# MULBERRY ELEMENTARY SCHOOL
## STUDENT HANDBOOK

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Mulberry Elementary School  
450 Cougar Drive  
Houma, Louisiana  

Phone: (985)872-5328  
Fax: (985)872-5445  

Principal: Gwen Ferguson  
Assistant Principal: Dene’ Cunningham  
Instructional Coach: Dian Pellegrin  
School Counselor: Misty Robichaux  

Terrebonne Parish School Board.....................................................(985) 876-7400  
Special Education Department.......................................................(985) 879-6400  
Terrebonne Parish Bus Transportation.............................................(985) 872-6850  
Mulberry Elementary School Cafeteria............................................(985) 872-3211
MULBERRY’S VISION

At Mulberry Elementary, faculty and staff provide a rigorous, technology-enriched, essential curriculum to all students empowering them to become independent, responsible, life-long learners. By establishing a safe and nurturing environment with the support of our parents and community, we strive to prepare our students for the challenges of tomorrow.

MULBERRY’S MISSION

As members of the Mulberry community, we are:

Respectful of ourselves and others,
Responsible for our actions, and
Ready to achieve academic excellence.
UNIFORMS

Students attending schools in Terrebonne Parish shall be required to wear uniforms to class. Uniforms shall be worn as follows:

- **Primary School Boys Dress Code (PreK-3):** White or Navy shirt (oxford or knit with collar), uniform navy pants (pleated, not pleated, or cuff), or shorts. Undershirts shall be white.

- **Middle School Boys Dress Code (4-6):** White or Navy shirt (oxford or knit with collar), uniform khaki pants (pleated, not pleated, or cuff), or shorts. Joggers are allowed. Undershirts shall be white.

- **Primary School Girls Dress Code (PreK-3):** White or Navy blouse (oxford, knit or broadcloth with collar), uniform navy pants (pleated, not pleated, or cuff), pleated shirt, shorts, skorts, jumper, or solid polo dress that is navy. Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks do not have to be worn under a uniform shirt or a uniform jumper. Undershirts shall be white. Leggings or stockings may be worn, however, they must be a solid color (no designs).

- **Middle School Girls (4-8):** White or Navy blouse (oxford, knit or broadcloth with collar), uniform khaki pants (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts or jumper, or solid polo dress that is khaki. Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks shall be worn under a uniform shirt and/or uniform jumper. Undershirts shall be white. Leggings or stockings may be worn, however, they must be a solid color (no designs).

DEFINITIONS

**Uniform Style Pants:** Depending on the grade of the student, pants must be navy or khaki in color. Khaki pants may be light or dark (no white allowed). No jean material will be acceptable. Pants may have partial or full elastic at the waist (Joggers are allowed). Pants must be straight legs. Jumpsuits, overalls, or coveralls are not allowed. Pants may be pleated/not pleated, cuffed/not cuffed. If pants have a belt loop, a belt must be worn. Shorts, capri or full length pants will be allowed. Shorts must conform to pants regulations and in grades 4-6 and must be no shorter than five inches (5”) from the floor when kneeling. The small discreet brand name, such as “Dockers”, “Duckhead”, etc. will be permitted.

**Shirts:** Shirts must be oxford, knit, or broadcloth with a collar. Shirts must be short or long sleeved only. Sleeveless shirts are not allowed.

**Sweatshirts/Sweaters:** Pullover hooded sweatshirts, long sleeve sweatshirts/sweaters that are solid black, white, navy, khaki, gray, will be permitted. Sweatshirt/sweaters officially sanctioned by the school are acceptable.
DRESS CODE REGULATIONS:
1. All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by the manufacturer. (No tying outerwear around waist or neck.)
2. The wearing of uniforms which are oversized, baggy, sagging, or extremely tight fitting is prohibited.
3. Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
4. Belts may not be more than one size larger than the waist. All students must wear belts if pants have loops. Waistbands should be worn on waist.
5. Shirts must be worn tucked in at all times. Undergarments must not be visible.
6. Uniform shirt collars must be visible when wearing a sweatshirt.
7. All apparel in grades 4-6 must be no shorter than five inches (5”) from the floor when kneeling.
8. Footwear must be worn to school and students are encouraged to wear socks. When socks are worn, they may be any color, and have stripes or logos as long as they are not distracting. Leggings or stockings, however; must be a solid color.
9. Slippers, sandals, backless shoes, or flip-flops are not acceptable.
10. Body piercing (except for the ears) that is visible will be prohibited. (Example: nose, lips, tongue, eyebrows, etc.)
11. Students will not be allowed to wear ornate or cumbersome jewelry, head or hair accessories that are distracting. No caps, vizors, beanies, bonnets, or headbands with ears, horns, etc. are allowed at school.
12. New students to the parish will be given two (2) weeks from the date of enrollment to obtain the required uniform.
13. Students may wear a Mulberry club shirt with uniform bottoms on Wednesdays.

DRESS CODE ON FRIDAYS
- Students with an “A” in conduct by Thursday of each week will be allowed to wear jeans and a Mulberry spirit shirt on Fridays.
- Students with a “B” in conduct by Thursday of each week will be allowed to wear uniform bottoms with a Mulberry spirit shirt on Fridays.
- Office referrals and detention may disqualify a student for this Friday reward.

Guidelines:
- Mulberry Spirit Shirt: This may be a current or past Mulberry spirit shirt.
- Blue Jeans: Students may wear BLUE denim jean pants, shorts, skorts, or skirts. Follow the uniform guidelines for the length and style of pants, shorts, skorts, or skirts. The blue denim jean material may have stitching of other colors, but no words or ornate designs. Jeans may not have holes, slits, or tears. “Jeggings” should not be worn.
STUDENT GROOMING REGULATIONS:

Student’s hair must be groomed in such a manner that it will not draw undue attention. Any naturally occurring hair colors are allowed (black, brunette, auburn, or blonde) natural or dyed. Blue, pink, purple, green, orange, etc. is not allowed. Faces must be kept neat, both in the case of boys with facial hair or girls with excessive make-up. Basic to the grooming code is a commitment to neat, well-groomed students with personal hygiene and cleanliness being mandatory.

NOTE: For further clarification, in all questions regarding grooming and dress, if the administration decides that the student’s attire or appearance is disruptive of the learning process, or is offensive or suggestive as to distract other students, then the attire or appearance will not be allowed.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival and dismissal times at Mulberry are busy times. We are asking for your help to ensure that all of our students arrive safely to school in the morning and at home in the afternoon. Please review these arrival and dismissal procedures. The procedures have been designed to ensure the safety of all students at our school.

There are 4 ways students may arrive to school or be dismissed in the afternoon:

1. **Bus Rider** – This is a student that arrives to school and/or leaves school on a school bus.
   - **Arrival:** Students unload buses at 8:30 am and report to the cafeteria for breakfast or directly to their classrooms.
   - **Dismissal:** At dismissal time (3:40), students will be called to report to their buses as the buses arrive on campus.

2. **Car Rider** – This is a student that arrives to school and/or leaves school in a car. This area is located in the shell parking lot. Students cannot be dropped-off in the walker area. All vehicles MUST use the designated car rider area.
   - **Arrival:** Students will begin unloading the cars at 8:30 am when the duty staff is present in the shell parking lot. Students will walk to the cafeteria for breakfast or directly to their classrooms.
   - **Dismissal:** When the first load bell rings, students will walk to the car rider area and wait on the benches until their names are called. Parents must be waiting in their vehicle in the car-rider area with Mulberry’s car-rider sign visible. Parents can’t leave their vehicle to pick up their child.
NOTE: Parents/guardians will not be allowed to wait for their children in the hallway in front of the office, under the tree by the car rider area, under the bus shelter, etc.

3. Walker - This is a student that arrives to school and/or leaves school by walking themselves to/from school or by walking with their parents to/from school. Students cannot be dropped-off in the walker area. All vehicles MUST use the designated car rider area. In order for students to be walkers, students must reside at the following addresses: 453 Cougar Drive to 481 Cougar Drive and 102 Tigerlily Drive to 169 Tigerlily Drive. 

Arrival: Students and/or parents will walk on campus no earlier than 8:30 am. Students will report to the cafeteria for breakfast or directly to their classrooms.

Dismissal: Walkers will be dismissed after the buses have left the circle. If parents are walking home with their children, they must have a Mulberry walker sign.

4. Childcare – This is a student that arrives to school and/or leaves school by registering, paying, and attending childcare.

Arrival: Students may report to childcare at 7:00 am and be dropped off using the shell parking lot.

Dismissal: Parents park in the shell parking lot. Do NOT park in the bus circle before 5:00 pm. Parents report to the childcare director to ask for their child. Childcare begins at 4:00 pm and ends at 6:00 pm.

NOTE: Parents/guardians will not be allowed to walk their children to the classrooms at the beginning of the school day.

RAINY-DAY DISMISSAL PROCEDURES

Rainy-day dismissal times at Mulberry are busy times. We are asking for your help to ensure that all of our students get home safely in the afternoon. Please review these rainy-day dismissal procedures. The procedures have been designed to ensure the safety of all students at our school.

There are 4 ways students may be dismissed on rainy days:

1. **Bus Rider** – This is a student that leaves school on a school bus.
   Dismissal: Students that ride buses will be called to the bus shelter when their bus arrives.

2. **Car Rider** – This is a student that leaves school in a car. Car Rider signs should be visible.
   Dismissal: If inclement weather prohibits students from being dismissed from the designated car-rider area, cars will enter the bus circle when signaled by the Car Rider teacher. Parents must be waiting in their vehicle in the car rider line for their child to be considered a car rider. Parents can’t leave their vehicle to pick up their child.
NOTE: Parents/guardians will not be allowed to wait for their children under the bus shelter. Students will not be dismissed to parents from this area.

3. **Walker** – This is a student that leaves school by walking by themselves from school or by walking with their parents from school. *In order for students to be walkers, students must reside at the following addresses: 453 Cougar Drive to 481 Cougar Drive and 102 Tigerlily Drive to 169 Tigerlily Drive.*

   **Dismissal:** Walkers will become car-riders when the school is conducting rainy-day dismissals. All walkers will follow the procedure above for car-riders on these days.

4. **Childcare** – This is a student that leaves school by registering, paying, and attending childcare.

   **Dismissal:** Parents report to the childcare director to ask for their child. Childcare begins at 4:00 pm and ends at 6:00 pm.

**BUS RULES AND REGULATIONS**

1. Please do not block the handicapped bus zone or the bus circle at any time of the day.
2. Children riding buses are under the supervision of the bus driver and must obey his/her regulations. Students not following the bus driver’s regulations will be held accountable for his/her actions at school by the administrator(s).
3. All children are to remain seated while the bus is in motion.
4. Students are to keep hands away from open windows at all times.
5. Objects are not to be thrown out of the bus windows at any time.
6. When boarding and departing the bus, students are to form orderly lines. No pushing, shoving, or running.
7. Students who choose to become discipline problems on the bus may not be allowed to ride the bus and issued a bus suspension. If a suspension is issued, the parent will be responsible for transportation to and from school.
8. Children that have been granted special permission to attend a school outside their school district must supply transportation to and from school. Special permission students are not allowed to ride the bus.
9. Children are to only ride the bus to which he/she has been assigned. Children may not ride home on any other bus than the assigned bus without written permission from the parent/guardian and authorization from the school office.
10. Large items such as bulky large band instruments are not allowed due to lack of space.

If you have any questions pertaining to the bus rules and regulations, please call the school or the school bus transportation department at 872-6850.
BUS STOPS AND WALKERS
From the time a student leaves his/her home until the time he/she returns, he/she is under the protection and supervision of the school. Behavior at bus stops and by walkers will be the same as at school.

STUDENTS ON SPECIAL ASSIGNMENT

Students who do not live in the Mulberry School district should contact Child Welfare and Attendance at 876-7400 in order to attend Mulberry Elementary. Parents and students putting false addresses on school records can, by law, be sent back to the school they should be attending.

If the Terrebonne Parish School Board grants your child special permission to attend Mulberry, the parents must provide transportation to and from school. Your child is not allowed to be tardy for school on a regular basis and must be picked up on time each day in the afternoon. If you are late picking up your child, your child will be put in our child care program.

If your child is a constant behaviour problem and does not abide by the Terrebonne Parish School Board special assignment rules and regulations, your child’s special permission could possibly be revoked and will have to attend the school assigned to your domicile address.

Students granted special assignment to Mulberry must re-apply for permission at the beginning of each school year at the school board office. Special assignments are granted for one year only.

THE SCHOOL OFFICE

We welcome you to call or come to school when you feel the need arises. Just as in any business, however, we ask that you follow a few simple directives.

1. If you wish to speak to a teacher or an administrator, please call to arrange an appointment or time for a conference. Teachers are NEVER available for conferences during teaching hours.
2. Our office staff arrives at 8:00 am. If you need to speak to any of us, please call after this time.
3. Upon entering the school, everyone MUST report directly to the office.
4. The teacher or administrator returns all telephone calls, please do not hesitate to leave your name and number with the secretary if we are unable to talk to you at the time you called.
5. All of our parent volunteers are welcome. Please always check with the office to obtain a visitor’s pass.
6. When sending money to school for field trips, pictures, fundraisers, clubs, t-shirts, etc. send exact amount due. We are unable to provide change.
SIGNING STUDENTS IN AND OUT OF SCHOOL

Students arriving late in the morning must be accompanied by a parent into the office to sign in their child. The student should always have a parental excuse or an excuse from the doctor if he/she is late arriving to school. This written excuse is put on file in the student’s attendance folder as documentation for the teacher.

In the event your child needs to leave school early, you must go to the main office and present a photo ID in order to sign out your child. No student will be allowed to leave school grounds without the proper sign-out procedure being followed. No students will be allowed to sign-out after 3:25 pm.

MEDICATIONS BROUGHT TO SCHOOL

According to school board policy, students are not allowed to bring or have medication in their possession at school.

Special medication forms may be obtained from the school office if your child has to be administered special medication by the health aide during school hours. These special forms must be completed in detail by the parent and the physician. Once the forms have been completed, the forms need to be returned to school. The forms and medication are kept on file in the school office. The label on the medicine bottle must always match the required prescription authorized by the physician on the forms. If the prescription changes throughout the year, a new labeled medication bottle and new authorization by the physician must be on file. The parent must always bring in the refill of medication to the school office and sign the necessary form indicating the medicine has been delivered. Students are not allowed to bring in the refill of medication to school. Parents must pick up the medication at the end of the school session.

Mulberry Elementary School’s health aide works from 11:00 am - 3:00 pm. each day. If you have any questions concerning the above information, or you would like to inquire about your child’s health records, please do not hesitate to call the health aide during her working hours.

Medications not allowed to be brought to school by the student:

1. All forms of cold and throat medication including cough drops, nasal spray, and sore throat lozenges are not allowed.
2. All forms of antibiotics including liquid, pill and ointment form are not allowed.
3. All forms of pain relievers such as Tylenol, Motrin, Nuprin, etc. are not allowed.
4. All forms of stomach medication are not allowed.
5. All forms of medication for skin irritation are not allowed.
6. All forms of mouth and lip medication including lip balm are not allowed.
7. All forms of eye medication are not allowed.
Please Note: If your child is in need of the above medication that is not allowed in his/her possession, you are permitted to come to school to administer the medication to your child in the school office.

**ILLNESS OR INJURY**

In the event of a sudden illness or injury, you will be contacted. If your child is injured on campus or suddenly becomes ill, a teacher, health aide, secretary, or administrator should be notified immediately. If your child has a contagious or infectious disease, he/she many not attend school until the disease is no longer contagious. In some cases, a doctor’s release may be required. Also, it is your responsibility to ensure that your child’s immunizations are up to date.

**STUDENT PROGRESS CENTER FOR PARENTS/GUARDIANS**

Parents/guardians of students in the Terrebonne Parish School System now have access to the Student Progress Center which will display student data. For security reasons, the person accessing the student data must supply information that matches the data in the student database. This information is provided by your child’s school.

**First Time User Instructions**

1. Click the **Student Progress Center** link which is under the **Parents** tab on this website.
2. Click **Register a New User**.
3. Use the pull down arrow to select the relationship to the student. The Parent First and Parent Last Name must be as they appear in the student database. This information is provided by the child’s school.
4. The Parent Security Number (PSN) must be entered as it appears in the student database. This is also provided by the child’s school.
5. Click **Submit**.

**Using Student Progress Center**

1. Click the **Student Progress Center** link which is under the **Parents** tab on this website.
2. Click **Sign In**.
3. Select the student by clicking on the student’s name on the right side of the screen.
4. The following TABS are available to display data:
   - Attendance – student’s attendance record
   - Comment – student’s progress report and report card comments including conduct grades posted by the teacher(s)
   - Discipline – student’s discipline record
   - Grades – student’s current grades for each course
● Lessons – student’s assignment grades/scores for the current marking period for each course
● Progress – student’s detailed progress report for each course for the year
● Transcript – current transcript for high school students
● Curriculum – high school student’s grade records for the years in high school
● Other – information about the school, grading periods, school calendar, etc.
● Tests – student’s standardized test scores

Linking Multiple Students
1. Click the Student Progress Center link which is under the Parents tab on this website.
2. Click Sign In.
3. Click the Link Students button on the bottom of the screen.
4. Answer the screen prompts for the student to be added.
5. Click Submit.

Other Tabs
● Habitual Absences – provides the attendance laws for the state of Louisiana.
● Student Help – provides links to various curriculum websites.
● DOE TOPS Website – provides links the Louisiana State Department of Education website and TOPS information.

Click the Logout button at the bottom of the screen to close the Student Progress Center.
For additional assistance, contact your child’s school.

STUDENT PROGRESS REPORTS AND REPORT CARDS

Progress reports may be issued at any time during the grading period; however, they must be issued to any student whose academic grade is a D or F from the mid-point of the grading period to the end of the grading period. All students will receive a detailed progress report at the midpoint of each grading period. Progress reports must be signed by the parent/guardian and returned to school. These will be kept on file in the classroom at school.

Report cards are issued at the end of each grading period. Parents/guardians must sign the report card envelope. Parents/guardians may keep the report card.
CAFETERIA POLICY

All meals must be paid in advance. At the beginning of every school year, information is sent home to the parents indicating the price of a school lunch and breakfast.

Free lunch applications will be sent home on the first day of school. If you are interested in the free lunch program, you may request an application from the cafeteria manager at any time during the school year. You are responsible for any lunch fees before your application is approved for free lunch.

Students are allowed to bring a nutritional lunch from home. **Soft drinks, fried chicken, hamburgers, fries, etc. from fast food chains are not allowed. This is a federal regulation that we must enforce. Glass containers and/or carbonated soft drinks are not allowed in the dining area.**

Breakfast and lunch prices are subject to change from year to year. The prices of school lunches will be sent home at the beginning of the school session.

### Lunch Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
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<tbody>
<tr>
<td>10:50 – 11:15</td>
<td>1st Grade</td>
</tr>
<tr>
<td>11:05 – 11:30</td>
<td>3rd Grade</td>
</tr>
<tr>
<td>11:20 – 11:45</td>
<td>2nd Grade</td>
</tr>
<tr>
<td>11:35 – 12:00</td>
<td>4th Grade</td>
</tr>
<tr>
<td>11:50 – 12:15</td>
<td>Pre-K</td>
</tr>
<tr>
<td>12:00 – 12:25</td>
<td>5th Grade</td>
</tr>
<tr>
<td>12:15 – 12:40</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>12:30 – 12:55</td>
<td>6th Grade</td>
</tr>
</tbody>
</table>

### RECESS

Mulberry Elementary School has an afternoon snack recess for the students. This gives the students enough time to play, eat a snack if they choose, drink water, and use the restroom before class resumes. Concessions will be sold at the afternoon recess for a cost ranging from 50 cents to one dollar. Snacks will not be sold when recess is cancelled. Students may bring a snack from home to eat at recess.

On a hot day, 80 degrees or higher, students will not be permitted to wear sweatshirts, sweaters, hoodies and/or jackets outside to recess or PE class.

### Snack Recess Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>1:00 – 1:20</td>
<td>K – 2nd</td>
</tr>
<tr>
<td>1:25 – 1:45</td>
<td>5th – 6th</td>
</tr>
<tr>
<td>1:50 – 2:10</td>
<td>3rd – 4th</td>
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FIRE DRILLS AND CRISIS RESPONSE DRILLS

All schools in the parish are required by law to conduct fire drills and crisis response drills once a month. In case of a real emergency should take place at our school, our students will be prepared to handle the situation. In the event of an off-campus evacuation, Mulberry students will be transported to either Mulberry Baptist Church or Terrebonne High School Boys’ Gym. Parents will be notified if an off-campus evacuation is executed.

PROMOTIONAL STANDARDS 2019-2020

Kindergarten Promotional Standards
1. Adequate progress toward mastery of Louisiana Student Standards
2. Teacher recommendation and principal and parent concurrence
   *The student’s placement is open to review by parent, guardian, other qualified agency, local school board, superintendent and/or designee of the superintendent.

First Grade Promotional Standards
1. Pass English Language Arts (ELA) with at least a D (If a student has a failing grade in Language Arts, the student will be brought before the SBLRC to determine promotional status based on data such as DIBELS, STAR Reader, etc.)
2. 167 days of required school attendance

Second Grade Promotional Standards
1. Pass English Language Arts (ELA) or math with at least a D (If a student has a failing grade in both Language Arts and math, the student will be brought before the SBLRC to determine promotional status based on data such as DIBELS, STAR Reader, STAR, Math, etc.)
2. 167 days of required school attendance

Third Grade Promotional Standards
1. Pass English Language Arts (ELA) or math with at least a D (If a student has a failing grade in both Language Arts and math, the student will be brought before the SBLRC to determine promotional status based on data such as DIBELS/Daze, STAR Reader, STAR, Math, etc.)
2. 167 days of required school attendance

Fourth Grade Promotional Standards
1. Pass at least three of four major subjects: (Language Arts, math, science, social studies) with at least a D.
2. Students failing Language Arts and/or Math will be required to participate in remediation.
3. 167 days of required school attendance
Fifth Grade Promotional Standards
1. Pass at least three of four major subjects: (Language Arts, math, science, social studies) with at least a D
2. 167 days of required school attendance

Sixth Grade Promotional Standards
1. Pass at least three of four major subjects: (Language Arts, math, science, social studies) with at least a D
2. 167 days of required school attendance

POSITIVE BEHAVIOR INTERVENTION SUPPORT PLAN (PBIS)
Mulberry Elementary School is working to promote the 3Rs (Respectful, Responsible, and Ready) in all areas around the school (cafeteria, halls, classrooms, buses, playground, and recess). Students will be given Cougar Cash for following the 3Rs. The students will have many opportunities during the school year to “spend” their Cougar Cash.

MULBERRY’S 3Rs

RESPECTFUL: Be respectful of self, others, and property.

RESPONSIBLE: Be responsible and prepared at all times.

READY: Be ready to follow directions and procedures.