



NORTHFIELD COMMUNITY MIDDLE SCHOOL

2026-2027 STUDENT & FAMILY HANDBOOK

GRADES 5-8



WORK HARD • BE NICE • HAVE FUN

WELCOME TO NCMS

A message from your principal and our district mission.

Dear Students and Families,

Welcome to Northfield Community Middle School! Whether you are entering fifth grade or beginning your final year before high school, we are excited to welcome you as a Thunderbird.

Middle school is a time to challenge yourself, discover new interests, build friendships, and prepare for future success. Our faculty and staff are committed to providing a safe, supportive, and engaging learning environment where every student can grow.

This handbook is a quick guide to the routines, expectations, resources, and opportunities that will help you have a successful year. Read it with your family and use it whenever you have questions.

Work Hard. Be Nice. Have Fun.

Kevin Morrison
Principal



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.

QUICK REFERENCE

Essential information at a glance.

School Hours

Doors open: 8:00 AM
Homeroom: 8:10 AM
Dismissal: 2:50 PM

Middle School Office

609-407-4000, option 3

School Nurse

609-407-4000, option 4

Website

www.ncs-nj.org

Schedule Changes

Delayed opening: 10:00 AM
Early dismissal: 12:50 PM

Attendance

Call 609-407-4000, option 1, then press 2 for Middle School. Notify the school by 8:00 AM.

School Counselor

609-407-4000, ext. 8520

Social Media

Facebook: @ncmsnj
Instagram: @ncmsnj

Good to Know

The digital version of this handbook includes clickable links to policies, athletics, and school resources.

WHAT MAKES NORTHFIELD SPECIAL?

More than a school - a community.



At Northfield Community Middle School, every student has a place to belong. You will find caring adults, supportive classmates, challenging learning experiences, athletics, leadership, service, and activities that help you discover your interests.

Learn

Ask questions, solve problems, and grow every day.

Lead

Set a positive example and help others.

Belong

Build friendships and be part of a supportive community.

Get Involved

Try a team, club, activity, or service opportunity.

YOUR SCHOOL DAY

What to expect every day.

Arrive Ready

Enter through Door 6 or Door 21. Go directly to homeroom and be ready by 8:10 AM.

Dismissal

Students are dismissed at 2:50 PM and can exit through Door 6 or Door 21.

Running Late?

Students arriving after 8:10 AM must report to Door 21 for a late pass.

Daily Checklist

Charged Chromebook, completed work, supplies, and a positive attitude.

Attendance Matters

Being in school every day helps you learn, stay connected, and keep up with assignments. If you are absent, have a parent or guardian notify the school by 8:00 AM. When you return, check Google Classroom and ask teachers about missed work.

Thunderbird Tip

Prepare the night before: charge your Chromebook, organize your backpack, and get enough sleep.

MOVING AROUND NCMS

Shared spaces work best when everyone is respectful.

Lockers

- Keep your combination private.
- Keep your locker neat and secure.
- Use only magnets inside your 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.
- All student lockers are subject to regular inspections/searches by administrators at any time, without notice per school policy.

Hallways & Common Areas

- Walk at all times.
- Keep hands, feet, and objects to yourself.
- Use respectful voices.
- Go directly to your destination.
- Avoid unnecessary disruptions near classrooms.

Restrooms

- Sign out of your classroom before leaving to use the restroom.
- Respect privacy and keep facilities clean.
- Return promptly to class.
- Keep cell phones and electronic devices in your locker.

Lunch & Recess

- Clean up after yourself.
- Follow staff directions.
- Use respectful voices and include others.
- Remain in assigned areas.

TECHNOLOGY & DIGITAL CITIZENSHIP

Use technology to learn, create, and communicate responsibly.

Chromebooks

Charge it nightly, bring it daily, handle it carefully, and report damage immediately.

Google Classroom

Check assignments, announcements, deadlines, and classroom resources.

Artificial Intelligence

Use AI only when your teacher allows it. AI should support your thinking, not replace your work.

Cell Phones

Phones must be turned off and stored in your locker during the school day unless a teacher gives permission for educational use.

OnCourse Connect

Check grades, attendance, schedules, and teacher comments regularly.

Digital Citizenship

Protect passwords, communicate respectfully, and never record or post others without permission.

Need Help?

Tell a teacher promptly if your Chromebook is damaged, missing, or not working correctly.

LEARNING & GROWING

How to be successful at NCMS.



Successful Students

- Come prepared and participate.
- Complete assignments on time.
- Check Google Classroom and OnCourse Connect regularly.
- Ask for help early.
- Learn from mistakes and keep trying.
- Complete your own work and give credit for ideas or sources you use.

Recognition

Students may be recognized through the Honor Roll, Principal's Award, National Junior Honor Society, Athletics, Art, Music, Citizenship, and other school accomplishments.

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.

GET INVOLVED

Discover your interests. Build friendships. Make memories.



Getting involved is one of the best ways to make the most of middle school. Athletics, clubs, leadership, service, and school activities help students build confidence, develop skills, and connect with others.

Athletics

Before participating in a school sport, students must complete all required forms, receive medical clearance, and meet eligibility expectations.

[Athletic Physical Process & Forms](#)

Clubs & Leadership

Opportunities may include Student Council, National Junior Honor Society, Academic Clubs, Service, Performing Arts, Media, and STEAM. Listen to announcements and check school communications for current offerings.

A list of our club offerings and advisors can be found [here](#)

SCHOOL COMMUNITY

Every student contributes to what makes NCMS special.



School Spirit

Support your classmates and teams, celebrate achievements, participate in school activities, and represent NCMS with kindness and pride.

Field Day

Field Day is a chance for students to enjoy friendly competition, teamwork, and time together as a school community.

Making a Difference

Small actions matter: welcome new students, help classmates, care for school property, and participate in service opportunities.

Thunderbird Tip

Try something new. You may discover an interest or talent you did not know you had.

SUPPORT FOR EVERY STUDENT

You never have to handle a problem alone.

Teachers

Classwork, assignments, extra help, and questions about learning.

School Nurse

Illness, injury, medication, or health concerns.

Child Study Team

Special education services, evaluations, and student support.

School Counselor

Friendships, stress, academic planning, conflict, or personal concerns.

Main Office

Attendance, schedules, safety concerns, and general school questions.

Trusted Adults

Any staff member can help connect you with the right person.

Need Help?

Asking for help is a strength. Speak with a trusted adult as soon as a concern begins.

SAFETY & RESPECT

We all share responsibility for keeping school safe.

Emergency Drills

Stay calm, listen carefully, and follow staff directions during fire drills, lockdowns, shelter-in-place procedures, and evacuations.

Bullying & Harassment

Bullying, harassment, intimidation, discriminatory comments, and retaliation are not accepted.

Report Concerns

Tell a trusted adult immediately if you see or hear something that may threaten safety.

Visitors

All visitors must report to the main entrance and follow school sign-in procedures.

Students should report bullying or safety concerns to a teacher, counselor, administrator, or another trusted adult. Reports are reviewed according to district procedures and applicable law. Students can report issues anonymously through [Stop It](#) with the passcode Thunderbirds

STUDENT EXPECTATIONS

Clear expectations help everyone learn and feel safe.

Dress Code

Wear clothing that is safe, appropriate for school activities, and does not disrupt learning. Clothing may not display inappropriate language or images or promote violence, drugs, alcohol, tobacco, or other prohibited substances.

[Board Policy 5132 - Student Dress Code](#)

Cell Phones & Smart Devices

Phones must be turned off and stored in student lockers during the school day unless a teacher directs students to use a device for educational purposes. Students who need to contact home should ask to use the office phone.

Student Conduct

Students are expected to follow school rules, respect others, and make choices that support learning. Consequences depend on the seriousness and frequency of behavior and may include conferences, detention, loss of privileges, suspension, or other action permitted by policy.

[Conduct & Discipline Regulation, including the discipline chart](#)

Bikes. Scooters and E-Bikes

The use of all wheeled modes of transportation to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others. All wheeled modes of transportation must be walked on all school property including parking lots. The board will not be responsible for any wheeled modes of transportation which are lost, stolen or damaged. Motorized bicycles, "E-bikes", are not permitted on school property.

FREQUENTLY ASKED QUESTIONS

Quick answers to common questions.

Can I use my phone during school?

No. It must be off and stored in your locker unless a teacher gives permission for educational use.

What if I am absent?

Have a parent or guardian notify the school by 8:00 AM. Check Google Classroom and contact teachers about missed work.

What if I am late?

Report to Door 21 for a late pass before going to class.

When can I use my locker?

Before and after school, before and after specials, and before lunch.

What if I need the restroom?

Sign out of the classroom using our digital hall pass system, go directly to the restroom, and return promptly.

Where do I go if I feel sick?

Tell your teacher and follow the procedure for visiting the Nurse's Office.

How do I join a club or sport?

Listen to announcements and speak with a teacher, coach, counselor, or administrator.

Who can help with a problem?

Talk with a teacher, counselor, administrator, nurse, or another trusted adult.

STAY CONNECTED

Important links and resources.

- [Northfield Community School Website](#)
- [NCMS Facebook](#)
- [NCMS Instagram](#)
- [Athletic Physical Process](#)
- [Student Dress Code](#)
- [Conduct & Discipline Regulation](#)

Families should also check OnCourse Connect for grades, attendance, schedules, and teacher comments, and Google Classroom for assignments and class updates.

IMPORTANT CONTACTS

We are here to help.

Office/Resource	Contact	Email	Phone
Middle School Office	Mr. Kevin Morrison / Mrs. Melanie Woodall	kmorrison@ncs-nj.org mwoodall@ncs-nj.org	609-407-4008
School Counselor	Mrs. Lisa Harvey	lh Harvey@ncs-nj.org	609-407-4000, ext. 8520
Nurse's Office	Mrs. Lisa Dutra / Mrs. Gabrielle Oleszewski	nurses@ncs-nj.org	609-407-4000, option 4
Child Study Team	Mrs. Kerri Woolston	kwoolston@ncs-nj.org	609-407-4000, option 9
Attendance Hotline	Middle School		609-407-4000, option 1, then 2
Main Entrance	Door 21	dblanch@ncs-nj.org	609-407-4000, ext. 6000

ONCE A THUNDERBIRD, ALWAYS A THUNDERBIRD



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