to coordinate compliance efforts and to investigate any complaints of discrimination.

HEALTH SERVICES

General Information

A school nurse is available during regular school hours. If the nurses' are not in their office, the pupil should report to the school office. Students should not enter the nurse's office unless a nurse is present. Students are not to report to the nurse between classes. Students must report to class and get a pass from the teacher. Sick or injured students are not to leave the school building without the permission of the nurse or principal.

Medications

The Commissioner of Education in the State of New Jersey has ruled that only a school nurse with appropriate written parental permission can administer medication within the school. Therefore, the following information is being provided to you as parents/guardians to assist in complying with this law during the rare occasions when the school nurse is absent. The school will attempt to secure a substitute school nurse who will administer medications in school if no nurse is available.

Medications WILL NOT be administered if:

- a. The nurse is unavailable
- b. A substitute nurse is unavailable
- c. The parent is unavailable

HELPFUL HINTS: Accident Insurance

School accident insurance is available on a voluntary basis. Insurance forms and complete information is sent home in September and returned with a check if coverage is desired.

*Interim and Report Card Dates 2016-17

1st MP Begins	9.6.16
Interim grades to be posted	10.11.16
Interims distributed to students	10.14.16
1st MP Ends	11.9.16
Report cards grades to be posted	11.15.16
Report cards distributed to students	11.18.16
2nd MP Begins	11.14.16
Interim grades to be posted	12.13.16
Interims distributed to students	12.16.16
2nd MP Ends	1.27.17
Report cards grades to be posted	1.31.17
Report cards distributed to students	2.3.17
3rd MP Begins	1.30.17
Interim grades to be posted	2.28.17
Interims distributed to students	3.3.17
3rd MP Ends	3.31.17
Report cards grades to be posted	4.4.17
Report cards distributed to students	4.7.17
4th MP Begins	4.3.17
Interim grades to be posted	5.9.17
Interims distributed to students	5.12.17
Report cards grades to be posted	6.13.17
Report cards distributed to students	6.16.17

Subject to change due to snow days

Back to School Nights – 5:30-7:30 pm

September 27, 2016 for 5th & 6th grade parents
September 28, 2016 for 7th & 8th grade parents

Parent/Teacher Conferences

Wednesday 11/30/16 – 12:50pm student dismissal Conferences 5-8pm
Thursday 12/1/16 – 12:50pm student dismissal Conferences 5-8pm
Friday 12/2/16– 12:50pm student dismissal Conferences 1:30-3:00pm

Please be sure to respond promptly to the letters that will be sent home for scheduling your individualized meeting with each of your child's teacher. **Remember** that these days are early dismissal days and to please make the appropriate adjustments and accommodations to your daily routine to ensure the safety and well-being of your child at early dismissal.

*** Please check the school web site at www.ncs-nj.org for the most current school calendar.

2016-17 State Testing Dates

NJ ASK Grade 8 Science May 31, 2017

PARCC (Partnership for Assessment of Readiness for College and Careers)-March 27- through April 14, 2017. For more details visit www.parcconline.org