

# 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.

## **ARRIVAL / 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.

- Student drop off is **8:30 AM**. All students are to report to their homeroom upon arrival. **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 (7:00 AM - 8:30 AM) 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.
- Homeroom begins at **8:40 AM and ends at 8:49 AM**. Any student arriving **after 8:40 AM** will be marked tardy. Excessive and/or unexcused tardiness may result in disciplinary action.
- Student dismissal is at **3:25 PM**.
- No students will be signed out after **2:45 PM**.
- **Afternoon ACES dismisses at 5:35 PM unless stated otherwise by the ACES program.**
- 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.

## **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. The 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 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.

## **WALKING OR RIDING BICYCLES TO/FROM SCHOOL**

Parents must request, in writing, permission for students to walk or ride bicycles to and from school.

Students who ride bicycles to school will keep them in one of the racks provided in the front or back of the building. Bicycles should be fastened to the rack with an appropriate locking device. Students must wear a protective helmet at all times.

## **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 that 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).***

For the safety of our students, an automated phone call is generated by our student information system each time a student is tardy or absent. You may disregard this call if you are aware that your child is absent/tardy or if you have already reported the absence to the school.

## **ABSENCE MAKE-UP WORK GUIDELINES**

**Students are expected to make-up work missed while they were absent (either individual class or full day).**

1. Immediately upon returning to school, the student must contact teachers concerning arrangements for making up work.
2. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of 3 school days duration. The parent or student must request such home assignments.
3. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work. The following are reasonable expectations:
  - a. In absences of two weeks or less, the makeup time for assignments is equal to the time absent (e.g. if a student was absent for two days, he/she has two days to make up the missed work). However, long-term assignments made prior to the absence are expected to be completed upon the student's return to school.
  - b. In absences of two weeks or more, the student will have two weeks to make up missed work. Parents or students should contact the school for assignments. Teachers may be contacted directly by email.
  - c. An incomplete grade may be given to students who have an extended absence of at least five days in the last two weeks of a trimester.
  - d. Incomplete work must be made up within two weeks after the end of the trimester. Discretion may be used for unusual circumstances.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
6. Make-up work may be requested from the office by telephone after two or more days of absence due to illness. Please allow 24 hours to process homework requests. Parents and students may also request assignments directly from teachers by email or via Google Classroom. Email addresses of individual teachers can be found on the district website.

## **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.

## **TRIMESTER DATES**

### **Trimesters:**

Trimester 1: September 4 – December 5

Trimester 2: December 8 – March 16

Trimester 3: March 17 – Last Day of School

## **PARENT / TEACHER CONFERENCES**

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

- November 3rd & 4th
- February 11th & 12th

## **GRADES**

Parents and students have the ability to track grades through the OnCourse Parent Portal. Grades should be checked frequently.

The core content subjects of English Language Arts, Mathematics, Science, and Social Studies are graded according to the following scale:

**A** = excellent

**B** = above average

**C** = average

**D** = below average

**F** = failure

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

Related Arts, Physical Education, and Health courses are graded according to the following scale:

**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 halfway 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 availability 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

### **"A-B" Honor Roll Requirements**

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



## **ACADEMIC RESPONSIBILITY**

Responsible behavior is essential to the current and future success of students both in school and employment. To foster the development of this vital skill, students are expected to arrive at school and class prepared to learn and put forth their best effort in all assignments. Students who neglect to meet their responsibilities, after expectations have been taught and coaching is provided, may face negative consequences as outlined below.

### **Negative Academic Behaviors:**

**Academic Negligence-** Refusal to complete assignments, failure to participate, failure to put effort into assignments

**Unprepared for Class-** Uncharged Chromebook, Inappropriate footwear for PE class, Materials left in locker/other classroom, etc.

**Academic Dishonesty-** Cheating, using AI or other technology in a manner not previously approved by school faculty, plagiarism, etc.

\*The student may be denied credit for the assignment, assessment, essay, project, etc.

\*Academic Dishonesty is also a disciplinary offense- see the MTMS Student Code of Conduct for additional information

### **Possible Actions by Faculty:**

1. Student's participation and or classwork grade may be impacted.
2. Parent notification and documentation in "Grade Book" section of Student Information System
3. Lunch Detention- Parent must be notified if lunch detention is assigned.
4. Referral to Counselor and/or Case Manager

### **Additional Chromebook Guidance**

- Students are permitted to charge their Chromebook in their grade level classroom at these times during the school day:
  - Homeroom, Specials(if their device is not needed for that class), Lunch, CAP, and RAP
- Students who repeatedly fail to charge their Chromebook may lose the privilege of taking it home.

## **RETENTION POLICY**

Parent(s) or legal guardian(s) and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the pupil, and offer immediate consultation to the pupil's parent(s) or legal guardian(s).

## **EIGHTH GRADE GRADUATION**

Successful completion of the program of studies in elementary school requires the 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. Further, students may be deprived of privileges including participation in school related social activities and the graduation ceremony for discipline violations.

**Please be advised that students who fail one or more classes as their final end-of-year grade, have missed ten or more unexcused absences, or violate the student code of conduct may be excluded from eighth-grade activities including, but not limited to, the eighth-grade reward field trip, field day, 8th Grade Day at the Lake, as well as, participation in the graduation ceremony. Please see the next page for additional information about 8th grade end of year activities.**

## **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.

## **GUIDANCE**

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

- Character education counseling
- Group counseling
- Individual academic, personal and social
- Crisis counseling and referrals
- Social/Emotional Counseling

## **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.

## **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**

**Mullica Howl**

**Art Club**

**National Junior Honor Society**



**Band**

**Positively Powerful**

**Student Council**

**Basketball**

**Robotics**

**Talent Show**

**Chess Club**

**SAVE Club**

**Track & Field**

**Chorus**

**School Safety Patrol**

**Yearbook**

**Cross Country**

**Student Council**

**Volleyball**

**Drama**

## **HARASSMENT, INTIMIDATION, AND BULLYING (HIB) POLICY**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil, staff member, volunteer, or visitor. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation, or bullying.

The district's Harassment, Intimidation, and Bullying (HIB) policy is located on the district's website. Individuals may report HIB to any staff member. If you have questions or concerns you may contact: Mr. Maher, MTMS Anti-Bullying Specialist, at 609-561-3868 ext. 155; or Mrs. Lynn, District Anti-Bullying Coordinator, at 609-561-3868 ext. 143.

## **INTERNET, CELL PHONES AND OTHER ELECTRONIC DEVICES**

### **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.

### **Cell Phones:**

Though students are permitted to bring cell phones and other electronic equipment to school, their use during school hours is prohibited. All electronics, with the exception of school-issued Chromebooks, must be kept in student lockers (7th/8th Grade) or in backpacks (5th/6th Grade) and turned off during school hours. A student in possession of a cellular phone or other electronic device may be disciplined in accordance with the Student Code of Conduct. Such equipment may be confiscated from a student. In emergency situations, students may use the office phones to contact parents or guardians. This rule may be revised with prior classroom teachers' approval.

### **Headphones:**

Headphones are permitted to be in school for educational purposes only and require teacher permission for such use. Headphones (with wires or wireless) are not permitted to be visible in the hallways, or in students' ears when they are not using them for educational purposes. A student with headphones visible in the hallways may be disciplined.

### **Smartwatches:**

Students are permitted to wear smartwatches to school, however, their use for anything other than checking the time is prohibited. A student caught texting or utilizing their smartwatch inappropriately at school may be disciplined according to the Code of Conduct.

### **Chromebooks:**

Students should keep in mind that Chromebooks are provided by the school and loaned to him/her for the length of time that he/she attends Mullica Township Middle School. While optional insurance **may** cover the cost of a lost, stolen, or damaged Chromebook, gross negligence and/or multiple damages incurred will result in a fine commensurate with the replacement item (examples: cracked screen/charger). Students are required to use their school-issued Chromebook case, be mindful of their Chromebook in their book bags and come to school each day with the device fully charged. Please see the "Chromebook Information" tab on the district website for more information.

## **COYOTE ACADEMIC PERIOD EXPECTATIONS**

The purpose of Coyote Academic Period (CAP) is to provide time within the school day for students to complete homework and assignments, review notes and materials, provide time for sustained reading, monitor academic progress in OnCourse, and study for quizzes and tests. CAP time is for the educational benefit of each student, and students are expected to be engaged in meaningful activity that supports learning and academic growth.

- Students must arrive with all materials necessary for CAP
  - Chromebook, books, binders, writing materials, etc.
  - Independent reading book
- Phones and other non-school-issued electronic devices may not be used
- Behavior expectations are the same as in any other academic setting. Misbehavior will result in disciplinary action in accordance with the Student Code of Conduct.
- The use of PBIS passes during CAP time is allowed at the CAP supervisor's discretion.

## **READING ACHIEVEMENT PERIOD EXPECTATIONS**

The purpose of Reading Achievement Period (RAP) is to provide time at the end of the school day for students to read a book of their choosing and to prepare all materials they need to take home with them. Students are expected to arrive at RAP on time and with a book to read. Students must remain quiet throughout the period.

## **FOOD AND BEVERAGES**

Students are permitted to have a bottle of water or a refillable water bottle with them during the school day. Students are encouraged to participate in the school breakfast program and may consume this meal during homeroom.

- Students may not bring sodas, energy drinks, coffee, hot chocolate, etc. to school for consumption in the hallway or classroom.
- Students may not leave the cafeteria with open food or drinks after lunch.
- Consumption of food in the hall or classroom is not permitted unless approved by the teacher. (Students with special medical needs may be granted an exception)

## **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.)

## **LOCKERS & PERSONAL PROPERTY**

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.

School lockers remain the property of the School District even when used by pupils. Lockers are subject to administrative search without notice in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant.

**MULLICA TOWNSHIP MIDDLE SCHOOL**

**Student Code of Conduct**

A primary responsibility of the Mullica Township Middle School(MTMS) staff is to maintain a disciplined environment conducive to learning for all members of our school community. The rules and regulations of MTMS are the laws of our school community. All those enjoying the rights of citizenship in the school community must accept the responsibility of obeying the laws of our community. The MTMS Student Code of Conduct is intended to list the most obvious violations of school rules, but is not intended as a complete list. The failure of a particular act to appear on the list does not mean it is an acceptable behavior if it is disruptive to the good order of the MTMS or any sponsored program, activity, or event.

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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 We act with **INTEGRITY**:  
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 We **RESPECT** ourselves, others, our school, and community:  
 We consider how our actions affect others!  
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 We are **READY** for any challenge: We feel safe and supported!

**POTENTIAL CONSEQUENCES FOR NEGATIVE BEHAVIORS**

<b>DETENTIONS:</b>	Lunch Detention Administrative Lunch Detention After School Detention (1 Hour)	Administrative Detention (1 Hour) Administrative Detention (2 Hours) Administrative Detention (3 Hours)	<b>* An additional detention may be issued if a student skips detention.</b>
<b>SUSPENSIONS:</b>	In-School Suspension (ISS) Out of School Suspension (OSS)	Transportation Suspension Activity Suspension	<b>*Duration of suspension is determined by severity and frequency of incidents</b>
<b>LOSS OF PRIVILEGES:</b>	Students who violate school policies may lose school privileges such as participation in graduation exercises, field trips, class trips, dances, extracurricular activities and other school activities.		
<b>HEARINGS:</b>	With the Principal, the Superintendent, and/ or the Board of Education.		
<b>EVALUATIONS/REFERRALS:</b>	Child Study Team/ Counselor Drug Test	Medical Clearance Police Notification/ Complaint	Psychiatric Evaluation

**ADDITIONAL REMEDIATION FOR NEGATIVE BEHAVIORS**

Community Service Restitution	Restorative Project/ Assignment Reflection Sheet	Behavior Modification Plan Interaction Agreement	Mentoring
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**STAFF LEVEL OFFENSES**

DISCIPLINARY OFFENSE	DESCRIPTION
Academic Dishonesty	Cheating, using AI or other technology in a manner not previously approved by school faculty, plagiarism, etc. *Student may be denied credit for the assignment, assessment, essay, project, etc.
Cell Phone Violation	Inappropriate use or storage of cell phones during the school day. -7th & 8th Grade students are required to turn off their cell phone and store it in their locker -5th and 6th Grade students are required to turn off their cell phone and store it in their backpack. This rule applies to smart watches, iPods, iPads, Kindles, and other similar devices when they are used to communicate, watch videos, access social media, etc. See student handbook for additional guidelines.
Disruption	Calling out, making noises, disturbing the class, interfering with other students learning, disrupting a school event, inappropriate behavior in hallways, cafeteria, etc.
Dress Code Violations	See board policy and/or student handbook for more information.
Food and Beverage Violation	Students are permitted to bring, carry and drink water during the school day. Any food, beverage, gum or candy outside of this is a violation. See student handbook for additional guidelines.
Horseplay	Roughhousing, physical play, etc.
Inappropriate or vulgar language/ cursing	Using profanity- not directed at another person
Late to Class or Assignment	Late to class without a valid pass.
Minor damage, destruction, vandalism, or defacement of school property	Writing on desks, making a mess and not cleaning up, leaving trash on the lunch table, floor, etc.
Minor defiance/disrespect to faculty or staff	Disrespectful or defiant behavior that does not rise to the level of "severe" Ex.: Not following directions
Personal Contact	Excessive public display of affection.
Staff Level Offenses apply to school transportation	See board policy and/or student handbook for more information.
Other minor school-based misconduct	Behaviors not nor specifically listed that do not conform to school expectations and disrupt the school environment.

**CONSEQUENCES**

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

Any interventions are documented in district Student Information System.

**1st Incident**

Incident Logged in Student Information System	The teacher or designated staff member will notify the student's parent or guardian.	Student issued a warning	
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**2nd Incident**

Incident Logged in Student Information System	The teacher or designated staff member will notify the student's parent or guardian.	Student assigned a lunch detention (Students must have work with them). Student will complete a reflection sheet during lunch detention	
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**3rd Incident**

Incident Logged in Student Information System	The teacher or designated staff member will notify the student's parent or guardian.	Student assigned a lunch detention (Students must have work with them). Student will complete a reflection sheet during lunch detention	
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**4th Incident**

Incident Logged in Student Information System	The teacher or designated staff member will notify the student's parent or guardian.	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.
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**5th Incident**

Incident Logged in Student Information System	The teacher or designated staff member will notify the student's parent or guardian.	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.
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**6th and future Incidents**

Incident Logged in Student Information System	The teacher or designated staff member will notify the student's parent or guardian.	<b>Referral to administration for discipline</b>	<b>* Any 6 incidents at this level will result in referral to administration</b>
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**ADMINISTRATOR LEVEL OFFENSES**

<b>DISCIPLINARY OFFENSE</b>	<b>DESCRIPTION</b>
Abusive language	Using profanity, verbal disrespect, name calling, put downs, insults, etc. toward another student
Bus Problem	Disruptive or uncooperative behavior on the bus or at the bus stop. School rules apply to student transportation. See student handbook and/or BOE Policy for additional information. *Bus offenses may include progressive transportation exclusions: 1 day, 3 days, 5 days, etc.
Cutting Class	Not attending class, leaving class without permission, wandering the building, misuse of a pass, etc.
Damage, destruction, vandalism, or defacement of school property	Writing on bathroom walls, lockers, damaging school property, etc.
Gossiping	Spreading rumors, talking about others in a negative manner
Inappropriate use of Technology	Improper use of chromebook, using school device for non academic purposes, tampering with other's devices, circumventing/ attempting to circumvent web filters, violating district acceptable use policies. See policy and student handbook for more information
Instigating Conflict or Aggression	Fight Talk, encouraging others to fight, encouraging conflict
Physical/Verbal Aggression	Demonstrating physically aggressive behavior- pushing shoving, verbal attack
Sale of Items	Unauthorized sale of items among students during the school day (e.g. candy).
Severe disrespect/ defiance/ insubordination to faculty or staff	Blatant defiance/ disrespect, back talk, disregard for directives, willfull disobedience, failure to comply with directives, undermining the authority of faculty or staff, etc.
Theft (under \$10)	Theft or possession of stolen object valued under \$10
Other school-based misconduct that disrupts the school environment	Behaviors not nor specifically listed that do not conform to school expectations and disrupt the school environment.
Administrator Level Offenses apply to school transportation	See board policy and/or student handbook for more information.
Recurring Staff Level Offenses	

**CONSEQUENCES**

The student is referred to the appropriate administrator or designated staff person.

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.

Any interventions are documented in district Student Information System.

**When 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.**

**1st Incident**

Incident Logged in Student Information System	Possible Detention(s) of 1-2 hours, a reflection sheet will be completed during detention.	Activity suspension concurrent with days of Detention.	Ineligible for non-academic activities/events (during and/or after-school) for 10 school days.
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**2nd Incident**

Incident Logged in Student Information System	Possible Detention(s) of 2-3 hours, a reflection sheet will be completed during detention and/or In-School Suspension of 1 day	Activity suspension concurrent with days of ISS or Detentions.	Ineligible for non-academic activities/events (during and/or after-school) for 10 school days.
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**3rd Incident**

Incident Logged in Student Information System	In-school suspension of 1-3 days or 1 day out of school suspension with 1 day of In-School Suspension	Activity suspension concurrent with days of ISS/OSS or Detentions.	Ineligible for non-academic activities/events (during and/or after-school) for 20 school days.
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**4th and Future Incidents**

Increasing disciplinary action will be imposed

Incidents at this level will be considered cumulative.

**ADMINISTRATOR LEVEL OFFENSES (SEVERE)**

**DISCIPLINARY OFFENSE**

The student is referred to the appropriate administrator or designated staff person.

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.

Any interventions are documented in district Student Information System.

**When 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	DESCRIPTION	CONSEQUENCES(In addition to above listed actions)
Alcohol/Drug and Dangerous Substance	Use, possession or sale of drugs/alcohol or related paraphernalia at school functions (on or off school grounds), at athletic games (home or away) class trips, dances or school activities.	Confiscation Drug test/medical screening Out of school suspension 9 days Possible police complaint filed Possible hearing Ineligible for non-academic activities/events (during and/or after-school) for 40 school days
Vandalism/Destruction of Property	Destruction/ vandalism of school or personal property, including graffiti (Repeated or severe)	Depending on infraction: Detention of 1-3 hours or Suspension parent conference, loss of privileges, possible Police involvement, possible hearing, possible restitution.
Inappropriate physical conduct of an aggressive nature	Behavior of this nature.	In-school suspension of 1-3 days or 1 day out of school suspension with 1 day of In-School Suspension Activity suspension concurrent with days of ISS/OSS or Detentions. Ineligible for non-academic activities/events (during and/or after-school) for 20 school days. 2nd and Future incidents will result in progressive discipline
Fighting, or Inappropriate physical conduct leading to injury	Behavior of this nature.	1-3 days out of school suspension with 1-3 days day of In-School Suspension Activity suspension concurrent with days of ISS/OSS or Detentions. Ineligible for non-academic activities/events (during and/or after-school) for 20 school days. 2nd and Future incidents will result in progressive discipline
Fighting - Severe	Behavior of this nature including incidents with significant injuries, but which do not rise to the level "1st or 2nd degree assault")	Out of school suspension 9 days Possible police complaint filed Possible hearing Ineligible for non-academic activities/events (during and/or after-school) for 40 school days
Assault	Unprovoked physical attack.	Out of school suspension 9 days Possible police complaint filed Possible hearing Ineligible for non-academic activities/events (during and/or after-school) for 40 school days
Tobacco and Electronic Smoking Device Offenses- Use and/or Possession of a tobacco product	Possession or use of tobacco products or related paraphernalia on school grounds or at school events at any time.	In-school suspension of 1-3 days or 1 day out of school suspension with 1 day of In-School Suspension Activity suspension concurrent with days of ISS/OSS or Detentions. Ineligible for non-academic activities/events (during and/or after-school) for 20 school days. 2nd and Future incidents will result in progressive discipline
Theft (Over \$10)	Theft or possession of stolen object valued over \$10	In-school suspension of 1-3 days or 1 day out of school suspension with 1 day of In-School Suspension Activity suspension concurrent with days of ISS/OSS or Detentions. Ineligible for non-academic activities/events (during and/or after-school) for 20 school days. 2nd and Future incidents will result in progressive discipline

**ADMINISTRATOR LEVEL OFFENSES (SEVERE CONTINUED)**

**DISCIPLINARY OFFENSE**

The student is referred to the appropriate administrator or designated staff person.

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.

Any interventions are documented in district Student Information System.

**When 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	DESCRIPTION	CONSEQUENCES(In addition to above listed actions)
Assault, harassment, or false allegation of abuse against a school employee	Behavior of this nature.	Out of school suspension 9 days Possible police complaint filed Possible hearing Ineligible for non-academic activities/events (during and/or after-school) for 40 school days
Weapons Offense	Carrying, bringing, using, or possessing a knife or dangerous weapon without the authorization of the school or district	Confiscation Out of school suspension 9 days Possible police complaint filed Possible hearing Ineligible for non-academic activities/events (during and/or after-school) for 40 school days
Harassment, Intimidation and Bullying (in or outside of school)	Any gesture, written, verbal or physical that targets someone for any distinguishing characteristics (i.e. race, ancestry, national origin, gender, mental/physical disability, etc.) that substantially disrupts the orderly operation of the school or rights of other students.	HIB Specialist: 1st: Investigation - -If confirmed HIB - refer to principal for disciplinary action -If unconfirmed HIB - refer to principal for possible disciplinary action Principal: 1st: Detention, or Suspension and parent contact, as well as notification to the Superintendent, BOE informed of incident excluding student identity, possible hearing, loss of privileges, possible police involvement, possible hearing. 2nd: Further infractions - progressive discipline (suspension, parent conference, possible loss of privileges, possible hearing, possible police involvement. <b>Incidents of HIB are addressed according to the nature and severity of the incident as well as the age and developmental level of the offender.</b>
Other school-based misconduct that substantially disrupts the school environment		In-school suspension of 1-3 days or 1 day out of school suspension with 1 day of In-School Suspension Activity suspension concurrent with days of ISS/OSS or Detentions. Ineligible for non-academic activities/events (during and/or after-school) for 20 school days. 2nd and Future incidents will result in progressive discipline
Other student behaviors that most seriously disrupt the school environment or seriously endanger the welfare or safety of other students or school personnel		1-3 days out of school suspension with 1-3 days day of In-School Suspension Activity suspension concurrent with days of ISS/OSS or Detentions. Ineligible for non-academic activities/events (during and/or after-school) for 20 school days. 2nd and Future incidents will result in progressive discipline

# Mullica Township School District

## Daily Schedules

### Student Arrival 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 or are registered with the YMCA program)*

**Students arriving after 8:40 am will be marked tardy.**

PreK/ K Grade Lunch 3rd Period  
 1st/ 2nd Grade Lunch 3rd Period  
 3rd/ 4th Grade Lunch 4th Period  
 5th/ 6th Grade Lunch 6th Period  
 7th/ 8th Grade Lunch 5th Period

### Student Dismissal 3:25 pm

*(Parents that need to sign out students after 2:45pm but prior to dismissal must make specific arrangements with the school office.)*

## Daily Bell Schedules

Primary School Bell Schedule		
Period	Start Time	End Time
Homeroom	8:40	8:52
1	8:54	9:34
2	9:36	10:16
3	10:18	10:58
4	11:00	11:40
5	11:42	12:22
6	12:24	1:04
7	1:06	1:46
8	1:48	2:28
9	2:30	3:10
Homeroom	3:12	3:25

Middle School Bell Schedule		
Period	Start Time	End Time
Homeroom	8:40	8:52
1	8:54	9:34
2	9:36	10:16
3A	10:18	10:37
3B	10:39	10:58
4A	11:00	11:19
4B	11:21	11:40
5A	11:42	12:01
5B	12:03	12:22
6A	12:24	12:43
6B	12:45	1:04
7A	1:06	1:25
7B	1:27	1:46
8A	1:48	2:07
8B	2:09	2:28
9	2:30	3:10
RAP	3:12	3:25



## Early Dismissal Schedules

**Student Arrival 8:30 am**

**Student Dismissal 1:03 pm**

*(Parents that need to sign out students after 12:30pm but prior to dismissal must make specific arrangements with the school office.)*

Primary School Bell School		
Period	Start Time	End Time
Homeroom	8:40	8:47
9	8:48	9:15
8	9:16	9:43
1	9:44	10:11
2	10:12	10:39
3	10:40	11:07
4	11:08	11:35
5	11:36	12:03
6	12:04	12:31
7	12:32	12:59
Homeroom	1:00	1:03

Middle School Bell Schedule		
Period	Start Time	End Time
Homeroom	8:40	8:47
9	8:48	9:15
8A	9:16	9:29
8B	9:30	9:43
1	9:44	10:11
2	10:12	10:39
3A	10:40	10:53
3B	10:54	11:07
4A	11:08	11:21
4B	11:22	11:35
5A	11:36	11:49
5B	11:50	12:03
6A	12:04	12:17
6B	12:18	12:31
7A	12:32	12:45
7B	12:46	12:59
RAP	1:00	1:03

## Delayed Opening Schedule

**Student Arrival 10:30 am**

**Student Dismissal 3:25 pm**

*(Parents that need to sign out students after 2:45pm but prior to dismissal must make specific arrangements with the school office.)*

Primary School Bell Schedule		
Period	Start Time	End Time
Homeroom	10:40	10:47
2	10:49	11:17
3	11:19	11:47
4	11:49	12:17
5	12:19	12:47
6	12:49	1:17
7	1:19	1:47
8	1:49	2:17
9	2:19	2:47
1	2:49	3:17
Homeroom	3:19	3:25

Middle School Bell Schedule		
Period	Start Time	End Time
Homeroom	10:40	10:47
2	10:49	11:17
3A	11:19	11:32
3B	11:34	11:47
4A	11:49	12:02
4B	12:04	12:17
5A	12:19	12:32
5B	12:34	12:47
6A	12:49	1:02
6B	1:04	1:17
7A	1:19	1:32
7B	1:34	1:47
8A	1:49	2:02
8B	2:04	2:17
9	2:19	2:47
1	2:49	3:17
RAP	3:19	3:25

\*Schedule is adjusted on early dismissal and late arrival days to accommodate lunch periods.

**Mullica Township School District  
2025-2026 District Calendar**

**September**

September 2025 19 Student Days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 1 - Labor Day
- 2 & 3 - Staff PD - SCHOOL CLOSED
- 4 - First Day of School
- 16 - Back to School Night

**October**

October 2025 21 Student Days				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 10 - Staff PD - SCHOOL CLOSED
- 13 - Columbus Day - SCHOOL CLOSED

**November**

November 2025 15 Student Days				
M	T	W	Th	F
3	4	5*	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26*	27	28

- 3-5 - Conferences/EARLY DISMISSAL
- 6 & 7 - NJEA Conv. - SCHOOL CLOSED
- 10 - Veterans Day Observed - SCHOOL CLOSED
- 11 - Veterans Day Recognition Day
- 26 - EARLY DISMISSAL
- 27 & 28 - Thanksgiving Break - SCHOOL CLOSED

**December**

December 2025 17 Student Days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22*	23*	24	25	26
29	30	31		

- 22 & 23 - EARLY DISMISSAL
- 24-31 Winter Break - SCHOOL CLOSED

**January**

January 2026 19 Student Days				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1 & 2 - Winter Break - SCHOOL CLOSED
- 19 - MLK Day - SCHOOL CLOSED

**February**

**PLEASE NOTE**  
If school is closed for emergency reasons such as inclement weather, days will be made up in the following order: 1. March **16th** will be an early dismissal day, 2. May **22nd** will be an early dismissal day. Any additional days will be added to the end of the school year.

**March**

- 16 - Staff PD - SCHOOL CLOSED

**April**

- 2 - EARLY DISMISSAL
- 3-10 - Spring Break - SCHOOL CLOSED

**May**

- 22 - Staff PD - SCHOOL CLOSED
- 25 - Memorial Day - SCHOOL CLOSED

**June**

- 17 & 18 - EARLY DISMISSAL
- 18 - Last Day of School

Student Days - 180

Staff Days - 185

February 2026 19 Student Days				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13*
16	17	18	19	20
23	24	25	26	27

March 2026 21 Student Days				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026 16 Student Days				
M	T	W	Th	F
		1	2*	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026 19 Student Days				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026 14 Student Days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18*	19
22	23	24	25	26
29	30			

**CALENDAR KEY**

First Day of School

Early Dismissal for Students (1:03)

Back to School Night

SCHOOL CLOSED

Staff PD - SCHOOL CLOSED

\* EARLY DISMISSAL for Staff