

MANSFIELD TOWNSHIP SCHOOL DISTRICT



STUDENT/FAMILY HANDBOOK 2026-2027

50 Port Murray Road
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908-689-3212
mansfieldtsd.org

CONTACTS:

Diana Mai, Superintendent
Gail Libby, Business Administrator/Board Secretary
Noreen Matias, Principal
Jake Wilson, Assistant Principal
Jennifer Teets, Technology Coordinator
Joan Iseman, 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
Richard Stewart, Vice-President
Sean Breheny, Board Member
Colette DeRosa, Board Member
Jonathan Lemp, Board Member
Jonathan Rood, Board Member
Alexis DeLeon, Board Member
Vincent Weiss, 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 24, 2026, October 22, 2026, November 12, 2026, December 10, 2026, January 5, 2027 - 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. Gail Libby, Business Administrator. She may be reached at 908-689-3212.

ATTENDANCE

New Jersey law requires all children of compulsory school age to attend school regularly. Regular attendance is essential to each student's academic achievement, social development, and overall educational progress. Parents/guardians are responsible for ensuring their child attends school each day that school is in session and for notifying the school whenever a student will be absent. Student absences are classified as excused or unexcused in accordance with Board Policy and Regulation 5200 and applicable New Jersey law.

Reporting a Student Absence

Parents/guardians are required to notify the school by telephone or through the Genesis Parent Portal whenever a student will be absent. Whenever possible, notification should be made before **8:30 a.m.** on the day of the absence and should include the reason for the absence and, if known, the anticipated length of the absence. Messages may be left on the school's voicemail before or after school hours.

An absence due to illness reported by a parent/guardian will generally be considered an excused absence. The district reserves the right to request medical documentation for absences of **three (3) or more consecutive school days**, repeated illness-related absences, or whenever a pattern of excessive absenteeism develops. Failure to provide requested documentation may result in the absence being reclassified in accordance with Board Policy and Regulation 5200.

Students are responsible for completing assignments and making up work missed during any absence in accordance with teacher expectations and district procedures.

Attendance Notifications and Interventions

The district monitors all student absences, whether excused or unexcused. Parents/guardians will receive written notification after a student accumulates **10 cumulative absences**. Continued or excessive absences may result in additional attendance interventions, including parent conferences, attendance action plans, requests for medical documentation, referrals to appropriate support services, or other actions consistent with Board Policy 5200 and N.J.A.C. 6A:16-7.6.

Parents/guardians will receive written notification following a student's **13th unexcused absence**. Students who accumulate **15 unexcused absences** may be considered truant for purposes of district attendance interventions in accordance with N.J.A.C. 6A:16-7.6. The district will implement the required interventions and may refer cases of continued truancy to the appropriate legal authorities, including Municipal Court, when appropriate and consistent with applicable law.

Excessive absences, whether excused or unexcused, may impact a student's ability to fully participate in instructional activities and receive the benefit of consistent classroom instruction. When attendance concerns arise, the district may review the student's educational progress and implement appropriate supports to promote student success.

Tardiness

Students are expected to arrive at school on time each day. Students arriving after **8:35 a.m.** are considered tardy and must report to the Main Office with an explanation to receive a late pass.

Early Dismissal

Early dismissals interrupt the instructional program and should be limited to unavoidable circumstances. Parents/guardians are encouraged to schedule medical, dental, and other appointments outside of school hours whenever possible.

When an early dismissal is necessary, the parent/guardian should notify the Main Office by note or telephone. Students will only be released to a parent/guardian or other authorized adult in accordance with district procedures.

Religious Observances

In accordance with New Jersey law, absences for the observance of a religious holiday are excused. Parents/guardians should notify the school in writing prior to the student's absence. Students will be provided the opportunity to make up any missed assignments, tests, or examinations without penalty.

Illness During the School Day

Students who become ill during the school day must report to the school nurse. A student will not be dismissed due to illness until the school has contacted the parent/guardian or authorized emergency contact and transportation has been arranged.

Changes to After-School Dismissal

A student wishing to go somewhere other than his/her own home after school needs TWO notes: one from the parent explaining this change and one from the adult who will be responsible for where they are 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 their friend at school. 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 2:00pm. After 2:00pm, 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:	TBD
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 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 Occurrence	Second Occurrence	Third or more Occurrence
Level One Infraction Examples: • General misconduct (excessive noise, running in halls/cafeteria, horseplay) • Out of class without permission • Littering • Insubordination/Defiance • Prohibited use of cell phones or electronic devices (Please consult a separate chart below for progressive consequences aligned with bell-to-bell policy.) • Dress code violation • Disrespect to another student • Disrespect to staff • Bus Write-Up/Inappropriate Bus Conduct	• Warning • Conference with teacher • Parent/Guardian Contact • Restorative Practices • Conference with Assistant Principal or Guidance Counselor	• Parent/Guardian Contact • Confiscation • Restorative practices • Lunch Detention • Loss of recess/privileges • Lunch Detention • Loss of recess • In-school suspension • One day loss of bus privileges • Conference with Assistant Principal and/or Guidance Counselor	• Parent/Guardian Meeting • Confiscation • Restorative practices • Lunch Detention • Loss of recess/privileges • In-school suspension • Two day loss of bus privileges • Conference with Assistant Principal and/or Principal
Level Two Infraction Examples: • Cheating/Plagiarism • Damage to Property • Defiance • Hitting, kicking, hurting another student • HIB (Confirmed) • Possession of Inappropriate Objects • Leaving School Grounds • Prohibited Use of an Electronic Device (Requiring Police Notification)	• Parent/Guardian contact • Loss of recess/privileges • Lunch detention • Two day loss of bus privileges • Restorative Practices • Conference with Assistant Principal and/or Guidance Counselor	• Parent/Guardian Contact • Loss of school recess/privileges • Three day loss of bus privileges • Two or more days lunch detention • In-school suspension • Out of School Suspension • Restorative Practices • Conference with Assistant	• Parent/Guardian Meeting • Two or more lunch detentions • One week loss of bus privileges • In-school suspension • Out of School Suspension • Restorative Practices • Conference with Principal

• Theft • Trespass • Making false accusations against others • Making threats to others (without intent to harm) • Profanity • Violation of technology Acceptable Use Policy • Bus Write-Up/ Inappropriate Bus Conduct		Principal	
Level Three Infraction Example: • Fighting • Incitement to fight (verbal or electronic) • Intimidating a witness and/or victim • Retaliating against a witness/victim • Vandalism • Tampering with fire alarms • Inappropriate student contact • Repeated/Severe HIB • Disrespectful Comments or actions of a racial, religious or sexual nature (whether written, verbal or electronic) • Making threats to others, with intent to harm • Possession of tobacco products, nicotine delivery instruments (e.g. vape pens), drugs and/or alcohol • Distribution of violent/inappropriate content on school device or personal device with disruption to school • Bus Write-Up/ Inappropriate Bus Conduct	• Level 1 and 2 responses as applicable • Longer term in-school and/or out of school suspension • Report to law enforcement as appropriate	• Level 1 and 2 responses as applicable • Longer term in-school and/or out of school suspension • Report to law enforcement as appropriate	• Level 1,2,3 responses as applicable • Board of Education Hearing • Long-term out of school suspension • Expulsion • 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 assistant principal or principal only after all classroom consequences have been exhausted and the teacher has contacted the parent. Children will be sent to the assistant principal or principal immediately for severe CoC infractions.

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 and social media accounts.

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 2:00pm. After 2:00pm, parents must call or email the Main Office at cosmem@mansfieldtsd.org.

PERSONAL INTERNET-ENABLED DEVICES (CELL PHONES, SMARTWATCHES, TABLETS)

Mansfield Elementary School recognizes that while technology is a big part of our world, personal electronic devices can cause distractions, get in the way of learning, and impact classroom safety. In line with New Jersey state law and Department of Education guidelines, our school follows a strict "bell-to-bell" restriction on all personal internet-enabled devices.

The Rule: "Off and in the Backpack"

Students are not allowed to use, display, or access personal internet-enabled devices, including cell phones, smartphones, smartwatches, and tablets, during the school day, on school buses, or during school-sponsored activities.

- When you arrive: All devices must be turned completely off or silenced.
- Where they stay: Devices must be securely zipped away and kept out of sight in the student's backpack for the entire school day (including during class, recess, and lunch).
- Privacy Zones: Devices are strictly banned from being out or used in any restroom, locker room, or changing area.

Exceptions

We understand there are times when a device is necessary. Exceptions to this rule will be quietly and discreetly handled for students who have approved accommodations, including:

- An Individualized Education Program (IEP) or Section 504 Plan
- A documented medical need (such as blood sugar monitoring) managed through an Individualized Health Plan
- A documented need for real-time translation or language assistance
- Specific, advance written approval from the Principal or Superintendent

What Happens if a Device is Out?

If a student takes out or uses a device without permission, the school will use a progressive, supportive approach to help them remember the rule:

1. First Offense: The student will receive a reminder, and the device must be put back into their backpack immediately.
2. Second Offense: The device will be safely collected by school staff and kept in the main office until the end of the day, and the student's parent or guardian will be notified.

3. **Repeated Offenses:** The device will be held in the office, and a parent or guardian will need to come to the school to pick it up. Additional steps may be taken in accordance with our Student Code of Conduct.

Note: School staff will only hold the device safely in the office; they will not search or look through the contents of any student's personal phone or device unless there is a specific safety concern that meets legal standards.

The following chart outlines the progressive actions that will be taken when a student violates the 'Off and in the backpack' rule:

Level	Infraction	School Response	Student & Parent Outcome
Level 1: Warning (<i>First Offense</i>)	Device is seen, heard, or briefly used without permission.	Verbal redirect. A staff member reminds the student of the rule.	The device goes back into the backpack immediately.
Level 2: Temporary Custody (<i>Second Offense</i>)	Device is out a second time, or the student did not follow the Level 1 redirect.	Office hold. The device is safely held in the main office. Parent/guardian notified.	The student picks up the device at the dismissal bell.
Level 3: Parent Pick-up (<i>Third Offense</i>)	Repeated violations or refusal to hand over the device.	Parent retrieval required. Administrator intervention. Device held securely in the office.	Students cannot retrieve the device. A parent/guardian must pick it up in person.
Level 4: Restriction (<i>Chronic/Severe</i>)	Continued policy violations, or using a device to violate other rules (e.g., academic dishonesty, taking unapproved photos/videos, HIB/bullying).	Individual Action Plan. Meeting with administration, parent, and student.	Students may be required to check their phone into the front office every morning, or forfeit the privilege of bringing it to school entirely.

Safety and Responsibility

- During Emergencies: In the event of a school drill or actual emergency, students must listen entirely to adult instructions. Using a personal phone during a crisis can cause dangerous distractions and jam emergency lines.
- Lost or Damaged Items: The District is not responsible for the loss, theft, or damage of any personal electronic devices brought to school or on the school bus. We highly recommend leaving these expensive items at home.

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 Finals site/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 through 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:

Contact 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 Finals/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.

HOMEWORK

To support a healthy balance between technology use and offline learning, teachers are **prohibited from assigning homework that requires students to use a computer or Chromebook**, unless the assignment specifically involves **academic research**. Instructional platforms, such as **iReady**, are intended for in-school use under professional supervision and **should not be assigned as homework**. This policy aligns with the District's commitment to minimizing unnecessary screen time, similar to the existing rule that students are not permitted to use Chromebooks or computers during indoor recess. Teachers are encouraged to design home-based assignments that foster independent practice, creativity, and critical thinking without the need for additional digital devices.

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) \$4.05
- Milk, purchased separately is: \$.75
- Breakfast is: \$2.55

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 - 9/2/26 - 11/25/26

Marking Period 2 - 11/26/26 - 3/5/27

Marking Period 3 - 3/6/27 - 6/11/27

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.

Recess may only be taken away by school administration for violations of the student code of conduct in accordance with the law. (N.J.S.A. 18A:35-4.31)

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, MTSS 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-A tests (New Jersey Student Learning Assessment- Adaptive) during the months of April/ May. Students in Grade 5 also take the NJSLA Science test. Please see the school calendar pages for specific dates or contact Mr. Jake Wilson, District Test Coordinator, with any questions or concerns.

TEXTBOOKS

A lost textbook must be paid for by the student before another book can be issued. (Check with the office for cost). Book fines will be considered at the end of the school year. Students are fined for inappropriate damage to textbooks excluding normal use. Students in grades 3-6 are required to pay \$5.00 per agenda replacement. Students whose families are experiencing hardships and are unable to pay the above fees should reach out to the Main Office.

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.