

# MULLICA TOWNSHIP MIDDLE SCHOOL

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

## VISION STATEMENT

We recognize and nurture the **POTENTIAL** in all students: All students can learn!

We show **GRIT** and **PERSEVERANCE**: We can overcome any obstacles!

We act with **INTEGRITY**:

We always do the right thing because it's the right thing to do!

We value the academic and creative **STRENGTHS** in all students:

Students have many avenues to shine!!

We **RESPECT** ourselves, others, our school, and community:

We consider how our actions affect others!

We take **RESPONSIBILITY** for our actions:

We learn from our mistakes and grow as a result!

We are **READY** for any challenge: We feel safe and supported!

## MISSION STATEMENT

In an effort to prepare students to be college and career ready, the mission of the Mullica Township School District is to celebrate diversity by creating an emotionally and behaviorally safe learning environment where academics and the arts are esteemed.

### SCHOOL COLORS

Green & White

### MASCOT

Coyotes

## WELCOME

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Welcome to Mullica Township Middle School. All students attending the Mullica Township 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.

### **TRIMESTER AND CYCLE DATES**

Trimester 1: September 7 – December 8

Trimester 2: December 9 – March 11

Trimester 3: March 14– Last Day of School

### **Cycles:**

Cycle 1: September 7 – October 20

Cycle 2: October 21 – December 8

Cycle 3: December 9 – January 28

Cycle 4: January 31 – March 11

Cycle 5: March 14 – May 3

Cycle 6: May 4 – Last Day of School

### **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.

- October 13th, 14th, 15th
- February 2nd, 3rd, 4th

### **ARRIVAL / DISMISSAL**

Parents must perform daily Covid-19 screenings on their child/children as required by the Mullica Township Board of Education, in conjunction with New Jersey Department of Health guidelines.

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.

- Student drop off is **8:30 AM**. **No students will be permitted in the building or out of their vehicle before 8:30 am unless they are participating in a school activity, Morning ACES or are registered with the YMCA program.**
- Students are to arrive no earlier than **8:30 AM**. Students who are registered for the YMCA program may report to the school at **6:45 AM**. The YMCA runs daily on Monday, Tuesday, Wednesday, Thursday and Friday from 6:45 AM - 6:00 PM. All students are to report to their homeroom upon arrival.
- Homeroom begins at **8:40 AM and ends at 8:49 AM**. Any student arriving after 8:40 AM will be marked tardy.
- Students arriving at or after **8:40 AM** will be marked as tardy.
- Student dismissal is at **3:25 PM**.
- No students will be signed out after **2:45 PM**.
- Parents that need to sign out students after **2:45 PM** but prior to dismissal at **3:25 PM** will need to make specific arrangements with the school office.

## **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. 150) prior to the start of the school day (by 8:30 AM to inform the school of their child's absence).*

## **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 for extenuating circumstances.

## **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 21<sup>st</sup> 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 which available on the school website, 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 another students' folder, 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.

## **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. **Students 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 that end higher than mid-thigh
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.)

## **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 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**

- Students must wear masks on the school bus.
- The discipline code of conduct will be enforced on the bus.
- Students are to keep the bus clean.
- Students are to keep their 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.

## **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

## **INTERIM PROGRESS REPORTS**

Interim/progress reports will be offered to parents electronically half way through each trimester via the student information system. 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 on the school calendar, which is located on the school website.

## **HONOR ROLL**

After each trimester, 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 13<sup>th</sup>**, 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.

## **EIGHTH GRADE GRADUATION**

In accordance with policy #5411 GRADUATION FROM EIGHTH GRADE: Successful completion of the program of studies in elementary school requires achievement of the instructional objectives set for each course of study, demonstration of mastery of the proficiencies established for each course, and satisfactory attendance record.

Please be advised that students who fail one or more classes as their final end of year grade or have missed ten or more unexcused absences may be excluded from eighth grade activities including, but not limited to, any special events planned for 8th grade students, field day, coyote color wars, as well as, participation in the actual graduation ceremony.

## **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 be absent ten (10) or more unexcused days, and maintain a good discipline record.**

**ACES**

**National Junior Honor Society**

**Art**

**Robotics**

**Band**

**SAVE Club**

**Basketball**

**School Safety Patrol**

**Chess Club**

**Student Council**

**Children's Stage Adventures**

**Talent Show**

**Chorus**

**Track & Field**

**Cross Country**

**Yearbook**

**Drama**

**Volleyball**

**MASH**

## **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. You may update contact information directly on the OnCourse Connect Parent Portal.

# MULLICA TOWNSHIP SCHOOL DISCIPLINE GUIDE

The Mullica Township 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.

DISCIPLINARY OFFENSE	CONSEQUENCES
Type One Offenses	For Type One offenses, school officials shall refer to Level A of the Discipline Ladder
<ul style="list-style-type: none"> <li>• Classroom Disruptions</li> <li>• Excessive Tardiness</li> <li>• Picking on, bothering, or distracting other students</li> <li>• Use of profanity or vulgar language</li> <li>• Dress Code Violation</li> <li>• Disrupting a school activity</li> <li>• Minor defiance of authority/disobedience (i.e. – not following directions)</li> <li>• Verbal insults or put downs</li> <li>• Use of cell phones or electronic devices at unauthorized times</li> <li>• Minor damage or defacement of school property</li> <li>• Unauthorized use of school equipment</li> <li>• Gambling</li> <li>• Physical/verbal aggression with another student (e.g. – pushing, shoving)</li> <li>• Scholastic Dishonesty</li> <li>• Inappropriate Language</li> <li>• Other minor school-based misconduct</li> </ul>	<p>If similar violations occurs during the same school year, the intervention moves to the next level on the ladder (e.g. – from Level A to Level B, and so on).</p> <p>The only exception to this is that persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for expulsion.</p>
Type Two Offenses	For Type Two offenses, school officials shall refer to Level D of the Discipline Ladder
<ul style="list-style-type: none"> <li>• False activation of a fire alarm</li> <li>• Minor harassment, intimidation, or bullying based on race, ethnicity, sexual orientation, gender identity, disability, or religion</li> <li>• Severe defiance of authority/disobedience (e.g. – demonstrating gross disrespect for school personnel)</li> <li>• Inappropriate Physical Contact</li> <li>• Abusive Language</li> <li>• Trespassing</li> <li>• Theft (under \$500) *</li> <li>• Tobacco and Electronic Smoking Device Offenses**</li> <li>• Other school-based misconduct that disrupts the school environment</li> <li>• Recurring Type One Offenses (after going through Levels A through C of the Discipline Ladder)</li> </ul>	<p>If similar violations occur during the same school year, the intervention moves to a higher level on the ladder (e.g. – from Level D to Level E, and so on).</p> <p>Persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education Hearing.</p> <p>The only Type Two – Offenses for which students may be referred to law enforcement are those that are marked with an asterisk.</p> <p>** Tobacco and Electronic Smoking Device Offenses will result in a <b>minimum</b> 1 day out of school suspension and mandatory screening for dangerous substances by a medical professional</p>
Type Three Offenses	For Type Three offenses, school officials shall refer to Level E of the Discipline Ladder
<ul style="list-style-type: none"> <li>• Severe harassment, intimidation, or bullying based on race, ethnicity, sexual orientations, gender identity, disability or religion</li> <li>• Being under the influence of drugs or alcohol</li> <li>• Possession of drugs or alcohol *</li> <li>• Destruction of school property, including graffiti (\$500 +) *</li> <li>• Theft (\$500 and over) *</li> <li>• Inappropriate physical conduct leading to injury</li> <li>• Other school-based misconduct that substantially disrupts the school environment</li> <li>• Recurring Type Two offenses</li> </ul>	<p>Persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education hearing.</p> <p>The only Type Three offenses for which students may be referred to law enforcement are those that are marked with an asterisk.</p> <p>For those offenses, incidents are to be resolved without the involvement of law enforcement whenever possible.</p>



<p><b>Type Four Offenses</b></p> <ul style="list-style-type: none"> <li>• Serious fighting (including incidents with significant injuries, but which do not rise to the level of the Type Five offense “1<sup>st</sup> or 2<sup>nd</sup> degree assault”)</li> <li>• Terrorist threats (pending a threat assessment)</li> <li>• Possession of an explosive that seriously endangers the welfare or safety of the other students or school personnel</li> <li>• Unlawful Sexual Conduct</li> <li>• Willfully causing damage to the property of a school employee *</li> <li>• Assault, harassment, or false allegation of abuse against a school employee *</li> <li>• Other student behaviors that most seriously disrupt the school environment or seriously endanger the welfare or safety of other students or school personnel</li> <li>• Recurring Type Three offenses</li> </ul>	<p><b>For Type Four offenses, school officials shall refer to Level F of the Discipline Ladder</b></p> <p>As required by state law, the two offenses marked with an asterisk must be reported to law enforcement.</p> <p>For all other offenses, if the misconduct has seriously endangered the welfare or safety of other students or school personnel, the student may be recommended for expulsion and can be referred to law enforcement.</p> <p>However, incidents are to be resolved without the involvement of law enforcement whenever possible.</p> <p>If there is a referral to law enforcement or a recommendation of expulsion, the suspension period can be extended if necessary.</p> <p>Persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education hearing.</p> <p>Note that recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.</p>
<p><b>Type Five Offenses</b></p> <ul style="list-style-type: none"> <li>• Robbery</li> <li>• First or second degree assault</li> <li>• Sale of drugs and/or alcohol</li> <li>• Carrying, bringing, using, or possessing a knife or dangerous weapon with the authorization of the school or District</li> <li>• Habitual disruption</li> </ul>	<p><b>For Type Five offenses, school officials shall refer to Level F of the Discipline Ladder</b></p> <p>Students who commit these offenses are to be given a 3-10 day out-of-school suspension and, as required by state law, there will be a recommendation for Board of Education hearing and notification of law enforcement (with the exception of “habitual disruption”).</p> <p>Suspensions can be extended if necessary.</p> <p>Note that “habitual disruption” is not an independent offense, but rather refers to a classification under state law in which persistent misconduct as any level can result in the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education hearing.</p>
<p><b>DISCIPLINE LADDER</b></p>	
<p>Six levels of intervention are defined in the discipline ladder. Disciplinary action should begin and be resolved at the lowest level possible, consistent with the nature of the violation. If similar violations continue, the intervention moves to a higher level on the ladder (e.g., from Level A to Level B).</p> <p>The discipline ladder is used to provide students with support to avoid future disciplinary action. At all levels of the disciplinary referral ladder, interventions considered may include any of the types referenced below:</p>	
<p><b>Level A – Teacher/Student</b></p>	
<ul style="list-style-type: none"> <li>• The student is provided an opportunity to tell his/her version of the incident.</li> <li>• The teacher or designated staff counsels with the student.</li> <li>• One or more interventions are initiated as appropriate (Counselor, Class Dojo, behavior charts, etc.)</li> <li>• Any interventions will be documented.</li> <li>• If a student needs to cool-off, contact the school counselor, CST, teacher, and/or library staff for a student to cool-off for a specific time period. The purpose of the cool-off period is to remove the student from the situation and is to last no longer than 15 minutes. The student is to return to the class following the cool-off period.</li> </ul>	
<p><b>Level B – Teacher/Student/Parent</b></p>	
<ul style="list-style-type: none"> <li>• The student is provided an opportunity to tell his/her version of the incident.</li> <li>• The teacher or designated staff notifies the student’s parent/guardian and documents the incident.</li> <li>• The teacher counsels with the student and, if possible, the parent/guardian.</li> <li>• One or more interventions are initiated as appropriate.</li> <li>• Any interventions will be documented.</li> </ul>	

- Lunch detention via Google form (Students must have work with them).
- Think Sheet is to be filled out during the lunch detention.

#### Level C – Teacher/Student/Parent

- If intervention at Level B has not been successful, the teacher or designated staff will involve a case manager, nurse, school counselor, or any other member of the school's support staff.
- The teacher or designated staff notifies the student's parent/guardian and documents the incident.
- The student is provided an opportunity to tell his/her version of the incident.
- The teacher and any member of the support staff who has been involved will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior. If possible, all of the student's teachers will be included in the conference.
- One or more interventions are initiated as appropriate.
- Any referrals or interventions will be documented.
- After-school detention ranging from 1 hour to 3 hour depending on severity and frequency.
- No after-school activity the day of a detention.

#### Level D – Administrative Level Referral

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If necessary, in-school suspension up to three days may be utilized. School officials should consider developing a behavior intervention plan for the student (in some cases, such a plan might be mandatory).
- Referrals and interventions will be documented.
- Volunteer Service as agreed upon by the parent and administration.
- Possible Detention(s) or In-School Suspension up to 3 days.
- Activity Suspension concurrent with days of ISS or Detentions.
- Ineligible for activities/events (during and/or after-school) for 10 school days.
- \*\* Tobacco and Electronic Smoking Device Offenses will result in a minimum 1 day out of school suspension and mandatory screening for dangerous substances by a medical professional

#### Level E – Suspension

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If previous interventions have not been successful, the principal or principal's designee may consider the use of an in-school suspension of 1-3 days, or a 1-day out-of-school suspension with an option of an additional 1-day in-school suspension.
- Elementary school students shall not receive out-of-school suspensions for Type One offenses.
- School officials (administration, teachers, CST, counselors) are to develop a behavior intervention plan for the student.
- Upon return to school after suspension, further steps to encourage positive behavior are to be considered.
- Volunteer Service as agreed upon by the parent and administration.
- Activity Suspension concurrent with days of ISS or OSS.
- Ineligible for activities/events (during and/or after-school) for 20 school days.

#### Level F – Additional Suspension

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If previous interventions have not been successful, the principal or principal's designee may consider the use of an in-school suspension or out-of-school suspension up to 4 days.
- School officials (administration, teachers, CST, counselors) are to develop a behavior intervention plan for the student.
- Persistent misconduct can result in the student being declared "habitually disruptive," for which the student will be recommended for long-term suspension and/or further action.
- Upon return to school after suspension, further steps to encourage positive behavior are to be considered.
- Volunteer Service as agreed upon by the parent and administration.
- Activity Suspension concurrent with days of ISS or OSS.
- Ineligible for activities/events (during and/or after-school) for 40 school days.