



## **Welcome Message**

Welcome to the 2022-2023 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](http://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.

## **Board of Education Members**

President

Mrs. Deborah Levitt

Vice President

Mr. Brad Levari

Members:

Mr. Jon Barnhart

Mrs. Kristin Elliot

Mr. Stephen Funk

Mr. Christopher Kennedy

Mrs. Jillian Tafeen

Mrs. Stephanie Woodhouse-Hughes

Mr. Jason Yard

Superintendent

Mr. Pete Bretones

School Business Administrator

Mrs. Linda Albright

Principal-Middle School

Mr. Kevin Morrison

Principal-Elementary School

Mrs. Maureen Vaccaro

Director of Curriculum & Instruction

Mrs. Janice Dye



## **Important Telephone Numbers**

Superintendent's Office	Mr. Pete Bretones, Superintendent	
	Mrs. Tina Guetzlaff, Secretary	407-4000 option 7
Business Administrator's Office	Mrs. Linda Albright, Business Administrator	
	Mrs. Nancy Berenotto, Secretary	407-4000 option 8
Director of Curriculum & Instruction	Mrs. Janice Dye	407-4010 (direct)
Door #6 (Main Entrance)	Mrs. Denise Blanche	407-4000 ext. 6000
Middle School Office	Mr. Kevin Morrison, Principal	
	Mrs. Melanie Woodall, Secretary	407-4000 option 3
Elementary School Office	Mrs. Maureen Vaccaro, Principal	
	Mrs. Wendy Garwood, Secretary	407-4000 option 2
Child Study Team	Mrs. Denise Brannan, Secretary	407-4000 option 9
Nurse's Office	Mrs. Lisa Dutra	407-4000 option 4
	Mrs. Gabrielle Oleszewski	
SACC Office	Mrs. Alyssa Caramenico	407-4000 option 6
Cafeteria Office	Mrs. Karen Watson	407-4000 option 5
Website/Parent Portal	<a href="http://www.ncs-nj.org">www.ncs-nj.org</a>	
Twitter	@ncmsnj	
Facebook	Northfield Community Middle School @ ncmsnj	
Instagram	ncmsnj	

### **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**



# 2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**July**  
4 Closed - Independence day

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January - 21 days students/21 days staff**  
16 Closed - Dr. Martin Luther King Day

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**February - 18 days students/18 days staff**  
17&20 Closed - Presidents Day

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**September - 17 days students/20 days staff**  
1-2 Staff In-service  
5 Closed - Labor Day  
6 Staff In-service  
7 First day - single session for students  
26 Closed - Rosh Hashanah  
13&14 Elementary School Back to School Night  
20&21 Middle School Back to School Night

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**March - 22 days students/23 days staff**  
17 Staff In-service

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**October - 20 days students/20 days staff**  
5 - Closed Yom Kippur

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**April - 14 days students/14 days staff**  
6 Single session staff & students - Spring Break  
7-14 Closed - Spring Break

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**November - 17 days students/18 days staff**  
8 Staff In-service  
10&11 Closed - NJEA Convention  
16-17 Single session staff & students - Conference  
18 Single session students - Conference  
23 Single session day staff and students  
24&25 Closed - Thanksgiving break

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**May - 22 days students/22 days staff**  
29 Closed - Memorial Day

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**December - 17 days students/17 days staff**  
23 Single session staff & students  
24-31 Closed - Winter Break

June 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**June - 12 days students/12 days staff**  
15 Single session students - Graduation  
16 Single session staff & students - Last Day

Board Approved 4.25.2022

Key:  
 Staff In-service - No school for students  
 School Closed  
 Single session for students  
 Single session for staff & students



## **GENERAL SCHOOL INFORMATION**

### **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.

### **Entering the Building**

Students will enter and exit the building through Door 6 & 21. A map can be found [here](#).

### **Absences**

Please call the school at 407-4000, press 1 and then 2 and leave a message or you can email Mrs. Woodall; [mwoodall@ncs-nj.org](mailto:mwoodall@ncs-nj.org) **by 8:00 am** on the day(s) of your child's absence. Please see Policy # 5113, "Attendance" for specifics or [here for an Attendance FAQ](#)

### **Lateness**

Middle School students may enter the building at 8:00am and are expected to be in their homeroom by 8:10 am. After 8:10 students will need to get a late pass at Door 6. 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.ncs-nj.org](http://www.ncs-nj.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@ncs-nj.org](mailto:lharvey@ncs-nj.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.

### **Lockers**

Lockers will be assigned to each student. A locker is provided for each student 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.



### **Electronic Device 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

### **Principal Award/Honor Roll**

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

### **Textbooks**

Any missing, damaged or destroyed books textbooks that are damaged or destroyed beyond normal wear and tear, as assessed by the teacher/principal, will result in a fine which the student is responsible for paying.

### **Chromebooks**

Each student is issued a chromebook and charger from our technology department. Students are responsible for any damage to the school issued device. Insurance is available if you would like to purchase. More information can be found [here](#).

### **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.

### **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. 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. Please visit <http://policies.ncs-nj.org/> for the most up to date dress code policy.



## Chart of Discipline

Below is a listing of student behaviors that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. Consequences will vary depending upon severity and frequency of infraction. **Please visit <http://policies.ncs-nj.org/> for the most up to date policy.** The behaviors include, but are not limited to:

Infraction Type	Offense #/Consequence				
	1	2	3	4	Notes
Administrative Detention Cutting	D2	D3	IS1	IS2	
Administrative Removal from Classroom	IS1	IS2	ES1	ES2+	
Arson	ES10+				Notes 1,2&3
Assault	ES4-ES10	ES4-ES10	ES4-ES10	ES4-ES10	Note 2
Bullying (+HIB Protocol)	IS1-ES3+	IS1-ES3+	IS1-ES3+	IS1-ES3+	Notes 2&4
Cheating/Dishonesty	D1	D2	D3	IS1	Possible loss of credit
Discriminatory/ Racist Comments (+HIB Protocol)	IS1-ES3+	IS1-ES3+	IS1-ES3+	IS1-ES3+	Notes 2&4
Extortion/Gambling	D2	IS1	IS2	ES1+	Notes 2
Falsifying an Alarm/Bomb Threat	ES10+				Notes 2&3
Fighting Equal Aggressor/High Intensity	ES3-ES10	ES3-ES10	ES3-ES10	ES3-E10	Notes 2&3
Fighting Equal Aggressor/Low Intensity	ES1	ES3	ES5	ES7	Notes 2&3
Fighting Minor Physical Contact(Pushing/ Shoving)	D2	IS1	IS2	ES3	Notes 2&3
Fighting Initiator/Failure to Stop	Add 1 day to above (fighting infractions)				Notes 2&3
Forgery/Falsification	D1	D2	D3	IS1	Note 2 :Possible loss of credit
Harassment (+HIB Protocol)	IS1-ES3+	IS1-ES3+	IS1-ES3+	IS1-ES3+	Notes 2&3
Horseplay	D2	IS1	IS2	ES1+	



Illegal Drugs Possession/ Use/Distribution	ES10+				Note 2
Inappropriate Comments to Staff	D2-ES2+	D2-ES2+	D2-ES2+	D2-ES2+	Note 4
Inappropriate Comments to Student	D1-ES1+	D1-ES1+	D1-ES1+	D1-ES1+	Note 4
Intentional Inappropriate Physical Contact with Another Student	IS1-ES4	IS1-ES4	IS1-ES4	IS1-ES4	
Intentional Inappropriate Physical Contact with Staff	IS2-ES5	IS2-ES5	IS2-ES5	IS2-ES5	
Instigating Behavior	IS1	IS2	IS3	ES1	
Insubordination/ Disobedience/ Non Cooperation /Defiance/Failure to Identify Self	D2	D3	IS1	IS2	
Lateness to Class	D1	D2	D3	IS1	
Lateness to School	Parent Contact, AC	Parent Conference, AC	AC-D1	AC-D2	
Leaving/Failure to Report to Assigned Area/Loitering/Entering Room Unsupervised	AC: D2	D3	IS1	IS2	
Leaving School Building/Grounds without permission	IS1-ES4+	IS1-ES4+	IS1-ES4+	IS1-ES4+	
Misconduct During a Drill	D2	D3	IS1	IS2+	
Misuse of Computer Networks/Computer	CP:D1-ES1+	CP:D1-ES1+	CP:D1-ES1+	CP:D1-ES1+	
Misuse of Electronic Device and/or Recording of Others Reg.	Confiscation, parent pick up of device-ES4: CP	Confiscation, parent pick up of device-ES4:C P	Confiscation, parent pick up of device-ES4:C P	Confiscation, parent pick up of device-ES4:C P	
Misuse of School Property/Equipment (non- harmful)	D2	D3	IS1	ES1+	
Obscene Language/Gestures or Behavior/Use of Profanity	D2-ES1+	D2-ES1+	D2-ES1+	D2-ES1+	Note 2
Obscene Materials (Possession of/sharing of)	CP:D2	CP:S1	CP:IS2	CP:ES1+	



Possession of a Dangerous Object	ES4-ES10+	ES4-ES10+	ES4-ES10+		Note 2
Possession of Lighter/Matches	IS1	IS2	ES1	ES2+	Note 2
Recklessness/Behavior Endangering the Safety of Others	IS1	IS2	ES2	ES4+	
Selling Items in School Without Permission (non-harmful)	D1	D2	D3	IS1	
Sexual Harassment (HIB Protocol)	ES4-ES10+	ES4-ES10+	ES4-ES10+	ES4-ES10+	Note 2
Theft/Stealing < \$10	D2	D3	IS1	ES1+	
Theft/Stealing > \$10	IS2-ES4+	IS2-ES4+	IS2-ES4+	IS2-ES4+	Note 2
Threats to Students or Staff	IS1 to ES10+	IS1 to ES10+	IS1 to ES10+	IS1 to ES10+	Note 2
Throwing Items (non-harmful)	D1	D2	D3	IS1	
Tobacco Possession	IS2	IS3	ES1	ES2+	Note 2
Tobacco Use (Smoking)	ES2	ES2	ES4	ES6	Note 2
Trespassing	D2	D3	IS1	ES1	
Verbal Altercation	D2	D3	IS1	ES1	
Walking Out of Administrator's Office	IS1	IS2	ES1	ES2	
Weapon Offense (including Imitation Weapons)	ES10+				Notes 2,3
Willful Defacing of School Property/Vandalism	IS2	IS3	ES1	ES2+	Note 1&2

**Key:**

D= Detention

IS= In School Suspension

ES= External Suspension

AC=Administrative Conference

CP= Loss of computer/BYOD privileges

Note 1: Financially responsible for repair/replacement; Possible complaint filed with police

Note 2: Superintendent and/or possible complaint filed with the police

Note 3: CST Referral

Note 4: Guidance Referral