

Mull Elementary Student Handbook



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GENERAL SCHOOL INFORMATION

Main Office..... (828) 437-5785
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Cafeteria.....(828) 433-7143

Our Mission: Mull Elementary seeks to create an engaging learning environment that encourages student success. Our school promotes a safe, healthy, and supportive environment that fosters academic, as well as social and emotional growth. We strive to create an environment in which parents and community members are actively involved in our students' learning.

Our vision: To empower our diverse students to become 21st century learners who develop intellectually, physically, socially and emotionally through a supportive and engaged community.

Our Motto: Every student matters, every moment counts, and everyone is a learner everyday.

Student Pledge

I am a proud Mustang!

Today, I promise to:

Put safety first in all that I do,

Respect others, and be kind, too.

I will do my best and always try,

Do kind things to lift others high,

And be responsible, living the Mustang way!

ARRIVAL AND DISMISSAL PROCEDURES

CAR RIDERS

- **Car Tag Procedure**-For safety and efficient traffic flow, car tags must be clearly displayed on the rear-view mirror with the student's name(s) visible during pick-up. Car tags can be picked up in the front office or requested through your child's teacher.
- **Morning Car Rider Drop Off**- Students must be dropped off in the car rider line near the gym between 7:30 a.m. and 7:55 a.m. School staff will be present to greet students, help them out of the car, and supervise their walk into the building. Do not drop students off at the front of the school unless they are tardy (arriving after 7:55 a.m.).
- **Afternoon Car Rider Pick up**-Students who go home by personal transportation will wait in the gymnasium until they are dismissed. Parents and guardians must remain in their vehicles and wait in the car

rider line. For safety reasons, please do not get out of your car. Staff will supervise loading students into vehicles. Pick-up takes place from 2:45 p.m. to 3:05 p.m. in the car rider line.

BUS RIDERS

Bus Riders Information-Students in the Mull district may ride the bus to and from school. To ensure safety, students must follow all bus rules and avoid distracting the driver. Key Reminders: Ride only the assigned bus and use the assigned stop. A parent note is required for any changes. Bus drivers will enforce all rules. Riding the bus is a privilege. Misbehavior may result in consequences such as: a parent conference, seat change, behavior plan, or suspension from the bus. Parents will be notified of any behavior concerns.

Regulation Code: 4300-R Student Code of Conduct

★ Bus expectations:

- Sit in the assigned seat in the correct position.
- Remain seated the entire route.
- Use a low level voice.
- No food, drinks or candy allowed.
- Treat the bus property with respect.
- Use respectful words and gestures to peers and adults.

★ Consequences for failed expectations:

- First Offense: Conference with student and parent contact. Up to three (3) days suspension from riding the bus.
- Second Offense: Up to five (5) days suspension from riding the bus.
- Third Offense: Suspension from riding the bus for up to ten (10) days.
- Subsequent Offense: Students may be suspended from riding the bus for the remainder of the school year.

- **Morning Bus Riders**-Students should wait at their designated bus stop and be ready to board the bus when it arrives. While on the bus, students are expected to follow all rules and remain seated until they arrive at school. They will exit at the designated school drop-off area. Bus pick-up times may vary, so please be at the stop 10 minutes before and after the scheduled time to ensure you don't miss the bus.
- **Afternoon Bus Riders**-Students will board the bus at dismissal and are expected to stay seated and follow all bus rules during the ride. They will exit the bus at their assigned stop. Parents/Guardians are to wait for the child at their designated bus stop. Due to changing traffic conditions, be prepared for the bus to arrive up to 10 minutes before or after the scheduled drop-off time.

SCHOOL ATTENDANCE

Regular attendance and being on time are essential for your child's success. Consistent school attendance helps students stay on track academically and build a strong foundation for learning. Students are expected to attend school regularly and arrive on time to make the most of their education. [Policy Code: 4400 Attendance](#)

- **Absences** -Absentee notes should be submitted to the homeroom teacher within three days of a student's absence(s). Until proper documentation is received, all absences will be marked as unexcused. Acceptable documentation includes a written parent note, a Class Dojo message sent to the teacher, or a medical or dental note. It is important to provide the required documentation within the given timeframe to ensure the absence is excused.

- Mull's full school day is 385 minutes, and students must be present for at least 194 minutes of the school day to be counted present for the day. This applies to students who arrive late, leave early, or have a combination of the two. **Students must be present for 194 minutes on half days as well.**
- **Excused Absences-** Absences due to illness, medical or dental appointments, death in the family (up to 3 days for in-state or 5 days for out-of-state), or other circumstances approved by the principal will be considered excused. However, trips or vacations will be counted as unexcused absences.
- **Attendance Letters-**North Carolina law requires regular school attendance. Excessive absences or tardies may result in after-school make-up time or a referral to the Attendance Engagement Coordinator. After 8 unexcused absences, a professional note is required for all future absences to be excused. However, parents may provide a handwritten note for up to 8 absences. Students leaving before 11:30 a.m. are counted absent for the day. Absence notification letters are sent at 3, 6, and 10 unexcused absences, and at 8 total absences to inform families of required documentation. 3 day letters will be sent home with the student. 6 day and 10 day letters must be mailed. Partial-day absences for brief appointments do not excuse the full day. Please have your child attend school before and/or after the appointment when possible. Students with 6 or more unexcused absences will meet with the attendance committee at the school to review and sign a contract for improved attendance.

CAFETERIA PROCEDURES

Mull Nutrition Staff prepare and serve **free breakfast and lunch** for all students this school year.

- Breakfast is served from 7:30–7:55 AM as students arrive.
- No breakfast is served on 3-hour delay days.
- Lunch is eaten in the cafeteria with the student's class.
- Parents may begin joining their child for lunch starting September 8 to allow time for students to establish routines. When visiting: Meet your child in the cafeteria, sit at the designated parent tables, exit through the main entrance after lunch ends and your child rejoins their class
- Students can purchase extra items like chips, cookies, and ice cream. Parents may send money daily or add funds to their child's account at lingconnect.com/main. Please send cash/check in an envelope labeled with your child's name.
- For account questions, contact the cafeteria manager.
- Free breakfast and lunch will be provided for all students.
- Food menus can be viewed at <https://burke.nutrislice.com/menu/mull>

DAILY SCHEDULE

7:30 – First bell rings. Doors open. Students report to classrooms

7:55 – Tardy bell rings – Students in classrooms focused and ready to start their day.

10:30-12:40 - Lunch

2:45 – Dismissal bell. Load buses, car riders in the gym for dismissal. Dismiss.

★ **Visitors:** All visitors must check in at the office, sign in, and wear a visitor badge. This is part of our school safety plan.

★ **Tardy Students:** Students arriving after 7:55 AM must be signed in at the office by an adult and will receive a tardy pass.

★ **Early Dismissal:** A parent/guardian or approved adult must come to the office to sign a student out. Photo ID is required. Students will be called to the office once the adult arrives.

DRESS CODE EXPECTATIONS

Mull asks that students wear clothing appropriate for learning. Clothing is not allowed if it:

1. Violates the school's dress code
2. Causes disruption
3. Is provocative or obscene
4. Poses a safety or health risk

[Policy Code: 4316 Student Dress Code](#)

FIELD TRIP PROCEDURES

Students will participate in field trips throughout the year to support learning beyond the classroom. In some cases, parents may attend but must coordinate with the teacher. School-aged siblings not in the attending grade may not join. If brought, your child must be signed out and will not attend the trip with the class. No student will be excluded due to economic hardship or disability.

[Policy Code: 3320 School Trips](#)

PROHIBITED ITEMS AT SCHOOL & ON THE BUS

- Rolling Book Bags
- Cell Phones
- Toys
- Personal Tablets/Ipods/Electronic Devices
- Apple watches
- Watches with Alarms
- Video Games
- Trading Cards
- Any item that poses a distraction or threat of harm.

At times during the year, teachers will give permission for extra items to be brought to school (i.e. Show and Tell, AR Rewards, etc.) Please check with the teacher or principal if you have any concerns or questions about items.

MEDICATION ADMINISTRATION

To administer any medication at school (prescription or over-the-counter), a completed medication form signed by both a doctor and a parent is required. Forms are available in the office. All medications are kept in a secure area and may only be administered by trained school staff. Please contact the school nurse with any questions.

TEACHER/PARENT COMMUNICATION

- **Take Home Tuesday** Each Tuesday, your child will bring home their work from the previous week. Please follow the grade-level guidelines on which papers to keep at home or return to school. Memos and notices may also be included, so please be sure to review them.
- **Monthly Newsletters** Each grade level will provide a monthly newsletter to keep parents informed of dates, events, and grade level news.
- **School events** can be viewed on Class Dojo, Facebook, and the school website.
- **Parent-Teacher Conferences** Conferences can be scheduled by contacting your child's teacher through note, ClassDojo, or by calling the school. Teachers will also schedule conferences when needed.
- **Snacks for students-** State Board Policy states that homemade goods are not allowed to be served in the classroom. All items for snacks and special treats, must be store made/purchased with ingredients label.
- **Phone Call Procedures** All phone calls are important. To protect instructional time, phone calls will be transferred to voicemail, or messages taken. Teachers will return the call during their planning or after school. If there is an immediate need, the office staff will assist.

POSITIVE BEHAVIOR SUPPORT

Behavior expectations are taught and modeled using the Mustang Behavior Matrix. These expectations are reviewed regularly. Students are taught social skills through a social curriculum called Second Step. This is included in the academic school day.

The Burke County Code of Conduct will be followed along with Grade Level/Classroom procedures when handling incidents or discipline concerns. [Student Code of Conduct 4300-R](#)

Student incidents are documented by teachers and administrators using Educator's Handbook. This online platform carries over to Infinite Campus.

P.R.I.D.E---

P - Put Safety First

R - Respect Others

I - I will do my best

D - Demonstrate kindness

E - Exemplify responsibility

Parent Involvement

Mull Elementary has a thriving Parent Organization that supports teachers, staff and the Mull community. If you would like to get involved, please call the school office for details.

Mull Elementary School's Parent Involvement Policy

Mull Elementary values parent involvement as a key factor in student success and school improvement. In accordance with the Every Student Succeeds Act, we actively involve parents in our Title I and English Language Learner programs.

This Parent Involvement Policy includes the following components:

A. To inform parents of the reasons for their children's participation and the specific instructional objectives and methods of the Title I Plan

- An annual public meeting will be held each to discuss school-wide projects, new federal regulations and requirements as it relates to our Title I Program and our parents' right to be involved.
- Parent Conferences are scheduled two to three times per year in K-3rd, once a year or as needed in 4-5th grades.
- Weekly take-home folder to provide important documents to connect home and school
- Classroom Newsletters
- Class Dojo

B. To continually consult with parents in regards how school staff and parents can collaboratively to achieve Title I goals & objectives

- Scheduled parent conferences a minimum of three times per year in K-3rd; once a year and as needed in 4-5th.
- Positive phone calls from teachers
- Progress Reports
- Pocket Folders for Take Home Tuesday
- Open House
- Kindergarten information/transition night and parent conferences
- Student/Parent/Teacher Accountability Agreement
- Title I Parent Survey
- Literacy Night

C. To provide parents and teachers the opportunity to build a home/school partnership

- Meet Your Teacher Night/Open House
- Kindergarten Information Conferences
- One Book, One District
- Grandparents lunch week

- Literacy Night
- Parent Conferences
- Title I Annual Public Meeting
- SchoolMessenger Message
- Classdojo two-way communication
- Classdojo school-wide information (principal, teachers, school counselor, school nurse, etc)

D. To provide a comprehensive range of opportunities for parents to be informed about the Title I plan's design, operation and evaluation.

- Annual Public Meeting to present the Title I Plan
- Parent Conference
- Title I parent survey
- School Website

E. To ensure opportunities for the participation of parents who need literacy support or whose native language is not English.

- Interpreters used as necessary for family nights, conferences & meetings
- Support from the EL teacher and interpreters for communication about homework, child's progress, and test results
- Use of translation option on classdojo
- Sending a translated version of parent newsletters and notifications (Spanish Only)

F. To provide parents with information concerning the North Carolina State Standards, student achievement standards, and state and local academic assessments

- Testing information and reports
- Lexia reports (K-5)
- MClass Reports (K-3)
- K-2 Math Assessment
- SchoolNet assessments
- Beginning of Grade (BOG) 3
- Eureka end of module assessments
- End-of-Grade Assessments (Grades 3-5)
- NC Check-Ins (3rd-5th)
- STAR Reading Progress Report (Grades 1-5)
- STAR Math Progress Report (Grades 1-5)
- Read to Achieve shared with parents of 3rd graders (August)
- Read to Achieve shared with parents of 2nd graders (May)
- Benchmark Testing (3rd)
- Powerschool access for checking grades

G. To provide parents, upon request, information about the professional qualifications of their child's classroom teacher and the qualifications of the classroom assistant

- Principal and/or the County Title I office will provide this information upon request

General Policy Statement

Title I is the largest federally funded program for our nation's schools and provides financial assistance to schools with high numbers or high percentages of children that receive free and reduced lunch. Title I program schools are asked to develop a Parent and Family Engagement Policy. The purpose of this plan is to inform and provide opportunities for parents to be involved in the educational process of their children. Every Student Succeeds Act requires the involvement of parents in Title I, Migrant, and ELL programs. This Act provides all children a significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

Mull staff is committed to working together with parents/guardians as a team. We believe that strong partnerships between home and school help every child reach their full potential.

Together, we can ensure each student receives the highest quality education in a safe, supportive, and encouraging environment.

SPIRIT ROCK & SCHOOL GROUNDS SIGNAGE

The Spirit Rock is managed collaboratively by administration and the PTO. It is used for parents, community members and others to share positive messages celebrating students, staff, school events, and achievements. Political messages or images, offensive or inappropriate content, commercial advertising, or any messaging inconsistent with the school's mission are not permitted. To maintain a safe and welcoming campus, no other signs, birthday displays, advertisements, or personal messages may be placed on school grounds without prior approval from school administration. If you have questions regarding this policy, please contact school administration. You may apply for use of the spirit rock at the school office.

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