

MULLICA TOWNSHIP MIDDLE SCHOOL

**PO BOX 318, 500 ELWOOD ROAD
ELWOOD, NEW JERSEY 08217
(609) 561-3868 ext. 143**

VISION STATEMENT

Mullica Township Schools aim to: create an inviting learning environment that blends an assortment of instructional techniques while accepting all learning styles and abilities. Inspire our students to become global competitors who make responsible choices while building a strong sense of community. Cultivate life-long learners that embrace the value of education.

MISSION STATEMENT

Based on the belief that all children are willing and capable of learning, our mission at Mullica Township Schools is to provide the best educational experience in a safe, yet challenging environment that fosters independent thought and creative thinking while recognizing, encouraging, and accepting similarities and differences.

SCHOOL COLORS

Green & White

MASCOT

Coyotes

WELCOME

Welcome to Mullica Township Middle School. All students attending the Mullica Township Middle School are given the expectations and regulations as presented and explained in this handbook. This handbook is designed to provide parents and students with information regarding regulations and procedures followed by the school district. Students, you are responsible for the information found in this student handbook.

Throughout the school year, you have the responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to your conduct to and from school, as well as the building itself.

It is our hope that you will be proud of your school and that your experience here will be pleasant and rewarding.

MARKING PERIOD DATES

1st MP – September 6th – November 8th

2nd MP – November 9th – January 26th

3rd MP – January 27th – April 4th

4th MP – April 5th – June 14th

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are held during the school year to discuss student's progress. Conferences may be set up at any time through the Guidance Office.

November 18th, 21st, 22nd

February 13th, 14th, 15th

ARRIVAL / DISMISSAL

- Students are to arrive no earlier than 8:15 AM. Students who are registered for the YMCA program may report to the library at 7:00 AM.
- All students are to report to the area designated by the administration.
- Students who eat breakfast at school are to report to the cafeteria immediately upon entering the building.
- 5th and 6th grade students are to report to their homerooms at the 8:35 AM bell.
- 7th and 8th grade students should go to their lockers first, and then report directly to homeroom.
- Students arriving after 8:42 AM will be marked as late.
- 5th and 6th graders will report to homeroom at the end of SIP.
- 7th and 8th graders will report to their lockers at the end of SIP. After lockers, they report directly to homeroom.
- **3:22 PM** – Warning Bell / Safety Patrol report to post
- **3:25 PM** – Early Bus Dismissal / Walkers / Car Transportation
- **3:35 PM** – Late Bus Dismissal

ATTENDANCE

The Mullica Township Board of Education recognizes the educational significance of the student's attendance in class and as mandated by NJAC 6:8-4, 2(d) legislates an attendance policy which requires student attendance on the days and during the hours in which the school is in session.

Parents/guardians are requested to call the school (609-561-3868, ext. 146) prior to the start of the school day (8:15 am) to inform the main office of their child's absence.

The student with an absence has the privilege of making up any work missed. However, logically it can be assumed class participation cannot be made up. For all absences, the student must approach his/her individual teachers for make-up assignments. It will not be considered the teacher's role to contact the student.

LATE ARRIVAL AND EARLY DISMISSAL

The Mullica Township Board of Education requires that students be in attendance for the full day in order to benefit from the instructional program. Students who are late to school or leave early miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students. Parents/guardians are to make every effort to schedule medical and dental appointments after school hours.

ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION

When a student is absent from school for any reason, he/she is excluded from school property and is not able to attend any school activities, including practices and athletic events on the day the student is absent. Students will be denied participation in co-curricular activities if their attendance falls beyond the allotted 10 days of unexcused absences. Participation in extra-curricular activities will be decided at the discretion of the building principal/vice-principal for extenuating circumstances.

ELECTRONIC DEVICES – pending board approval

When participating in Bring Your Own Device (BYOD), students must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Mullica Township School District's Acceptable Use Policy. This means that students who use their personal technology at school must abide by the established policies regarding acceptable use of the Internet, bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities.

LOST & FOUND

Articles are kept in the cafeteria for up to thirty (30) days and may be claimed upon identification.

LOCKERS

A hall locker with a combination lock is assigned to 7th and 8th grade students at the beginning of the year. The lock on the locker is permanently built in, and individual padlocks are not permitted. To safeguard property, the student should use only his/her assigned locker. He/she should keep the locker properly locked at all times. The school cannot assume responsibility for the theft or loss of belongings from lockers.

7th and 8th grade students are permitted to go to their lockers at the following times:

Arrival/Dismissal Before/After Lunch Before /After Specials

MEDICATION

Any student who requires medication during school hours must:

1. Have medicine delivered to the school nurse in its original, labeled container **by the Student's parent/guardian. (Children may not deliver medicine to school.)** It is vitally important that this policy be followed to ensure the safety of all the students in the district.
2. Present a written consent form signed by the parent or legal guardian.
3. Have the prescribing physician complete the school district medication permission form.

STUDENT DRESS CODE

The following dress code was developed in consultation with staff members, parents, and students of this district.

A. General Rules

1. Students are expected to be clean and well groomed in their appearance.
2. Students are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other students is disruptive to the educational process (administrative discretion).
3. Dress or grooming that jeopardizes the health and safety of the student or of other students, or is injurious to school property will not be permitted.

B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored events:

1. Tank tops of any kind
2. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, or suggestive clothing
3. Skirts, dresses, or pants that end higher than mid-thigh
4. Shorts (Please note: shorts no higher than mid-thigh will be allowed)
5. Outdoor jackets, coats or hats worn in the building/classroom
6. Bare feet, unsafe footwear, cleated shoes, or footwear that is intended for the beach; shoes should have a back or back strap
7. Patches, decorations, or T-shirts that are offensive or obscene (administrative discretion)
8. Undershirts (underwear) worn without an outer shirt, or boxer shorts worn as outerwear
9. Pants worn far below the waist
10. Clothing that is overly soiled, torn, worn, frayed, or defaced
11. Non-prescriptive sunglasses, glazed, or tinted glasses; except as prescribed by the student's doctor
12. Sleepwear (pajamas)
13. Torn or frayed jeans
14. Jewelry that is distracting or dangerous (No spikes, pins etc.)

C. Enforcement

1. Teaching staff members will report perceived violations of the dress code to the building vice-principal, who will interpret and apply the code.
2. Students who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.
3. Students will not be permitted to attend a school-related function, such as a field trip, school dance, or after-school activity unless they are in full accordance with our dress code.

BUS TRANSPORTATION

Students may only ride the bus to which they are assigned. Students are not permitted to ride another student's bus. Students are expected to exhibit appropriate bus behavior. A student who receives a bus write-up will be referred to the vice-principal for further disciplinary action. Consequences issued will be in line with the school discipline code. Continuous offenses may result in bus exclusion.

A. Rules & Regulations for Bus Students

- The discipline code of conduct will be enforced on the bus.
- Students are to keep the bus clean.
- Students are to keep head, hands, and feet inside the bus.
- Students should not eat food, candy or chew gum on the bus.
- When the driver assigns special seats, children should accept them without argument.
- There is to be no standing or walking while the bus is in motion.
- Younger children waiting at a bus stop should be allowed to enter the bus first. Courtesy at all times is important.
- Children must get on and off the bus at the assigned stop only and cross the street in front of the bus.
- Safe and orderly behavior is expected on the way to and from the bus stop and while waiting for the bus.

AFTER SCHOOL DETENTION

Students may be given an after-school detention by a teacher or administrator according to the discipline code or as deemed appropriate.

- Detention will be conducted on Thursday of each week from 3:30 PM – 4:30 PM.
- The student will be given a letter by the assigning staff member to inform the parent of the detention and the reason for the detention. (If there are questions, please call/email the assigning staff member).
- Students who serve detention will **NOT** be permitted to ride the activity bus (unless authorized by administration). *Parents are responsible for picking up their child at 4:30 PM.*
- A student who fails to report to detention will meet with the vice-principal and then serve an administrative detention.
- Administrative detentions may be issued for more severe infractions or repetitive offenses.
- Administrative detentions are scheduled from 3:30 – 6:30pm on the following dates: **October 6, 27; November 17; December 8; January 5, 26; February 9; March 2, 23; April 6, 27; May 18; June 8**

CAFETERIA

- Students may sit at the table of their choice unless cafeteria rules are not followed.
- Inappropriate conduct during lunch will result in detention or removal from the cafeteria.
- A restricted lunch place will be provided to students requiring an alternative setting.

- Infractions of the aforementioned will be treated under school discipline policies.
- Students will be called by tables to purchase lunch.
- Students are to remain seated while eating.
- Students will be called by tables to discard trash and clean table.
- Students will be dismissed by lunch table.
- Students are allowed to go outside (weather permitting) after their lunch table is dismissed.

INTERNET POLICY

The Mullica Township Board of Education has adopted a policy on the use of the Internet. The purpose of the system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of resources and information. Students must have a signed parental consent form to use Internet services. Use of the Internet will occur under the direct supervision of a staff member.

As outlined in Board policy and procedures on student rights and responsibilities, copies of that are available in the school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another student's account
- Intentionally wasting limited resources
- Using obscene language
- Damaging computers, computer systems, or computer network
- Trespassing in other's folders, work, or files
- Employing the network/computer for commercial purposes

Violations may result in loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.

GENESIS PARENT ACCESS

We are pleased to provide Genesis Parent Access to all homes via an easy-to-use website. Parent Access is a convenient collaboration tool that allows parents/guardians to enhance their involvement in their student's academic progress online. Parents can view their child's attendance, class assignments, grades (report cards and interim reports), and discipline records by going to your school website. To register, please supply the office with a current email address. Shortly thereafter, a welcome email with a temporary password will be sent to the parent/guardian. The parent/guardian will complete the necessary steps outlined in the email which will allow access to the student records.

GRADES

The academic subjects of reading, language, math, science, and social studies are graded according to the following scale:

A = excellent, 92-100

B = above average, 83-91

C = average, 75-82

D = below average, 70-74

F = failure, 0-69

I = incomplete (*"I" becomes an "F" if make-up work is not received within 2 weeks*).

All specials/exploratory courses are graded according to the following:

O = outstanding

S = satisfactory

P = pass

I = incomplete (*"I" becomes a "U" if make-up work is not received within 2 weeks*).

N = needs improvement

U = unsatisfactory (equivalent to failure)

F = fail

REPORT CARDS

Report Cards will be available electronically within one week of the end of the marking period. Parents/Guardians will be able access report cards through the Genesis Parent Access.

INTERIM PROGRESS REPORTS

Interim/progress reports will be offered to parents electronically half way through each marking period via the Genesis Parent Access. These reports are an indication of progress, not grades. Please contact your child's teacher or guidance counselor if there are any questions about Interims.

Dates for Interim Progress Reports, End of Marking Periods, and Report Card Distribution may be found in the **Student/Parent Information Guide & Calendar**, which is located on the school website at www.mullica.k12.nj.us. These dates may be subject to change.

HONOR ROLL

After each marking period, students attaining the criteria noted below achieve honor roll status.

"A" Honor Roll Requirements

- "A" in all subject areas
- "O" (Outstanding) or "S" (Satisfactory) grades in all special areas

"Merit" Roll Requirements

- "A", "B", and 1 "C" in subject areas
- "O" or "S" grades in all special areas

"A-B" Honor Roll Requirements

- "A" or "B" in all subject areas
- "O" or "S" grades in all special areas

RETENTION POLICY

Parent(s)/Guardian(s) are notified no later than May 15th, in writing, of any possible retention. The parent(s)/guardian(s) of a student being recommended for retention are required to attend conferences with the teacher, Intervention and Referral Services Team

(I&RS), and principal to ensure all interventions have been implemented throughout the school year.

SCHOOL CLUBS, ORGANIZATIONS, ACTIVITIES

Students at the middle school level have the opportunity to participate in various extra-curricular activities, all of which are noted below. Attendance at meetings is critical; therefore, students need to decide which activity is most important to them and limit their activity selection. All activities require that a student not fail more than one (1) subject, not absent ten (10) or more unexcused days, and maintain a good discipline record.

ACE	Art	National Junior Honor Society
Safety Patrol	Yearbook	Student Council
Band	Chorus	Track and Field
Cross-Country	Basketball	Volleyball

STUDENT DANCES

Only Mullica Twp. Middle School students may attend scheduled school dances. Students wishing to attend a school dance must also be in attendance at school the day of the dance. Exceptions to this rule may be made for those students having a doctor's appointment, family emergency or some unique situation. However, the student's parent/guardian must contact the school principal explaining the special reason for the student's absence.

To attend dances, students must attend the middle school and be in good standing (no suspensions since the last dance, not absent 10 or more unexcused days, and not failing more than 1 subject). Dances occur from 7:00 PM – 9:00 PM, and students are not permitted to leave the building during the dance. Students must be signed out by a parent/guardian at 9:00 PM.

GUIDANCE

The guidance department provides assistance to the students in the following areas, but not limited to:

- Character education counseling
- Individual academic, personal and social
- Group counseling
- Crisis counseling and referrals

EMERGENCY SCHOOL CLOSINGS

The school will attempt to notify all families of school closings, delayed openings, or early dismissals via an automated phone message system and/or via email. Please make sure your contact information is up-to-date to ensure you receive the information.

MULLICA TOWNSHIP SCHOOL DISCIPLINE GUIDE - Grades 5 - 8

The Mullica Township Middle School Discipline Guide allows for the following: school administration reserves the right to assign alternate consequences, and is the final authority on infraction interpretation; and as needed infractions may carry the possibility of parent conference, police contact, and/or Board action where necessary. Student discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory disability or by any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Before dispensing disciplinary measures, administration will take into account, at least, the severity of offenses, age and developmental level of the student offender, and student history of inappropriate behavior in accordance with N.J.A.C. 6A:16-7.2.

Mullica Township Middle School Discipline Guide Abbreviations

LD = Lunch Detention; SD = Staff Detention (1 hour); AD= Administrative Detention (3 hours)

ISS = In-School Suspension; OSS = Out-of-School Suspension; Police N = Police Notification

BUSES

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
1	Bus violation	Admin. Warning	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	30 Days Off Bus

CAFETERIA / PLAYGROUND

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
2	Lunch / Recess misconduct	1 Day LD	3 Days LD	1 Day AD	1 Day ISS	2 Days ISS

DETENTION

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
3	Skipping assigned lunch detention	1 Day SD	2 Days SD	1 Day AD	2 Days AD	1 Day ISS
4	Skipping staff detention	1 Day AD	2 Days AD	1 Day ISS	2 Days ISS	1 Day OSS
5	Misconduct staff detention	1 Day AD	2 Days AD	1 Day ISS	2 Days ISS	1 Day OSS
6	Skipping extended detention	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS	3 Days OSS
7	Misconduct extended detention	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS	3 Days OSS

ACADEMIC INTEGRITY

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
8	Copying / plagiarism / cheating	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	1 Day OSS

DRESS CODE

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
9	Dress code violation	Admin. Warning	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS

DRUGS/ALCOHOL/TOBACCO

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
10	Smoking or possession of cigarettes, smokeless tobacco, lighters or matches	3 Days ISS	5 Days ISS	1 Day OSS	2 Days OSS	3 Days OSS
11	Use, possession, and/or distribution of alcohol, drugs, or substances as defined by NJAC 6A:16-4.1	Per Board Policy: 10-20 Days OSS, Admin. Conference, Counseling, and Possible Board Action				

ELECTRONICS

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
12	Use of cell phone/electronics without permission	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	3 Days ISS

AVOIDANCE

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
13	In an unauthorized area without permission	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	3 Days ISS
14	Cutting class	1 Day AD	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS
15	Leaving school property without permission	3 Day ISS	5 Days ISS	1 Day OSS	3 Days OSS	5 Days OSS
16	Loitering on School/Adjacent Properties	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	3 Days ISS

FIGHTING/DISORDERELY CONDUCT

#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
17	Incitement to fight/antagonistic behavior	1 Day ISS	1 Day OSS	3 Days OSS	5 Days OSS	10 Days OSS
18	Aggressive Physical Contact	1 Day OSS	2 Days OSS	3 Days OSS	4 Days OSS	5 Days OSS
19	Fighting/Disorderly Conduct	3 Days OSS	5 Days OSS	7 Days OSS	10 Days OSS	15 Days OSS
20	Assault	5 Days OSS	10 Days OSS	15 Days OSS		

Students with 10 or more days of suspension (ISS/OSS) will lose the privilege to participate in any school trip or end of the year activity offered to his/her class or grade level. Only those students previously decided by the administration are ruled ineligible to participate in field trips. This is a decision of the administration and not of an advisor or teacher.

MULLICA TOWNSHIP SCHOOL DISCIPLINE GUIDE - Grades 5 - 8

FIRE/FIREWORKS						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
21	Misconduct during a fire drill	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	1 Day OSS
22	Pulling a fire alarm/ calling 911	5 Days OSS Pol. N	External suspension pending Board hearing regarding future educational placement			
23	Setting a fire	Per Board Policy: 1st Offense - 5-10 Days OSS, Police N, and Possible Board Action; 2nd Offense - 10 Days OSS, Police N, and Possible Board Action				
24	Possession/use fireworks/explosive devices	Per Board Policy: 1st Offense - 3-10 Days OSS, Police N, and Possible Board Action; 2nd Offense - 5-10 Days OSS, Police N, and Possible Board Action				
Harassment/Intimidation/Bullying						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
25	Harassment/Intimidation/Bullying	1st Offense: 1 Day ISS, Counseling, Parent Conference; 2nd Offense: 3 Days ISS, Counseling, Parent Conference; 3rd Offense: 3 Days OSS, Counseling, Parent Conference; 4th Offense: 5 Days OSS, Counseling, Possible Evaluation by Outside Agency, Possible Placement in Alternative Program, Parent Conference.				
INAPPROPRIATE CONDUCT						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
26	Severe Misconduct	1 Day ISS	2 Days ISS	3 Days ISS	3 Days OSS	5 Days OSS
27	Inappropriate conduct/language/physical contact	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	1 Day OSS
28	Obscene or indecent behavior	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	1 Day OSS
29	Overt/Unusual Physical Display of Affection	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	1 Day OSS
30	Solicitation / Gambling	1 Day AD	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
IN-SCHOOL SUSPENSION						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
31	Disruptive behaviors in In-School Suspension	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS	3 Days OSS
LATENESS						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
32	Late to school: Unexcused 5,10,15,20,25 days	1 Day SD	1 Day AD	1 Day ISS	2 Days ISS	3 Days ISS
STAFF DISRESPECT						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
33	Defiance of authority / Disrespect	1 Day AD	1 Day ISS	2 Days ISS	3 Days OSS	4 Days OSS
34	Foul language student to adult	1 Day OSS	2 Days OSS	3 Days OSS	5 Days OSS	7 Days OSS
35	Threat student to adult	5-10 Days OSS, Admin Conference, Possible Police Complaint				
36	Fighting/ assault student to staff	10 Day OSS Admin. Conference, Police Complaint, Home Instruction Pending Board Hearing, Possible Expulsion				
THEFT/WEAPONS						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
37	Theft and/or possession stolen property	3 Days ISS	5 Days ISS	1 Day OSS	3 Days OSS	5 Days OSS
38	Weapon possession/use	Per Board Policy: 5-10 Days OSS, Police N, and Possible Board Action				
VANDALISM						
#	INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
39	Vandalism (Restitution may be required)	2 Days ISS	1 Day OSS	3 Days OSS	5 Days OSS	7 Days OSS

2016-2017 School Calendar

(subject to change due to inclement weather/emergency closings)