

MULLICA TOWNSHIP ELEMENTARY SCHOOL

PO BOX 318, 500 ELWOOD ROAD
ELWOOD, NEW JERSEY 08217
(609) 561-3868 ext. 146

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!

EARLY CHILDHOOD MISSION STATEMENT

Our mission is to create an emotionally safe and nurturing environment for students to develop and grow as a learner. Building on this social-emotional foundation, students will engage in purposeful play, guided exploration and developmentally-appropriate instruction. We believe in partnering with families and the community to ensure a successful learning experience.

UPPER ELEMENTARY 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

Welcome to Mullica Township Elementary 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 13, 14, 15
- February 2, 3, 4

ARRIVAL / DISMISSAL

- Students are to arrive no earlier than 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 (grades 3 and 4) or are registered with the YMCA program.
- Students who are registered for the YMCA program may report to the school at 6:45 AM. The YMCA runs daily from 6:45 AM - 8:30 AM and from dismissal to 6:00 PM unless stated otherwise by the YMCA.
- Students in grades 3 and 4 who are registered for Morning ACES may report to the school at 7:00 AM. Morning ACES runs daily from 7:00 AM - 8:30 AM and dismissal to 6:30 PM unless stated otherwise by the program.
- Homeroom begins at 8:40 AM and ends at 8:49 AM. Any student arriving at or after 8:40 AM will be marked tardy.
- No students will be signed out after 2:45 PM.
- Student dismissal is at 3:25 PM.

ATTENDANCE

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

Parents/guardians are requested to call the school at 609-561-3868 ext. 150 to report an absence. Please report the student absence by 8:30 AM. 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.

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 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 their assigned bus. 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.
- 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

Electronic Interim/progress reports will be offered to parents 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.

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

"A-B" Honor Roll Requirements

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

"Merit" Roll Requirements

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

RETENTION POLICY

Parent(s)/Guardian(s) are notified no later than May 13th, 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 elementary 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 (3rd & 4th grades)

Positively Powerful Girls Club

Band (4th grade)

Robotics

Children's Stage Adventure

Student Council

GUIDANCE

The guidance department provides assistance to the students in the following areas:

- Character education counseling
- Group counseling or individual 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 District Discipline Guide allows for the following: school administration reserves the right to assign alternate consequences, and is the final authority on infraction interpretation. The list of Consequences sets forth the actions that are taken when a student fails to comply with behavioral expectations. It is a set of guidelines only. The administrator in charge may vary the consequences depending on the particular circumstances of an offense. Consequences help children see the effects of their actions, repair the situation, and learn to make better decisions in the future. Consequences may include informal meetings, conferences, community service, counseling, detention, loss of privileges/or after school activities, suspension, police notification, parental notification, administrative hearings and/or board hearing. 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.

OUR MISSION

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OUR VISION

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DISCIPLINARY OFFENSE

Type One Offenses

For Type One offenses, school officials shall refer to Level A of the Discipline Ladder

Classroom Disruptions	Engaging in purposeful behavior to distract another student
Cutting Class	Scholastic Dishonesty
Disrupting a school activity	Unauthorized use of school equipment
Dress Code Violation	Use of cell phones or electronic devices at unauthorized times
Excessive Tardiness	Use of profanity or vulgar language
Horseplay	Verbal insults or put downs
Inappropriate Language	Type One Offenses apply to school transportation
Minor defiance of authority/disobedience (i.e. – not following directions)	Other minor school-based misconduct
Physical/verbal aggression with another student (e.g. – pushing, shoving)	

If behavior continues, it may progress to a Superintendent Review or a Board Hearing based on the severity of the offense and/or continual misconduct.

Type Two Offenses**For Type Two offenses, school officials shall refer to Level D of the Discipline Ladder**

Abusive Language	Severe defiance of authority/disobedience (e.g. – demonstrating gross disrespect for school personnel)
False activation of a fire alarm	Theft (under \$500)
Gambling	Tobacco and Electronic Smoking Device Offenses**
Inappropriate Physical Contact	Trespassing
Inappropriate Use of Technology	Other school-based misconduct that disrupts the school environment
Leaving School/ School Grounds without approval	Type Two Offenses apply to school transportation
Minor damage or defacement of school property	Other Type Two Level Offenses
Minor harassment, intimidation, or bullying based on race, ethnicity, sexual orientation, gender identity, disability, or religion	Recurring Type One Offenses (after going through Levels A through C of the Discipline Ladder)

If behavior continues, it may progress to a Superintendent Review or a Board Hearing based on the severity of the offense and/or continual misconduct.

Type Three Offenses**For Type Three offenses, school officials shall refer to Level E of the Discipline Ladder**

Being under the influence of drugs or alcohol	Theft (\$500 and over)
Destruction of school property, including graffiti (\$500 and over)	Other school-based misconduct that substantially disrupts the school environment
Inappropriate physical conduct leading to injury	Type Three Offenses apply to school transportation
Possession of drugs or alcohol	Other Type Three Level Offenses
Severe harassment, intimidation, or bullying based on race, ethnicity, sexual orientations, gender identity, disability or religion	Recurring Type Two offenses

If behavior continues, it may progress to a Superintendent Review or a Board Hearing based on the severity of the offense and/or continual misconduct.

Type Four Offenses**For Type Four offenses, school officials shall refer to Level F of the Discipline Ladder**

Assault, harassment, or false allegation of abuse against a school employee	Willfully causing damage to the property of a school employee
Possession of an explosive that seriously endangers the welfare or safety of the other students or school personnel	Other student behaviors that most seriously disrupt the school environment or seriously endanger the welfare of safety of other students or school personnel
Serious fighting (including incidents with significant injuries, but which do not rise to the level of the Type Five offense “1st or 2nd degree assault”)	Type Four Offenses apply to school transportation
Terrorist threats (pending a threat assessment)	Other Type Four Level Offenses
Unlawful Sexual Conduct	Recurring Type Three offenses

If behavior continues, it may progress to a Superintendent Review or a Board Hearing based on the severity of the offense and/or continual misconduct.

Type Five Offenses**For Type Five offenses, school officials shall refer to Level F of the Discipline Ladder**

Carrying, bringing, using, or possessing a knife or dangerous weapon w/o the authorization of the school or District	Sale of drugs and/or alcohol
First or second degree assault	Other Type Five Level Offenses
Habitual disruption	

If behavior continues, it may progress to a Superintendent Review or a Board Hearing based on the severity of the offense and/or continual misconduct.

DISCIPLINE LADDER

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).

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:

Level A – Teacher/Student

The student is provided with "due process", an opportunity to tell his/her version of the incident.

Adult-led discussion with the student about an action/behavior that may have caused harm to the community or to him/herself

The teacher or designated staff member may notify the student's parent or guardian.

One or more interventions are initiated as appropriate

Consequences at this level may include:

- * Consequences and rewards within your classroom management framework and school Positive Behavioral Interventions and Supports.
- * If a student needs to cool-off, contact the school counselor or CST 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.

Any interventions are documented in district Student Information System.

Level B – Teacher/Student/Parent

The student is provided with "due process", an opportunity to tell his/her version of the incident.

The teacher or designated staff notifies the student's parent/guardian.

Adult-led discussion with the student about an action/behavior that may have caused harm to the community or to him/herself

One or more interventions are initiated as appropriate.

Consequences at this level may include:

- * Consequences and rewards within your classroom management framework and school Positive Behavioral Interventions and Supports.
- * Consequence may include assigning a lunch detention (Students must have work with them).
- * Reflection Sheet is to be filled out during the lunch detention.

Any interventions are documented in district Student Information System.

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 student is provided with "due process", an opportunity to tell his/her version of the incident.

The teacher or designated staff notifies the student's parent/guardian and documents 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 and discuss how the persistent behavior causes harm to the school community and him/herself. If possible, all of the student's teachers will be included in the conference.

One or more interventions are initiated as appropriate.

Consequences at this level may include:

- * Grade level/ support team may refer student to restorative group during one Exploratory period (Middle School Only) and/or
- * Student may be assigned a 1 hour after school detention, a reflection sheet will be completed during detention.
- * No after-school activity the day of a detention.

Any referrals or interventions will be documented in district Student Information System.

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 may be provided.

The student is provided with "due process", an opportunity to tell his/her version of the incident.

The administrator will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior and discuss how the persistent behavior causes harm to the school community and him/herself.

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.

Consequences at this level may include any/all of the following:

- * Possible Detention(s) of 1-3 hours, a reflection sheet will be completed during detention.
- * In-school suspension of up to three days.
- * A behavior intervention plan for the student may be implemented.
- * Administrator may refer student to restorative group during one or more Exploratory period (Middle School Only).
- * Administrator may assign reflective project based on nature of infraction (Middle School Only).
- * Volunteer service as agreed upon by the parent and administration.
- * Activity suspension concurrent with days of ISS or Detentions.
- * Ineligible for non-academic 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 may result in mandatory screening for dangerous substances by a medical professional

Any referrals or interventions will be documented in district Student Information System.

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 may be provided.

The student is provided with "due process", an opportunity to tell his/her version of the incident.

The administrator will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior and discuss how the persistent behavior causes harm to the school community and him/herself.

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.

Consequences at this level may include any/all of the following:

- * Elementary school students shall not receive out-of-school suspensions for Type One offenses.
- * In-school suspension of up to three days or,
- * 1-day out-of-school suspension with an option of an additional 1-day in-school suspension.
- * Administrator may refer student to restorative group during one or more Exploratory period (Middle School Only).
- * Administrator may assign reflective project based on nature of infraction (Middle School Only).
- * 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 non-academic activities/events (during and/or after-school) for 20 school days.

Any referrals or interventions will be documented.

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 may be provided.

The student is provided with "due process", an opportunity to tell his/her version of the incident.

The administrator will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior and discuss how the persistent behavior causes harm to the school community and him/herself.

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.

Consequences at this level may include any/all of the following:

- * In-school suspension of up to four days or,
- * out-of-school suspension up to four days.
- * Administrator may refer student to restorative group during one or more Exploratory period (Middle School Only).
- * Administrator may assign reflective project based on nature of infraction (Middle School Only).
- * School officials (administration, teachers, CST, counselors) are to develop a behavior intervention plan for the student.
- * If behavior continues, it may progress to a Superintendent Review or a Board Hearing based on the severity of the offense and/or continual misconduct.
- * 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 non-academic activities/events (during and/or after-school) for 40 school days.

Any referrals or interventions will be documented.