

Murray Middle School



STUDENT HANDBOOK 2009-2010

**655 HALYBURTON MEMORIAL PARKWAY
WILMINGTON, NORTH CAROLINA 28412**

OFFICE: (910) 790-2363

FAX: (910) 790-2351

2009-2010 SCHOOL CALENDAR

August

17-21 Undesignated Workdays
21 & 24 Designated Workdays
25 First Day for Students

September

7 Labor Day Holiday
23 Interim Reports

October

29 End first Grading Period/Student 1/2 day
30 Undesignated Workday

November

9 Report Cards
11 Veterans Day Holiday
25 Undesignated Workday
26, 27 Thanksgiving Holidays

December

9 Interim Reports
21 Undesignated Workday
22-23 Vacation Days
24-25 Holidays
28-31 Vacation Days

January

1 Holiday
18 Martin L. King, Jr. Holiday
21 End 2nd grading period/Student 1/2 day
22 Undesignated Workday

February

1 Report Cards
15 Undesignated Workday
24 Interim Reports

March

25 End of 3rd grading period/Student 1/2 Day
26 Undesignated Workday
29-31 Spring Break

April

1 Spring Break
2 Holiday
6 Report Cards

May

5 Interim Reports
31 Memorial Day Holiday

June

8 Last Day for Students
9 Designated Workday
10, 11 Undesignated Workday
11 Report Cards (mailed)

Make-Up Days (If Needed)

November 25
Extend School Year
Eliminate Spring Break

1/2 Day Dismissal For students – 1:00 PM

GENERAL SCHOOL INFORMATION

BELL SCHEDULE

8th Grade

7:55 - 8:15	Breakfast
8:25 - 9:05	School Wide Reading
9:05-9:50	Elective 1
9:50 - 10:45	Core 1
10:45-11:15	Lunch
11:15-12:05	Core 2
12:05-12:55	Mastery
12:55-1:35	Elective 2
1:35-2:30	Core 3
2:30 – 3:25	Core 4

7th Grade

7:55-8:15	Breakfast
8:15-9:05	School Wide Reading
9:05-10:00	Core 1
10:00-10:50	Mastery
10:50-11:45	Core 2
11:45-12:15	Lunch
12:15-12:55	Elective 1
12:55-1:50	Core 3
1:50-2:30	Lunch
2:30-3:25	Core 4

6th Grade

7:55-8:15	Breakfast
8:25 - 9:05	School Wide Reading
9:05 – 10:00	Core 1
10:00 – 10:40	Elective 1
10:40 – 11:30	Core 2
11:30 – 12:25	Core 3
12:25 – 12:55	Lunch
12:55 – 1:45	Mastery
1:45 – 2:40	Core 4
2:40 – 3:25	Elective 2

STUDENT SERVICES

GUIDANCE

The counseling program at Murray is designed to serve all students. Our guidance staff will meet with teams, groups of students, individuals, and will be of assistance to parents and teachers. We encourage parents to call and/or arrange conferences with the school counselors throughout the year concerning emotional, social, economic, and educational adjustments. The student may obtain books, pamphlets, and leaflets in the guidance office, which may be of help in these areas. A student may make an appointment with a counselor by stopping by the office during transition and leaving a message or dropping a note in the counselors box outside student services. Counselors can make referrals to school and community groups who deal with a variety of problems.

MEDICATION

State law and system policies forbid school staff to give non-prescription medicine to students. If it becomes necessary for a student to take any form of medication at school, a medication/prescription form must be completed by the child's physician and kept on file in the office. Office staff will dispense all prescribed medication when the school nurse is not available.

After an acute illness, physician prescribed medication (short term/two weeks or less) may be given with the medicine bottle labeled by the pharmacist, list of side effects, and a note from the parent. Medication Authorization Form not required for short-term medication (less than two weeks).

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is a peace officer maintaining order on campus, with the legal authority to arrest if required. The SRO is an employee of the New Hanover County Sheriff's Department. The SRO also serves as a resource teacher in areas of Law Enforcement Education and can at times function as a counselor, by listening and assisting students with various problems. This approach enables the SRO to be a positive Law Enforcement role model and use proactive prevention by exposing the human qualities of law enforcement to our youth. The SRO will be responsible for diverting minor law infractions through the school disciplinary avenues and parent counseling as opposed to sending the offender into the criminal court system.

CAFETERIA

Every student is assigned a cafeteria number that must be used to make food/beverage purchases. Parents may prepay by writing a check payable to Murray Middle School Cafeteria. No change will be given, but the balance will remain on your child's account. You can also now visit <https://www.lunchprepay.com> to place money on your child's account via the internet. Students may charge up to \$10.00 with the cafeteria. Students can qualify for free and reduced lunch status at any time during the school year. If family dynamics change, please contact Wendy Dahlin at 790-2363 ext. 170 for assistance with the process.

LOCKERS

The use of lockers is a privilege. Your homebase teacher will assign a locker and combination to you after the completion of a Locker Agreement Form and payment of a \$2.00 locker fee. Do not share your combination with anyone. Be sure to lock your locker after every use. The

administration reserves the right to check any locker at any time. Replacement locks are \$2.00. Students may not use lockers that are not assigned to them. Students may not use locks not issued by the school.

INTERVENTION PLAN FOR STUDENT SUCCESS

Each school in New Hanover County has designed a variety of programs and services to provide a successful, quality education for each student. When any student is not being successful and/or needs accommodations or modifications because of a disability, one method of addressing these concerns is through the school's Student Support Team. Any individual (parent, student, teacher or community member) may make a *Request for Intervention Assistance* as a way to access this proactive, problem solving process for improving student success. Such a request will lead to the development of an Intervention Plan for Student Success through a team process of reviewing information, proposing success strategies, interventions and monitoring results. **To make a Request for Intervention Assistance, contact the school's principal.**

MEDIA CENTER

The media center, open from 8:00 AM until 4:00 PM, represents an important center available to students. The purpose of the media center is for the student to read and do research, not to visit and socialize. The media center staff has the authority and responsibility to regulate the learning environment. Students should have a media center pass to visit the media center during classes.

Books may be checked out for two weeks and renewed for another two weeks. Reserved materials may be checked out overnight, but are due back in the media center during homebase the next day. Magazines may be signed out for use in the media center only.

A fine of 5 cents per day will be charged for each overdue book. All fines must be paid before additional materials can be checked out. Proper checking in of books is the responsibility of the student returning them. All media center privileges will be suspended until all financial obligations are fulfilled.

TEXTBOOKS

The subject teacher will issue textbooks. The textbook then becomes the responsibility of the student and his/her parent. A locker is available for the student, but the school will not be responsible for textbooks removed or misplaced from the lockers. The student to whom the textbook was issued must pay for lost or damaged textbooks. Please be careful with these books, as the cost of replacement has increased dramatically.

NONDISCRIMINATION

Murray Middle School does not and will not discriminate in relation to race, sex, age, religion, national background, handicap and other human differences in all matters concerning our customers. This policy of nondiscrimination is in accordance with local board policy 1710.

DISABILITY INFORMATION

No otherwise qualified individual with a disability, solely by reason of the disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school. The school seeks to locate and identify every three through

twenty-one year old person with a disability in its district. A free appropriate public education will be provided to any qualified person with a disability.

CO-CURRICULAR ACTIVITIES

Clubs, Organizations & Competitions

Art Club	Science Olympiad
Beta Club	NJHS
Battle of the Books	Yearbook
ROCAME	Math Counts
Student Government	Science Fair
Math Counts	and more

To join a club or organization, listen to the announcements for initial meetings and teacher sponsor names or check the school web site for meeting times and locations.

ATHLETICS

The athletic program at Murray Middle offers a variety of team sports for both boys and girls. In order to participate in the athletic program, a student must have a completed Parental Consent/Athletic Participation Screening Form to be given to the coach prior to or on the first day of try-outs. These forms are available in the front office or through the New Hanover County Schools website.

DANCES

School dances are from 3:45 p.m. to 6:00 p.m. (or as set by the sponsoring group). Students are not allowed to exit the dance until the designated time unless the parent/guardian picks them up. Students remaining on campus 30 minutes after the end of a dance will not be allowed to attend future dances. All school rules and regulations including dress code apply at any school-sponsored event. Dances are open only to students enrolled at Murray. Students currently suspended from school or placed in the In School Suspension Program are ineligible to attend any after-school activity.

ACADEMICS

Nine Weeks Reporting & Grading

A nine-week grading period with interim progress checks will be in effect. The grading scale is:

A+	98-100	Superior
A	93-97	Excellent
B	85-92	Above Average
C	77-84	Average
D	70-76	Below Average
F	Below 70	Failure

INC Incomplete grades must be made up at the end of each nine weeks or they will be changed to an F.

Conduct is graded as follows:

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Homework/Classwork & Make-up Work

The amount of homework depends on the course and grade. When homework or class assignments are missed because of an absence, the student should contact another student or the teacher to obtain those assignments. It should be stressed that obtaining, completing, and turning in assignments is the responsibility of the student.

ATTENDANCE

Your school attendance and success in school are directly related. Each time you are absent your parent must send a note to your home base teacher explaining the reason for your absence. If a student fails to bring a note from his or her parent/guardian, the absence will be coded unexcused. Students who fail to bring written notes from parents! guardians or have excessive absences will be reported to the school social worker. North Carolina State law allows parents to be prosecuted for their child's truancy.

HALL PASSES

Students are not permitted in the halls during instructional time without a signed hall pass listing destination, date, and departure time.

STUDENT BEHAVIOR

Students are expected to:

1. Be at the right place at the right time doing the right thing.
2. Upon arrival, report to their designated area: do not congregate at building entrances.
3. Always move in a quiet and orderly manner. Keep to the right.
4. Have a pass to enter the building prior to 8:15 unless going to breakfast.
5. Have a pass when not in class.
6. Have required materials for each class and be on time.
7. Show respect to all.
8. Keep facilities clean.
9. Not loiter in the halls, restroom, etc.
10. Not chew gum and consume all food in the cafeteria. Glass containers are prohibited. Clear water bottles allowed in the classrooms only. Highly caffeinated items are strongly discouraged.
11. Not sell items to other students
12. Not bring distracting or dangerous items to school.
13. Always do their best.
14. Follow all school rules.

PROHIBITED ITEMS

Personal items including pagers, radios, CD players, tape players/recorders, videos, cameras, video games, trading cards, finger boards, video cameras and other distracting items are not to be brought to school. If detected, these items will be confiscated. Since these items are not allowed at Murray, the staff will not accept the responsibility for lost, damaged, or stolen personal belongings and are not responsible for returning confiscated belongings. Keep these items and other valuable possessions at home.

DRESS CODE

Students are expected to adhere to certain standards of cleanliness and dress that are compatible with the requirements of a productive and safe environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the determining criteria governing student dress.

A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. When, in the judgment of the school principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to general health or safety, the student may be required to make necessary modifications.

In order to maintain a safe climate, students are not allowed to have in their possession chains that attach to wallets or keys or dog chains used as jewelry. They will be confiscated and not returned except to a parent or guardian.

- Hats and any headgear must remain in lockers if worn to school: otherwise they will be confiscated.
- Sunglasses are not to be worn inside.
- Shoes must be worn at all times.
Safe appropriate footwear is required. "Flip-flop", platform shoes of 2 inches or greater, shoes with a heel width of 1 inch or less and higher than 1 inch and shoes that do not secure the heel of the foot, "slides", are not to be worn.
- Clothing should be worn appropriately. All clothing items should be an appropriate length for standing, sitting, bending, stooping and stretching and any other physical activity appropriate for school.
 - All shorts, skirts and skorts must be knee-length (even if leggings are worn underneath)
 - Shirt necklines should conceal cleavage
 - Undergarments must be covered at all times
 - Pants should not sag
 - Midriffs must be covered at all times
- Clothing with abusive, suggestive, or offensive language or pictures may not be worn.

BOOKBAGS

Students may use bookbags to transport materials to and from school. During the school day, bookbags will be kept in student's lockers. Students who violate the policy will have their book bags confiscated.

PHONE USE

Students will not be permitted to use the telephone. In the case of an emergency or illness, a staff member will contact the parent or guardian. We understand that in today's society cell phones are becoming commonplace. However, while at school the expectation is that students will not use their cell phones to place calls, text message or take pictures or videos during the school day. Students violating this expectation will be assigned a consequence by the administration. If a parent or guardian needs to contact or send a message to a student, please contact the main office with the message. Our primary concern is to safeguard instructional time.

SKATEBOARDS, BICYCLES, SCOOTERS (non-motorized)

Students are permitted to ride their skateboard, bicycle or scooter to school. We have locations outside the school building where students are able to secure their mode of transportation – including skateboards. Students will need to provide their own lock to secure the skateboard, bicycle or scooter. Skateboards and scooters will not be allowed in the school building. It is expected that students wear all safety gear (helmets) and follow all safety standards as required by the State of North Carolina. If students do not adhere to the standards and equipment, they will be unable to continue to ride their bicycle, skateboard or scooter to school. Skateboards, bicycles and scooters should be used as a mode of transportation to and from school, not as a source of entertainment or destruction to the school facilities.

STUDENT ARRIVAL

Students may arrive on campus at 8:00 a.m. There is no adult supervision prior to 8 a.m.

STUDENT DISMISSAL

Students will be dismissed at 3:30. All students on campus after 3:30 must be involved in a supervised activity. Students not picked up prior to 4:00 will be required to wait in the front office.

CHECK IN POLICY

After 8:30 students arriving at school will need to check in at the front office. Students will need to have a note explaining the tardy or be accompanied by a parent/guardian.

CHECK OUT POLICY

If it becomes necessary to check your child out of school after 8:30, the parent/guardian must come into the office and sign him/her out. Any individual picking up a student is required to present ID to the main office staff. It is strongly recommended that any early checkout be done prior to 3:00.

NEW HANOVER COUNTY SCHOOLS ANNUAL NOTICE ABOUT EDUCATIONAL RECORDS

The Family Educational Right and Privacy Act (FERPA) requires New Hanover County Schools to annually notify parents and students who are 18 years of age or older about their rights concerning educational records. The following information summarizes these rights. Parents and students 18 years of age or older have the:

- Right to confidentiality of the Official Record at the collection, storage, disclosure and destruction stages
- Right to inspect, review and obtain free copies of the Official Record
- Right to have a representative of your choosing inspect and review the Official Record with you
- Right to a full explanation, interpretation and analysis of the Official Record by the principal or designee
- Right to add data or information to the Official Record which explains or clarifies information contained in the Official Record
- Right to a list of the types of and the location of all records maintained and disclosed by New Hanover County Schools
- Right to know that written consent is required to disclose the Official Record to others EXCEPT for the following: NHCS officials, teachers and other employees (list posted at each school), other schools where a student intends to enroll, state and federal education authorities, financial aid applications, studies and research, accrediting organizations, judicial order or subpoena, health or safety emergency, and Directory Information
- Right to request the correction or removal of information from the Official Record if you believe it is inaccurate, outdated, irrelevant, misleading or violates privacy
- Right to a hearing, if NHCS refuses your request to correct or remove information from the Official Record
- Right to file a complaint regarding records with the U.S. Department of Education, FERPA Office
- Right to obtain copies of the New Hanover County School Board Policies on records from the New Hanover County School Superintendent's Office
- Right to know that the New Hanover County Board of Education has designated a student's name and school of enrollment as Directory Information
- Right to know that Directory Information is disclosed as a part of officially designated school activities such as: team/activity rosters, scholar athlete awards, athletic eligibility, honor society, honor roll, good citizens, academic scholars, presidential awards
- Right to refuse to allow New Hanover County Schools disclose Directory Information by notifying the principal within 10 days of receipt of this notice
- Right to know that when records are no longer needed, NHCS destroys them according to a destruction schedule. NECS permanently maintains only the following information: student name, address, phone number, grades, attendance, classes attended, grade levels completed, date of birth and identification numbers

- Right to know that a graduation senior's name, address, phone number and school name are disclosed to the military

NECS has designated the Assistant Superintendent for Student Support as the school official responsible for ensuring confidentiality of the Official Record. A student's principal also is responsible for maintenance and security of the Official Record. Please direct any inquires or requests concerning your rights and the Official Record to your principal.

Dear Parent/Guardian:

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA)**

Congress recently passed legislation that requires every high school to provide to military recruiters, upon request, access to secondary school student name, addresses and telephone numbers. The National Defense Authorization Act for fiscal year 2002 and the No Child Left Behind Act of 2001 reflects these requirements.

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the New Hanover County Schools inform you that if you do not want New Hanover County Schools to disclose directory information from your child's educational record without your prior written consent, you must notify the high school in writing within 10 days from the receipt of this letter. If you do not want this information released, please write a letter to the principal of your high school stating your desires. If we do not hear from you, we will release to the military, when requested to do so, the name, address and telephone number of all eleventh and twelfth grade students each year.

Sincerely,

Alfred H. Lerch Jr.
Assistant Superintendent

POSITIVE BEHAVIOR SUPPORTS (PBS)

A major initiative at Murray Middle School is Positive Behavior Supports which includes proactive strategies for defining, supporting and teaching appropriate behaviors to create positive learning environments. As a school we have developed expectations and rules under the theme "Targeting the Four R's" (matrix found on next page). Students are recognized for positively displaying the Four R's through the use of "Talon Targets". These "tickets" can be randomly handed out by any staff member to any student for displaying school wide expectations and rules. Students are able to redeem the tickets in the following ways:

Media Center

- Pay-off fines (\$.10 each)

Cafeteria

- Pay-off charges (\$.10 each)
- Slushies (10 tickets for 1 slushie)

Murray Mart (school store)

- Each ticket is worth ten cents toward any item

PBS Store

- Merchandise as marked

Classroom

- Team/teacher discretion

Each quarter there will be a school-wide celebration where all redeemed tickets are pulled randomly for prizes and field trip opportunities.

Murray Expectations and Rules

	All Settings	Classroom	Hallway	Cafeteria	Restroom	Playground	Assemblies	Transportation
Be Responsible	<ul style="list-style-type: none"> -Demonstrate self-control. -Follow rules. -Make good choices. -Accept outcomes. 	<ul style="list-style-type: none"> -Demonstrate self-control. -Have all materials. -Have homework. -Place all trash in trash can. -Return all materials to appropriate place. 	<ul style="list-style-type: none"> -Walk to the right. -Proceed quickly to destination. -Sign log before leaving classroom. -Visit locker at appointed time only. 	<ul style="list-style-type: none"> -Have money and account number ready. -Pick up your trash, and trash around you. -Keep account current. -Do not steal from the cafeteria or others' trays. 	<ul style="list-style-type: none"> -Put all trash in trash can. -Flush. -Wash hands. -Return to class promptly. 	<ul style="list-style-type: none"> -Solve problems positively. -Line up promptly. -Follow game rules. -Stay in designated areas. -Don't throw sand, rocks, or other objects. 	<ul style="list-style-type: none"> -Enter and exit in an orderly manner. -Stay seated flat on chair. -Stay with your class. 	<ul style="list-style-type: none"> -Be on time. -Stay seated in assigned seat. -Get on and off at assigned stop.
Be Respectful	<ul style="list-style-type: none"> -Use appropriate voice and words and phrases. -Be a good listener. -Respect all property. -Care for your peers and encourage one another. -Listen to adults. -Allow others to solve their own problems. -Dress appropriately -Take self-respect and pride in all that you do. -Respect others' feelings. 	<ul style="list-style-type: none"> -Use appropriate words and phrases. -Listen to your teacher and follow directions the first time. -Respect all property. -Treat others with kindness. -Raise hand and ask questions in an appropriate manner. -Stay seated during direct instruction. 	<ul style="list-style-type: none"> -Keep hands and feet to yourself. -Walk on the blue line and/or to the right. -Report to class on time. -Enter classroom quietly. 	<ul style="list-style-type: none"> -Sit with your class. -Keep your food on your tray. -Wait for your teacher to signal to throw trash away. -Be conscious of your manners. -Chew with mouth closed. -Do not play with food. -Maintain appropriate tone and volume of voice. -Be respectful to cafeteria workers. -Remain seated until teacher signals. 	<ul style="list-style-type: none"> -Respect other's privacy. -Clean up after self. 	<ul style="list-style-type: none"> -Line up at first signal. -Invite others to play with you. -Share materials. -Use polite language and gestures. -Enter and exit building quietly. -Teach others rules of the game. -No food on playground. -Walk on sidewalks only. 	<ul style="list-style-type: none"> -Listen to speaker. -Show appreciation by applause only. -Respect the space (ie: no food, drink, gum, etc.) -Do not put feet on seats. 	<ul style="list-style-type: none"> -Listen to the bus driver. -Remain seated at all times. -Use polite language. -Follow directions given by driver. -Follow school bus safety rules. -Keep feet on the floor. -Keep body parts inside the bus.
Be Resourceful	<ul style="list-style-type: none"> -Come prepared with necessary materials. 	<ul style="list-style-type: none"> -Have pencils, paper, book and homework. 	<ul style="list-style-type: none"> -Have a hall pass. -Have a purpose for being in the hall. 	<ul style="list-style-type: none"> -Have an updated lunch account. -Know your lunch number. 	<ul style="list-style-type: none"> -Use time wisely. -Use materials (paper towels) wisely. 	<ul style="list-style-type: none"> -Prepare ahead of time to bring play equipment. -Use available equipment. 	<ul style="list-style-type: none"> -Be knowledgeable about purpose of assembly so you can contribute. 	<ul style="list-style-type: none"> -Know bus number and stop.
Be Receptive	<ul style="list-style-type: none"> -Accept re-direction from adults. -Accept outcome of behavior. 	<ul style="list-style-type: none"> -Accept re-direction from teacher. -Accept help from teacher and peers. 	<ul style="list-style-type: none"> -Accept re-direction from adults. -Speak when spoken to. 	<ul style="list-style-type: none"> -Accept re-direction from adults. -Allow any one to sit with you. 	<ul style="list-style-type: none"> -Follow staff directions. 	<ul style="list-style-type: none"> -Accept re-direction from adults. -Invite others to play with you. 	<ul style="list-style-type: none"> -Accept re-direction from adults. 	<ul style="list-style-type: none"> -Accept re-direction from adults. -Allow any one to sit with you.

Three Levels of Intervention

Not every student is able to be successful with the same universal supports. We will use a three level system to help all students learn and be successful. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports and interventions. *(Center for Positive Behavior Intervention Supports, University of Oregon)*

Level 1 (Universal) – All students

Includes:

- General curriculum enhanced by acknowledgements of positive behaviors and clearly stated expectations that are applied to all students.

Level 2 (Secondary) – Selected Interventions

Focus on:

- Specific interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support
- Interventions that are part of a continuum of behavioral supports needed in schools

Level 3 (Tertiary) – Individualized Interventions

Focus on:

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behaviors and increasing the student's social skills and functioning
- Interventions involving functional behavioral assessments and behavioral intervention plans

Levels of Interventions and Consequences for Violations of the Code of Student Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/or the Code of Student Conduct. The levels, shown on the following page, guide administrators and teachers to use progressive interventions to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities and such an offense is not identified in this Code of Student Conduct, the consequence may be recommendation for long term suspension from Murray Middle School. Restitution for loss or damage may also be required in addition to any other prescribed consequences.

Levels of consequences and option for progressive interventions follow. **Repeated chronic or cumulative offenses may require high levels of interventions/consequences.** For serious violations, interventions/consequences may begin at a higher level.

Murray Middle School Code of Student Conduct: *Levels of Consequences*

Level	Disciplinary Options													
1	<p>Classroom Level Interventions/Consequences Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary</p>													
	<table border="0"> <tr> <td>Warning</td> <td>In-class time-out</td> </tr> <tr> <td>Letter of apology</td> <td>Time out in another classroom setting</td> </tr> <tr> <td>Loss of privileges</td> <td>Reinforcement of appropriate behaviors</td> </tr> <tr> <td>Seat change</td> <td>Written reflection about incident</td> </tr> <tr> <td>Parent contact</td> <td>Before or after school detention</td> </tr> <tr> <td>Teacher conference with student</td> <td>Lunch detention</td> </tr> <tr> <td>Mentoring</td> <td>Behavior Contract</td> </tr> </table>	Warning	In-class time-out	Letter of apology	Time out in another classroom setting	Loss of privileges	Reinforcement of appropriate behaviors	Seat change	Written reflection about incident	Parent contact	Before or after school detention	Teacher conference with student	Lunch detention	Mentoring
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2	<p>Appropriate when Level 1 intervention/consequence has been ineffective Teachers use the follow interventions to help the students change behavior in the classroom. In some cases, referral to the school administrator may be necessary.</p>													
	<table border="0"> <tr> <td>Parent/guardian involvement</td> <td>Parent or guardian accompany student to school/class</td> </tr> <tr> <td>Phone call/letter to parent or guardian</td> <td>Conflict resolution</td> </tr> <tr> <td>Confiscation of item</td> <td>Peer mediation</td> </tr> <tr> <td>Supervised time-out outside of classroom</td> <td>Conference with school social worker</td> </tr> <tr> <td>Conference with parent or guardian</td> <td></td> </tr> <tr> <td>Behavior contract</td> <td></td> </tr> <tr> <td>Teacher and/or administrator conference With student and/or parent</td> <td></td> </tr> </table>	Parent/guardian involvement	Parent or guardian accompany student to school/class	Phone call/letter to parent or guardian	Conflict resolution	Confiscation of item	Peer mediation	Supervised time-out outside of classroom	Conference with school social worker	Conference with parent or guardian		Behavior contract		Teacher and/or administrator conference With student and/or parent
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Campus clean-up	Referral to Behavior Interventionist by teacher team													
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Consequences for Murray Middle School

Levels of Consequence

Offense/Violation		1	2	3	4	5	6	Reportable to Police
Absence/Truancy (unlawful)		*	*					
Alcohol and Other Drugs *First offense: suspension and referral to outside agency *Second offense: Recommend long term suspension	Possession*				*	*		*
	Consumption*				*	*		*
	Distribution				*	*	*	*
	Possession w/intent to distribute				*	*	*	*
Ammunition				*	*	*		*
Arson/Fire					*	*	*	*
Assault On Students On others On Staff	Simple			*	*	*		*
	Resulting in serious injury					*	*	*
Bomb Threat							*	*
Bullying (including Cyber-bullying)		*	*	*	*	*		If violent
Cell Phone Misuse		*	*	*				
Cheating		*	*	*				
Computer Misuse:	Criminal Behavior				*	*		*
	Malicious Modification				*	*		
	Mischievous Modification	*	*	*	*			
	Mischievous Use	*	*	*	*			
Demonstration and Mass Protest				*	*	*		If causes injury
Destruction of Property/Vandalism				*	*	*		*
Discrimination (See harassment and intimidation)				*	*	*		
Disrespect Toward Others		*	*	*	*	*		

Levels of Consequence

Offense/Violation		1	2	3	4	5	6	Reportable to Police
Disruption to Learning Environment				*	*			If violent
Disruptive Clothing or appearance			*	*	*			
Electronic Device Misuse		*	*	*				If illegal
Extortion/Blackmail				*	*	*		*
False Fire Alarm						*		*
False Information/Accusations				*	*	*		
Fighting	Mild Disruption			*				
	Moderate Disruption			*	*			
	Major Disruption			*	*	*		
Fireworks/Explosives/Foul Substances						*		
Forgery				*	*	*		If illegal
Gambling				*	*	*		
Harassment/Intimidation				*	*	*		*
Hazing				*	*	*		*
Inappropriate Language		*	*	*	*	*		
Inciting or Participating in a School Disturbance					*	*		If causes injury
Indecent Exposure					*	*		*
Insubordination		*	*	*	*	*		
Laser flash lights – 2nd offense						*		
Leaving an Area and/or Leaving Class and/or School Grounds without Permission				*	*			
Matches/Lighter(s):	Possession of			*	*			
	Use of			*	*			
Other School Defined Offense		*	*	*	*	*	*	If illegal

Levels of Consequence

Offense/Violation		1	2	3	4	5	6	Reportable to Police
Plagiarism		*	*	*				
Putting substances in another person's food or drink or on a person's body			*	*	*			If illegal
Retaliation				*	*	*	*	*
Sexual Assault					*	*	*	*
Sexual Harassment					*	*	*	If illegal
Sexual Misconduct					*	*		If illegal
Sexual Offense					*	*	*	*
Stealing and/or Theft				*	*	*		Value dependant
Tardiness		*	*	*				
Threats			*	*	*	*		If illegal
Tobacco	Possession			*	*			
	Use of			*	*			
Trespassing				*	*	*		*
Throwing Stones or Other Missiles (including "Hornets")				*	*	*		
Unsafe Actions								If illegal
Weapons:						*	*	*
Possession of: Firearm						*	*	*
Knife						*		*
Other Weapon						*	*	*
Possession of a look-a-like weapon					*	*		
Possession and/or use of dangerous implements					*	*	*	If illegal
Use of Weapon to cause or attempt to cause injury							*	*

Bus and School Transportation Behavior

Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the misconduct report will be faxed to the bus garage. Generally, misconduct on a school bus will not deny a student access to the classroom. School suspension will only occur in special cases of misconduct that warrant this type of action.

Bus Behavior Expectation & Safety Requirements for All Students	
<i>Students are expected to observe the following rules for safety and courtesy on the bus. Transportation to and from school on the bus is a privilege – not a right.</i>	
1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none"> • Exercise safe pedestrian practices while on the way to the bus stop • Arrive at the bus stop ten minutes before bus pick up. • Wait in a quiet and orderly manner. • Be aware, cautious and respectful of traffic • Respect private property. 	<ul style="list-style-type: none"> • Remain at the waiting area until the bus comes to a complete stop. • Check traffic from all directions. • When safe to board, do so promptly • Upon entering the bus proceed directly to an available or assigned seat.
3. On the Bus	4. Exiting the Bus
<ul style="list-style-type: none"> • Follow instructions of bus personnel • Be respectful of all people, including all bus personnel. • Use language appropriate for school setting. • Follow bus personnel rules regarding electronic devices. • Keep the bus neat and clean. • Do not eat or drink. • Talk quietly and politely. • Sit at assigned seat, if one has been assigned by bus or school site personnel. • Stay in seat; keep aisles and exits clear. • Be respectful of the rights and safety of others. • Do not extend head, arms, or objects out of bus windows. • Remember that school rules extend to the bus and bus stop. • Allow any one to sit with you if you are not assigned a seat. 	<ul style="list-style-type: none"> • Remain seated until the bus comes to a complete stop. • Exit the bus and the bus stop area in an orderly manner. • Exit at your assigned bus stop. • Check traffic from all directions. • When safe to exit, do so promptly • Cross in front of the bus only. • Exercise safe pedestrian practices while on the way from stop to your home.

Consequences for Violations Relation to Transportation
for ALL students include, but are not limited to:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Parent/Guardian Notified	Parent/Student Conference	Bus Suspension Required (one to five days)	Bus Suspension Required (six to ten days)	Bus Suspension Required (remainder of year)
Appropriate action as required	Seat change on bus			
Student conference	<p>Appropriate Action Required Addition Bus or School Suspension commensurate with offense Implement Code of Student Conduct as Appropriate</p>			

Getting Help With A Problem

School Problems

If students have a problem related to discipline, security, personal safety or welfare, or vandalism, the student should:

1. Tell the nearest teacher or adult staff member. Tell him/her exactly what has happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are taken very seriously by the staff of Murray Middle School.
2. Any person is able to file a bully report at any time. Please ask a teacher or the front office for a form to complete. Return it to a teacher or staff member and they will ensure it gets turned into the proper personnel.
3. Talk to the principal or assistant principal right away.
4. Talk to someone who will listen and understand – perhaps a peer mediator, teacher, school counselor, behavior interventionist, social worker or adult mentor. It is important to talk to a trusted adult.
5. Ask to speak with a school counselor, behavior interventionist or social worker who can help students learn ways to deal with problems so that they may feel safer and more comfortable when faced with similar problems in the future.
6. In addition to alerting school personnel, a student should tell his/her parents about the problem. They will want to know.

It is important for student to know that when a report is made to the school about an incident of this nature to the school, every effort will be made to keep the information and identity confidential.

Personal Problems

For help with personal problems which may affect a student's school life or activities:

1. If possible, discuss the problem with parents/guardians.
2. If a student and his/her parents/guardians cannot solve the problem, there are a number of people in the school who may be able to offer additional help. The student may speak to a teacher with whom he/she feels comfortable.
3. School counselors, behavior interventionists, and the social worker are trained to offer help with personal problems. Peer mediators are available to help fellow students with problems. They can also lead the student to other resources he/she may not be aware of.
4. The assistant principal and principal will also be able to discuss the problem with the student and attempt to work on a solution. If they are unable to do so, they will seek assistance.

Academic Problems

For help with an academic problem, the student should:

1. See the teacher who teaches the subject. Students may seek out the teachers on a personal basis. Teachers routinely work with individual students who are having academic problems.

The teacher may recommend before or after school help sessions or may make a referral for additional assistance. The teacher may ask for a conference with the student and his/her parents/guardians.

2. If the teacher is unable to help the student resolve the problem to the student's satisfaction the student should go next to their school counselor.
3. For problems that are still not resolved after the student has talked with the school counselor, the student should discuss the matter with her/his parents/guardians and with the principal or assistant principal.
4. Solving an academic problem requires the student's help along with help from teachers and sometimes parent/guardians, school counselor and other school professionals. It is important to be persistent in seeking assistance.

Extracurricular Activities

For help with problems involving extracurricular activities, the student should:

1. See the advisor assigned to the activity at a time when he/she can give you his/her undivided attention. Try not to discuss the problem during the activity period itself.
2. If the activity involves athletics see the athletic director of the school.
3. If the student does not know who is assigned as advisor to the activity, the student should see an administrator.
4. If the student is unable to get help in solving the problem by doing the above, discuss the matter with parent/guardian and with the principal or assistant principal. Parents/guardians may wish to join the student in discussions with the administration.

Group Problems

For help with a group problem related to discipline, security, personal safety or welfare:

If a group of students feel it shares a common problem, the best way to seek assistance is for the group to send one to two representatives to the teacher, school counselor or administrator involved and present the group's point of view on the matter. Communication between one or two people and a large group is extremely difficult and is an ineffective approach to problem-solving. The most effective approach is one that involves communication between representatives of the groups involved.

SCHOOL CONTACT INFORMATION

Main Office: 790-2363

School Nurse: ext 104

Student Services: ext 326

Parent Liaison: ext 170

Cafeteria: ext 168

Web site: <http://www.nhcs.net/murray>

