# MANSFIELD TOWNSHIP SCHOOL DISTRICT

# STUDENT/FAMILY HANDBOOK 2025-2026

50 Port Murray Road
Port Murray, NJ, 07865
908-689-3212
mansfieldtsd.org

## CONTACTS:

Diana Mai, Superintendent
Kelly Morris, Business Administrator/Board Secretary
Noreen Matias, Principal
Jake Wilson, Assistant Principal
Jennifer Teets, Technology Coordinator
Joan Isemann, School Nurse
Megan Sliker, Confidential Secretary to the Superintendent/Business Office
Mercedes Cosme, Main Office Secretary
Ginny Moran, Child Study Team Secretary

## MISSION STATEMENT

The Mansfield Township Elementary School District partners with the community to provide a meaningful and rigorous education that instills the value of lifelong learning and empowers all students to reach their full potential and become productive citizens, in accordance with the comprehensive standards of our state.

## MANSFIELD TOWNSHIP BOARD OF EDUCATION

Alison Lorentson, President
Linda Watters, Vice-President
Sean Breheny, Board Member
Judith Irwin, Board Member
Jonathan Lemp, Board Member
Jonathan Rood, Board Member
Jennifer Rosenblum, Board Member
Richard Stewart, Board Member
James Winand, Board Member

## BOARD OF EDUCATION MEETING SCHEDULE

Board of Education meetings are held at 7:00 PM. All meetings take place in the all-purpose room.

Board of Education regular meeting dates: September 18, 2025, October 16, 2025, November 20, 2025, December 11, 2025, January 7, 2026 - Reorganization

## SCHOOL HOURS

Grades PreK-6 8:25 A.M. - 3:20 P.M.

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## AFFIRMATIVE ACTION

The Mansfield Township Board of Education affirms its responsibility to ensure all students in the public school of Mansfield Township equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. To fulfill this responsibility, the Board has established a program to review and modify, as may be necessary, its present school and classroom programs and employment/contract practices. The Affirmative Action Officer for Mansfield School is Ms. Kelly Morris, Business Administrator. She may be reached at 908-689-3212.

## ATTENDANCE

New Jersey State Law requires all students to attend school every day that school is in session except in the case of illness or family emergency. Regular attendance is essential to each student's individual progress and the efficient operation of the education process.

**Absences Procedure**

**You are required to notify the school by telephone or through Genesis Parent Portal when your child is absent from school.**

We request that you telephone the school before 8:30 A.M. to advise us of the nature of the illness and the anticipated length of absence. You may call in the evening and leave a message on the answering machine. Parents will receive a letter after a student has a cumulative total of 10 excused or unexcused days absent. Students who have accumulated 15 unexcused absences will be considered truant according to N.J.A.C. 6A:16-7.6(a)(4)(iii) and referred to Municipal Court. Parents/Guardians will receive a notification letter following the student's 13th unexcused absence.

**Students tardy to school**

It is advantageous for students to be on time for school. Students arriving at school after 8:35 A.M. are considered tardy and must report to the Main Office with an explanation and to receive a late pass.

**Early dismissal**

Early dismissals are discouraged and interfere with the regular educational program. Parents are requested not to ask that children be excused early except when an emergency makes early dismissal unavoidable. In such cases, a note from home or phone call to the main office is requested. Doctors and dentists appointments should be scheduled for other than school hours.

**Absence from school for the observance of religious holidays**

A student who desires his/her school record not to show an absence for a religious holiday should, prior to the holiday, bring a note from home indicating that he/she will not be attending school due to observance of the holiday. This note is to be presented to the classroom teacher and forwarded to the main office. These are excused absences.

**Dismissal for Illness during the school day**

No student will be allowed to leave school due to illness unless the school nurse has taken necessary steps to contact the parents and arrange for transportation.

**Students not going directly home from school**

A student wishing to go somewhere other than his/her own home after school is dismissed needs TWO notes - one from the parent explaining this change and one from the adult who will be

responsible for him/her where he/she is going. ***Due to the fullness of most buses, students are not permitted to change buses for any reason.*** Please arrange to pick up your child and his/her friend up at school if visiting after school is desired. Any student remaining after school for any reason, must bring a note approving this and assuring the teacher that the student will be picked up at the stated time.

Parents are expected to utilize Pickup Patrol for all pickup and dismissal notifications prior to 1:00pm. After 1:00pm, parents must call the Main Office at 908-689-3212.

## BIRTHDAY CELEBRATIONS

Many students celebrate their birthdays in school by bringing treats to school. We encourage you to send in healthy birthday treats or non-food items such as a favorite book to share. Parents are not permitted to visit the class. Treats should be brought to the school no later than 9:30 a.m.

## CHILD STUDY TEAM

According to Federal law which is carried out through New Jersey Administrative Code 6A:14, all school districts are required to locate, identify, evaluate, classify, and provide services for children with disabilities. To do this, the district maintains a Child Study Team which includes the following personnel:

| | |
|---|---|
| Coordinator: | Ms. Raiello |
| Learning Disability Teacher Consultant: | Ms. Marley |
| Psychologist: | Ms. Raiello |
| Social Worker: | Ms. Smith |
| Speech Therapist: | Mr. Magnuson |
| Speech Therapist: | Ms. Sylvester |

Phone: 689-3212, extension 1190

A child may be referred to the Child Study Team by a teacher or a parent/guardian, however the Multi-Tier System of Supports process will be part of the referral process. Once submitted to the Child Study Team, the parent/guardian will then be asked to attend a meeting with the team to review the referral and discuss the evaluation procedure, as appropriate. Consent from the parent/guardian is required before any formal testing can take place. Once the team members have completed their assessments, a meeting will be convened with the parents/guardians, teacher)s, and any other appropriate staff members to discuss the results and recommendations. If a child is eligible for special education services, a written individual education plan will be developed in collaboration with the parent/guardian.

# MANSFIELD CODE OF CONDUCT

### A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. Additionally, all district students have the right to the following:

1. A safe, healthy, secure, orderly school environment.
2. Access to school rules, which include a description of behaviors which may result in consequences, and, when necessary, be provided with clarification and/or an explanation of those rules from the appropriate school personnel.

3. Present their version of any event that may result in a disciplinary action.
4. Be treated equally and fairly under school policies and regulations.
5. An education that supports student development into productive citizens.
6. Succeed according to his/her applied efforts and innate abilities.
7. Be treated with respect and afforded confidentiality.
8. Due Process and appeal procedures in accordance with law and board policy.

## B. Student Responsibilities

All district students have the responsibility to:

1. Achieve to the best of their abilities in all academic pursuits.
2. Comply with all school rules, policies, and regulation to assist in maintaining a safe and orderly school environment that is conducive to learning.
3. Obey and respect staff members carrying out school rules, policies, and regulations.
4. Demonstrate respect for others and to property.
5. Attend school every day, unless legally excused, and arrive on time prepared with all necessary materials.
6. Accept responsibility for their actions and make corrections when needed.
7. Work cooperatively and make a positive contribution to the group.
8. Be alert and responsive to directions, actively participate whenever appropriate, and ask questions if something is unclear.
9. Positively contribute their talents to the school community by giving their best in all situations.
10. Seek help in solving problems before a disciplinary action is required.
11. Utilize time management techniques to complete work on time and to ensure that any missed work due to an absence is completed in a timely fashion.

## C. Appropriate Behavior

Students will:

1. Exhibit self-discipline and act respectfully and courteously toward teachers, staff members, parents, school volunteers, and fellow students.
2. Demonstrate considerate and safe behavior in classrooms, hallways, bathrooms, lunch room, playgrounds, on buses, and in all other school facilities.
3. Use language that is appropriate and respectful at a volume suitable to the location and the activity.
4. Wear clothing that is presentable and not offensive and does not distract from the educational process. Additionally, the attire should not pose a danger to school property, the individual, or others.
5. Demonstrate responsible and appropriate conduct while participating in or attending school sponsored events regardless of the location.
6. Follow safety procedures at all times when using school property and equipment.
7. Seek teacher, counselor, administrative, or medical assistance when necessary.
8. Comply with district policies regarding behavior, tobacco, alcohol, drugs, and weapons.
9. Arrive punctually to school fully prepared with all supplies and required assignments complete.
10. Complete their own work and give appropriate credit when utilizing research materials.
11. Respect the rights and property of others

12. Follow individual classroom rules and procedures.
13. Refrain from chewing gum.
14. Leave at home items that will interfere with the learning process or may be lost or stolen such as trading cards, electronics, any toys, or items of sentimental or monetary value.
15. Stay after school only when a note has been provided to the office.

## D. Inappropriate Behaviors

| Offenses | Consequences | | |
|---|---|---|---|
| | First Occurence | Second Occurrence | Third or more Occurrence |
| Level One Infraction Examples:<br>• General misconduct (excessive noise, running in halls/cafeteria, horseplay)<br>• Out of class without permission<br>• Littering<br>• Insubordination/ Defiance<br>• Prohibited use of cell phone or electronic device (including smart watches)<br>• Dress code violation<br>• Disrespect to another student<br>• Disrespect to staff<br>• Bus Write-Up/ Inappropriate Bus Conduct | • Warning<br>• Conference with teacher<br>• Parent/Guardian Contact<br>• Restorative Practices<br>• Conference with Assistant Principal or Guidance Counselor | • Parent/Guardian Contact<br>• Confiscation<br>• Restorative practices<br>• Lunch Detention<br>• Loss of recess/privileges<br>• Lunch Detention<br>• Loss of recess<br>• In-school suspension<br>• One day loss of bus privileges<br>• Conference with Assistant Principal and/or Guidance Counselor | • Parent/Guardian Meeting<br>• Confiscation<br>• Restorative practices<br>• Lunch Detention<br>• Loss of recess/privileges<br>• In-school suspension<br>• Two day loss of bus privileges<br>• Conference with Assistant Principal and/or Principal |
| Level Two Infraction Examples:<br>• Cheating/Plagiarism<br>• Damage to Property<br>• Defiance<br>• Hitting, kicking, hurting another student<br>• HIB (Confirmed)<br>• Possession of Inappropriate Objects<br>• Leaving School Grounds<br>• Prohibited Use of an Electronic Device (Requiring Police Notification) | • Parent/Guardian contact<br>• Loss of recess/privileges<br>• Lunch detention<br>• Two day loss of bus privileges<br>• Restorative Practices<br>• Conference with Assistant Principal and/or Guidance Counselor | • Parent/Guardian Contact<br>• Loss of school recess/privileges<br>• Three day loss of bus privileges<br>• Two or more days lunch detention<br>• In-school suspension<br>• Out of School Suspension<br>• Restorative Practices<br>• Conference with Assistant | • Parent/Guardian Meeting<br>• Two or more lunch detentions<br>• One week loss of bus privileges<br>• In-school suspension<br>• Out of School Suspension<br>• Restorative Practices<br>• Conference with Principal |

| | | | |
|---|---|---|---|
| • Theft<br>• Trespass<br>• Making false accusations against others<br>• Making threats to others (without intent to harm)<br>• Profanity<br>• Violation of technology Acceptable Use Policy<br>• Bus Write-Up/ Inappropriate Bus Conduct | | Principal | |
| Level Three Infraction Example:<br>• Fighting<br>• Incitement to fight (verbal or electronic)<br>• Intimidating a witness and/or victim<br>• Retaliating against a witness/victim<br>• Vandalism<br>• Tampering with fire alarms<br>• Inappropriate student contact<br>• Repeated/Severe HIB<br>• Disrespectful Comments or actions of a racial, religious or sexual nature (whether written, verbal or electronic)<br>• Making threats to others, with intent to harm<br>• Distribution of violent/inappropriate content on school device or personal device with disruption to school<br>• Bus Write-Up/ Inappropriate Bus Conduct | • Level 1 and 2 responses as applicable<br>• Longer term in-school and/or out of school suspension<br>• Report to law enforcement as appropriate | • Level 1 and 2 responses as applicable<br>• Longer term in-school and/or out of school suspension<br>• Report to law enforcement as appropriate | • Level 1,2,3 responses as applicable<br>• Board of Education Hearing<br>• Long-term out of school suspension<br>• Expulsion<br>• Mandatory report to law enforcement |
| The above is a guideline and individual circumstances may result in variations to the consequences listed below. Administration uses this as a guide in most situations. | | | |

## RULES FOR SCHOOL BUS RIDERS

All school rules apply on the school bus and consequences for infractions on the bus will be upheld as part of the MTSD Code of Conduct.

## CAFETERIA RULES

1. Speak politely to your neighbors and use “inside voices.”
2. When the signal is given for “quiet time” or you hear the microphone, stop talking and listen for directions.
3. Remain seated during lunch, and raise your hand if you need assistance.
4. Stay in your own personal space (Keep your hands and feet to yourself.).
5. Show respect to the cafeteria staff and your tablemates.
6. Do not throw food or other objects.
7. Keep your area clean, and remember to throw out any garbage.
8. Do not share food.

## CLASSROOM RULES

Classroom rules and consequences will be determined by each individual teacher. Children will understand the rules and follow them.

The Mansfield Township School District fosters a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly in compliance with rules established for the orderly conduct of the district’s educational mission. Consequences will be clear and fair. Students will be sent to the principal only after all classroom consequences have been exhausted and the teacher has contacted the parent. Children will be sent to the principal immediately for severe incidents.

## COMMUNICATION

We strive to foster positive and open communication among administration, teachers, and parents. Parents are encouraged to contact the teacher if they have a question or comment. The teacher will return the call or set up a conference as soon as possible. For any classroom based concern, the parent is expected to contact the teacher before contacting the principal. Parents should be informed on a regular basis of upcoming projects and activities in school, and the teacher should be informed of any situation at home that may affect a child’s school performance.

## SCHOOL DISTRICT WEBSITE

General information related to the district or school will be posted regularly on the school website, as well as our app.

## COUNSELING SERVICES

Counseling services may be obtained through Mrs. Samuels, our certified school counselor. Counseling is provided individually or in small groups. Academic and/or behavioral concerns may be discussed, as well as issues relating to friendship, loss, separation, and divorce.

We believe children who feel good about themselves, perform better academically and feel more competent. Counseling with children includes classroom lessons, individual student counseling, or groups social skills, self-esteem, family concerns). Children can self-refer, be referred by parents, teachers, administrators or the Child Study Team. The counselor also works as a resource person for parents, teachers, and administrators. Often, problems and consequences

are identified, strategies and alternatives are suggested, and results are evaluated. Parents are always informed about on-going counseling of their children. Mansfield School District Counselors can be reached at (908) 689-3212.

## CLASS ASSIGNMENTS

The class assignments each year are developed collaboratively between the outgoing grade level teachers, the incoming grade level teachers, the Assistant Principal and the Principal. The factors that are considered include an equitable balance of girls and boys, a heterogeneous grouping of academic abilities, and services that may need to be provided to specific students as part of an IEP or a 504 Plan. The relationship between students is also taken into consideration if there have been prior disciplinary actions or particular incidents of concern. We ask that you trust our judgment in making these decisions and refrain from class placement requests.

## DRESS CODE

The Mansfield Township Board of Education adopts a minimally restrictive policy that sets standards for grooming and dress during school hours and school functions. Student participation in school functions is predicated on compliance with this policy. This policy is applicable from pre-kindergarten through grade six.

The following guidelines are established:

1. Student dress and grooming will be clean.
2. Student dress and grooming may not create a health or safety hazard.
3. Student dress and grooming will comply with State and federal law and guidelines.
4. Student dress will not be destructive to school property.
5. Student dress and grooming will not be disruptive to the school environment.
6. Students are to wear clothing that totally covers the upper torso.
7. The bottom clothing garment length should hit the student's body at mid-thigh or longer.
8. Rips, tears, mesh, or "see-through" areas of clothing must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
9. Clothing containing profanity or sexual references, innuendos, double entendre; slogans depicting violence or degrading any race, color, creed, religion, sex, gender, ancestry, national origin, social or economic status; symbols or pictures including those with advertisements for tobacco, alcohol, firearms, drugs or other illegal substances are prohibited.

The building Principal will be responsible for determining if the dress and grooming of students comply with this policy. The building Principal's decision will be final.

## DURING THE DAY DISMISSAL/PICKUP PATROL

Students may be excused during the school day for doctor or dental appointments that can't be scheduled during non-school hours. In the event a student has a medical appointment during the day, the parent should put the pick up time in the Pick-Up Patrol app. The office staff will contact the teacher to send the child to the office once the parent arrives at school. While at the school, the parent should sign the student out in the log book. If the parent will be delayed in meeting the child, the parent should call the office (908-689-3212) so that the child can remain in class until their arrival.

Parents are expected to utilize Pickup Patrol for all dismissal notifications prior to 1:00pm. After 1:00pm, parents must call or email the Main Office at cosmem@mansfieldtsd.org.

## ELECTRONIC DEVICES AND CELL PHONES

Mansfield Elementary School recognizes that electronic devices are widely used and are important tools in today's society. We want to ensure that the use of electronic devices does not interfere with the learning, safety, and security of other students. Students may not have personal electronic devices in their visible possession at any time during the school day or while using school transportation, including smartwatches. If an electronic device is seen during school hours, the device will be confiscated and a parent/legal guardian will be notified. If a child is to carry a cell phone and/or smartwatch, they should be silenced and secured in the student's book bag/purse until the end of the day. The school is not responsible for the loss, theft, or damage of students' electronic devices.

## EMERGENCY CLOSING AND LATE OPENINGS

School may be closed or have a late opening because of inclement weather and power/mechanical failure. The most important concern is the safety of the children. Should a situation occur that causes a school closing or delayed opening, the Finalsite/Blackboard System will be activated.

Important Reminders:

1. Parents/Guardians are requested to provide for supervision of their children should an early closing be necessary. Be sure your child knows what to do if they arrive home from school early, and you are not at home.
2. **REMEMBER TO UPDATE YOUR GENESIS PROFILE ANY TIME YOU CHANGE YOUR HOME PHONE NUMBER, CELL PHONE NUMBER, OR EMAIL ADDRESS.**

## EMERGENCY FORMS

All FORMS will come thru the Genesis Parent Portal

## HEALTH REGULATIONS

1. Students entering school must comply with the NJ state requirements regarding immunizations.
2. Whenever any child has a contagious disease, the parents are requested to notify the school nurse immediately so that she may take appropriate steps to prevent the spread of contagion among other children in the same classroom.
3. In the event that a child becomes sick at school, the emergency contact will be contacted and asked to provide transportation home for the child. The same procedure will apply to accidents.
4. First aid in the case of an accident or sudden illness consists only of immediate temporary treatment. It is important to note that the school is responsible for first aid in the event of accidents occurring on school property during school hours.
5. **CONTAGIOUS DISEASES** - In order to prevent epidemics and protect the health of the children and staff, the school has adopted a policy on the exclusion period for several common childhood illnesses. The list will be sent home in the beginning of the school year (strict adherence to these guidelines is required.) Please contact the school nurse if you have any questions (689-3212, extension 1187). Children out of school for more than 5 school days require a doctor's note for readmission to school.
6. **COMMUNICABLE DISEASES AND EXCLUSION REQUIREMENTS**

   **INFLUENZA/INFLUENZA-LIKE ILLNESS (INFLUENZA A, B, H1N1** - The child must be fever free for 24 hours without the use of fever reducing medication before returning to

school following diagnosis of any type of influenza or following an influenza-like illness. It is Recommended that the child stays home until they are free of symptoms.

**STREP INFECTIONS** - The child must remain out of school for **48 hours after beginning antibiotic therapy.**

**COMMON COLD AND MISCELLANEOUS ILLNESSES** - The child must be fever free for 24 hours before returning to school following any illness. ****Fever Free** is temperature less than 100 degrees without the use of fever reducing medicine (Tylenol, Advil, Motrin, Aspirin)**

**Vomiting/Diarrhea -** The child may not return to school until ***24 hours after the last episode of Vomiting/Diarrhea.***

**PINK EYE (CONJUNCTIVITIS)** – The child must be sent home from school if pink eye is suspected. The child may then return back to school, if diagnosed positively, **24 hours after starting the antibiotic.**

**HAND-FOOT-AND MOUTH DISEASE (COXSACKIE)** – It is not necessary to exclude a child with this disease. If the child has lesions in the mouth or hands, it may be advantageous to keep the child home for comfort reasons. Notify The school nurse of infection.

**LICE (PEDICULOSIS)** – The child will be sent home if lice is identified in school. The child may return to school once treatment has been completed, and the child is evaluated by the school nurse.

**RINGWORM** – Lesion must be covered if the child is in school and has not begun treatment. If treatment has been started and the lesion is shrinking, the child may return to school. Insist on proper hand washing technique in the classroom and discourage the child from touching the lesion.

**SCABIES** – The child must be excluded for **24 hours after treatment has been completed.**

**IMPETIGO –** The child must be excluded for **24 hours after treatment has begun and the lesion(s) no longer has a discharge**. Classroom desktops should be thoroughly cleaned and any toys that are generally shared among other children should be disinfected.

**FIFTH'S DISEASE –** The child is no longer contagious once the rash breaks out. Diagnosis of the disease is primarily made once the rash appears. The grade level and school nurse should be notified of this infection.

7. **MEDICATION AT SCHOOL** - There are very specific rules that are dictated by the State of NJ regarding medication in school. If your child is to receive any medication in school, the medication should state the name of medication, the dosage, the reason for its use, and the time it is to be given. The medication will be kept in the Health Room and given only by the nurse. It must be in its original container and must be brought to the school by a parent. No medication can be brought in on the school bus by children. The school nurse will require a prescription or school medication form from your physician in order to

give any type of medication.
All questions regarding medical concerns and medications should be addressed to the school nurse.

## HELPFUL HINTS:

**You have a problem or question:**
Call the teacher first. If there is no solution and the problem is behavior-related, call or email Mr. Wilson, the Assistant Principal (wilsonj@mansfieldtsd.org). For all other concerns, call or email the Principal, Ms. Matias (matiasn@mansfieldtsd.org).
**You want to confer with a teacher:**
Call the school to arrange a conference.
**You feel your child may have a learning disability:**
Discuss your concerns with the teacher and request an MTSS meeting.
**You want to refer your child for school counseling:**
Call or email the School Counselor, Ms Samuels, to arrange an appointment. She can be reached at samuelsd@mansfieldtsd.org or 908-689-3212 ext. 1143.
**You want homework assignments for an ill child:**
Be sure to email your child's teacher 24 hours prior to your child being absent or call the school the day of absence, before 11 a.m. so work can be prepared. If the teacher does not get the message, the work will not be ready at 3:15, and the child will get any missed assignments when he/she returns to school. **Please do not request work until the second day of an absence.** This will allow your sick child time to recover from his illness.
**You have an emergency message for your child:**
Call the school.
**Your child forgets something at home:**
You can bring it to the school for delivery to your child.
Be sure to label with name and teacher.
**Your child loses something:**
Email your child's homeroom teacher or ask the bus driver.
**You change your address or telephone number:**
Please advise the school office immediately to update your Finalsite/Blackboard profile (phone number, cell phone, email.)
**You plan to move from the district:**
Call the office for transfer information. All students MUST reside in Mansfield Township.

## HOME INSTRUCTION

1. Home instruction will be provided in those cases in which the term of illness confinement is expected to exceed a period of two weeks or longer.
2. A written communication from the attending physician should be submitted to the Superintendent.
3. Each program of home instruction will be individually planned. The program shall consist of ten hours per week, normally distributed among 3 per week. Additional time according to student needs and physical condition will be determined by the Superintendent.

## HOW PARENTS CAN HELP

Families and schools must work together to ensure the best educational progress for each child.
Here are a few ways in which parents can help:

1. Take an active interest in school, attend school functions, and be present for your child's conference.

2. Set up a schedule at home that includes plenty of rest, adequate diet, good health habits, homework time, and free time to do leisure-time activities.
3. Do not pressure your child about grades, not having enough homework, or other children doing better at school. Praise your child for outstanding effort and work.
4. Encourage a wide interest in books, trips, hobbies, and current affairs. Participation in community organizations for youth are often helpful to a child's development.
5. Show confidence in your child and his/her ability to make small decisions for himself/herself. Build a sense of responsibility through ever-widening experiences, assisting with household chores, and running errands.
6. Provide stimulating reading materials at home, written on your child's reading level.
7. Feel free to contact your child's teacher whenever a problem arises. Contact the school where immediate attention can be given to the problem.

## INSURANCE

Every parent is given an opportunity at the beginning of the year to purchase insurance covering any accidental injury to his/her child on school property, while traveling to and from school, or while on a school sponsored trip. This insurance is available for all pupils and has been approved by the Board of Education. Applications will be posted on our school website. We encourage parents to consider this insurance if they do not have any other coverage.
**NOTE: NJ law requires that all children age 18 and under have health insurance.**

## LUNCH AND MILK PROGRAM

A well-balanced, nutritious lunch is served daily. Menus are posted on the school website and app.

Cost of lunches: (includes milk) $3.80
Milk, purchased separately is: $.75
Breakfast is: $2.30

Prices are subject to possible change during the school year.
Lunch may be purchased on a daily or weekly basis. Children from families with low income may be eligible to receive reduced price or free lunches. Inquire at the business office. The cafeteria lunch program is a non-profit contracted service operation.
Maschio's Food Services, Inc., 689-3212, ext. 1189.

## MARKING PERIODS

Marking Period 1 - 8/27/25-11/19/25
Marking Period 2 - 11/20/25- 2/27/26
Marking Period 3 - 2/28/26-6/2/26

## PARKING PROCEDURES

Parking (leaving the car unattended) is prohibited at all times along the yellow painted curbing, or anywhere that is not a designated parking space. Park in an available parking space whenever you plan to enter the building. Observe handicap parking, no parking areas, bus lanes, reserved staff parking, and fire zones. Driveways, by ordinances, must be kept accessible to emergency vehicles.
**Students are not to be dropped off anywhere but in the car line.**

## PEST MANAGEMENT

Mansfield Township Elementary School has an Integrated Pest Management Plan (IPM) which serves as a tool to prevent and control pests using non-chemical products. The goal of the plan is

to limit the use of chemical based products and to provide a safe environment. For more information, contact the IPM Coordinator, Joe Kady, at 908-689-3212.

## PETS

Animals are not permitted in school. If a teacher would like a particular animal for a lesson or visit, the teacher must check with the nurse for allergies and seek permission from the Principal. The teacher will then contact the parent. Animals are also prohibited on the fields at all times. The exception to this rule is a board-approved therapy animal.

## PHYSICAL EDUCATION AND HEALTH

A complete Physical Education Program as required in the New Jersey Public Schools is provided for all students K-6. All students are required to have sneakers to participate. As an integral part of the physical education program in grades 5 & 6, students participate in the school Walk, Jog, Run Program. A school adopted curriculum is available for review. The Family Life Curriculum is integrated with the school's Health Curriculum. Copies of the Health Curriculum are available upon request.

## PICTURES

Student pictures are usually taken in the fall, and parents can expect them no later than December. Pictures are taken on a prepaid basis. Students who have not paid for their pictures in advance will only have a picture taken for the class composite and will not receive a picture. Prices are listed on the packet which is sent home in advance.

## RECESS

Outside play and fresh air are critically important to young children. Students will go outside every day except when the weather is determined by the Principal to be inclement. Temperature, air quality, and precipitation will all be considered. **Please dress your child appropriately for the weather.** Indoor recess will include activities such as games, puzzles, blocks, books, arts and crafts, class movies, etc. Student use of chromebooks is not permitted during indoor recess time.

## RESPONSE TO INTERVENTION/MULTI-TIERED SYSTEMS OF SUPPORT

A multi-tiered system of supports (MTSS) is a proactive and preventative framework that integrates data and instruction to maximize student achievement. The purpose is to address academic, behavioral, social-emotional, and attendance concerns in order to provide individual students with a plan of support. The committee is composed of the Assistant Principal, RTI Interventionists, School Counselor, a Child Study Team member, nurse (as needed), and the student's teacher(s). Following discussion and data analysis, intervention strategies are suggested to the parent and teacher to assist in remediating the problem area. These might include Tier 1 teacher-based interventions within the classroom or more intensive Tier 2 or 3 interventions with the interventionists. This might also include activities that can provide support at home. Parents/Guardians are an integral component and will play a key role throughout the MTSS process including meetings with the MTSS team.

## SCHOOL PROPERTY

The Board of Education provides textbooks, school supplies, and equipment for student use. Pupils are expected to exercise care in handling textbooks and other school materials. Pupils should also realize that the school building, grounds, and all other facilities provided for their education are paid for out of general tax funds. Marking or in any way damaging or destroying school property is inexcusable and is subject to fine and punishment for those responsible.

## SCHOOL SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance monitoring devices in the school buildings and on the school grounds. Therefore, the school building and the school grounds within this school district may be monitored using such devices in accordance with Board Policy.

## SMOKING AND VAPING

Smoking and vaping are prohibited on school property at all times by any individuals. The Board of Education follows very clear rules about students possessing cigarettes or other substances. The guidelines set by the Board are strictly followed regarding the use of tobacco products and illegal substances.

## SNACKS

Most classes in grades K-6 have a daily snack time during the morning. Snacks should be healthy in nature, thus providing the teacher with an opportunity to discuss healthy eating habits. Fruit, vegetables, cheese, yogurt, crackers, or a small drink (no glass bottles) are good choices. Parents/Guardians will be notified of any allergy-free classrooms and are expected to adhere to such requests.

## STANDARDIZED TESTING PROGRAM

The state of New Jersey requires that all students in grades 3, 4, 5, and 6 take the NJSLA tests (New Jersey Student Learning Assessment) during the months of April/ May. Students in Grade 5 also take the NJASK Science test. Please see the school calendar pages for specific dates or contact Mr. Jake Wilson, District Test Coordinator, with any questions or concerns.

## TITLE I – RIGHT TO KNOW

Under NCLB, we must notify you annually that you have the right to inquire about the qualifications and the Highly Qualified Teacher Status of your child's teacher. Address any inquiries to Ms. Noreen Matias, Principal.

## TOYS AND VALUABLE ITEMS

Children should bring toys to school only when needed for their academic experience. Toys are not necessary and not permitted in school. The school takes no responsibility for any items that are lost, stolen, or damaged at school.

## TRANSFERS

Please call the school in advance and request that a transfer card be prepared. We need to know the name and address of the school your child will be attending and your new home address. Transfer cards are then mailed to the new school, so that you can go to that school to register your child in person. All textbooks, library books, and instructional materials must be returned to our school prior to the issuance of a transfer card. Families moving over the summer should complete paperwork by the close of school in June, if possible.

## TRANSPORTATION

The policy of the Board of Education is to provide transportation for students according to statutory provisions. (N.J.S.A. 18A:39-1, N.J.A.C. 6:21-1). If a pupil is not to go home on the assigned bus, a note must be sent by the parent in this regard. This should be done through Pickup Patrol which can be accessed on the school website mansfieldtsd.org. or on your mobile app. Due to the

numbers of students on buses, students are not allowed to change buses for any reason. Students must ride the same bus to and from school every day. Parents are advised to stress with their children safety and proper behavior on the school bus. Misbehavior on the school bus may result in the child being suspended from bus privileges.

## VISITORS

Mansfield School encourages a strong partnership between the home and school. The school welcomes parents or visitors when it is appropriate. **ALL** visitors are required to sign in at the main office upon entering the building, obtain a visitor's pass, and wait to be announced to the teacher/area to be visited. When completed, the visitor is to return directly to the main office and exit the building. If it is necessary to bring articles of clothing, lunches, etc. to school they should be checked in at the Main Office. The child's name and homeroom teacher on the article are required.

**Any siblings who attend special events held in the classrooms and special areas must be under the direct supervision of their parents at all times.** We appreciate your cooperation.