

# MULLICA TOWNSHIP SCHOOL

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

## VISION STATEMENT

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

## MISSION STATEMENT

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

## SCHOOL COLORS

Green & White

## MASCOT

Coyotes

## WELCOME

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Welcome to Mullica Township 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 DATES

Semester 1 – September 5<sup>th</sup> – December 4<sup>th</sup>

Semester 2 – December 5<sup>th</sup> – March 8<sup>th</sup>

Semester 3 – March 9<sup>th</sup> – June 8<sup>th</sup>

## PARENT / TEACHER CONFERENCES

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

- November 16<sup>th</sup>, 17<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>
- February 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>

### **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.

- Students are to arrive no earlier than 8:15 AM. Students who are registered for the YMCA program may report to the library at 7:00 AM.
- All students are to report to the area designated by the administration.
- Students who eat breakfast at school are to report to the cafeteria immediately upon entering the building.
- Students arriving after 8:45 AM will be marked as late.
- Students signed out at 1:05 will count as a full day.
- **Students must be signed out before 3 PM for early dismissal.**
- **3:22 PM** – Pre-K – 2<sup>nd</sup> Grade Dismissal
- **3:25 PM** – 3<sup>rd</sup> – 8<sup>th</sup> Grade Dismissal
- **3:35 PM** – Late Bus Dismissal
- **4:25 PM** – Activity Bus Dismissal (Tuesdays and Thursdays)

### **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 (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 that are available in the school offices, the following are not permitted:

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

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

### **ELECTRONIC DEVICES**

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

### **LOCKERS**

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

### **MEDICATION**

Any student who requires medication during school hours must:

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

## **STUDENT DRESS CODE**

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

### **A. General Rules**

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

### **B. Prohibited Clothing and Articles**

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

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

## **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**

- The discipline code of conduct will be enforced on the bus.
- Students are to keep the bus clean.
- Students are to keep head, hands, and feet inside the bus.

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

### **AFTER SCHOOL DETENTION**

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

- Detention will be conducted on Thursday of each week from 3:30 PM – 4:30 PM.
- The student will be given a letter by the assigning staff member to inform the parent of the detention and the reason for the detention. (If there are questions, please call/email the assigning staff member).
- Students who serve detention will **NOT** be permitted to ride the activity bus (unless authorized by administration). ***Parents are responsible for picking up their child at 4:30 PM.***
- A student who fails to report to detention will meet with the principal for further consequences.
- Administrative detentions may be issued for more severe infractions or repetitive offenses.
- Administrative detentions are scheduled from 3:30 PM – 6:30 PM on the following dates: **October 5, 26; November 30; December 14; January 18; February 8; March 1, 22; April 12; May 3, 24; June 7**

### **GENESIS PARENT ACCESS**

We are pleased to provide Genesis Parent Access to parents of students in grades 3 – 8. Parent Access is a convenient collaboration tool that allows parents/guardians to enhance their involvement in their student’s academic progress online. Parents can view their child’s attendance, class assignments, grades (report cards and interim reports), and discipline records by going to your school website. To register, please supply the office with a current email address. Shortly thereafter, a welcome email with a temporary password will be sent to the parent/guardian. The parent/guardian will complete the necessary steps outlined in the email which will allow access to the student records.

### **GRADES**

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

**A** = excellent, 92-100

**B** = above average, 83-91

**C** = average, 75-82

**D** = below average, 70-74

**F** = failure, 0-69

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

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

**O** = outstanding

**N** = needs improvement

**S** = satisfactory

**U** = unsatisfactory (equivalent to failure)

**P** = pass

**F** = fail

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

### **INTERIM PROGRESS REPORTS**

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

Dates for Interim Progress Reports, End of Marking Periods, and Report Card Distribution may be found in the **Student/Parent Information Guide & Calendar**, which is located on the school website at [www.mullicschools.com](http://www.mullicschools.com). These dates may be subject to change.

### **HONOR ROLL**

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

#### **"A" Honor Roll Requirements**

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

#### **"Merit" Roll Requirements**

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

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

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

### **RETENTION POLICY**

Parent(s)/Guardian(s) are notified no later than May 15<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.

### **SCHOOL CLUBS, ORGANIZATIONS, ACTIVITIES**

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

**Art Club**  
**Band**  
**Basketball**  
**Children's Stage Adventure**  
**Chorus**  
**Creative Writing Club**  
**Cross-Country**  
**Girls Club**  
**Gymnastics**  
**Mullica Howl**

**National Junior Honor Society**  
**Project Excel**  
**Safety Patrol**  
**Student Council**  
**Talent Show**  
**Track and Field**  
**Volleyball**  
**Wise Guys**  
**Writer's Reception Club**  
**Yearbook**

### **STUDENT DANCES**

Only Mullica Township School students in grades 5-8 may attend scheduled school dances. Students wishing to attend a school dance must also be in attendance at school the day of the dance. Exceptions to this rule may be made for those students having a doctor's appointment, family emergency or some unique situation. However, the student's parent/guardian must contact the school principal explaining the special reason for the student's absence.

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

### **GUIDANCE**

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

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

### **EMERGENCY SCHOOL CLOSINGS**

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





# 2017-2018 School Calendar

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