

# Charles P. Murray Middle 2008-2009 Teacher Handbook



**Administrative Duties  
2007-2008**

<b>Principal: LaChawn Smith</b>	<b>Assistant Principal: Cyndy Bliss</b>	<b>Assistant Principal: Patrick McCarty</b>
Personnel	Safety	Textbooks
Quarterly Teacher Evaluations	Beginning Teachers	Scheduling
Summatives	SRO	Technology
Special Education/IAP's	Transportation	Testing
AIG	Athletics	7 <sup>th</sup> Grade Discipline
SIT	Substitute Teachers	Keys
Community Relations/PTA	Lockers/Locks	Facility Issues
Staff Development	Field Trips	Custodial Issues
IGP's	6 <sup>th</sup> & 8 <sup>th</sup> Discipline	Accelerated Math
Title I	Outside Supervision	SIT
AVID	Video Approval	Media
PEP's	SIT	ESL
Student Services	PBS	Budget/Finance
Parent Education	Duty Schedule	
	Observation Matrix	
	Global Education	
General Supervision/Teacher Observation		
Instructional Monitoring		

## Staff Roster

### Administration

LaChawn Smith, Principal  
Patrick McCarty, Assistant Principal  
Cyndy Bliss, Assistant Principal

### Office Staff

Cherry Smith, Data Manager  
Wendy Bradshaw, Receptionist  
Holley Evans, Secretary  
Wendy Dahlin, Parent Liaison  
Glenda Brown, Support Secretary

### Custodial Staff

Leslie Neal (Senior Custodian)  
Donald Koons  
Darlene Lightfoot  
Jean Martin  
Gary Bodine  
Francine Stukes  
Donald Wiggs

### Support Personnel

Sam Howie, Counselor  
Tabitha Thompson, Counselor  
Cathy Hooper-Newlin,  
School Psychologist  
Brian Jones, Social Worker  
Octavio Fragoso, CRT  
Roberta Troy, Media Specialist  
Susan Broderick, Literacy Coach  
Erin Nicholas, Interventionist  
Thomas White, Interventionist

### Sxth Grade

Kathy Larkins  
Amanda Life  
Amy Beecher (Chair)  
Katie Woodard  
Robert Roth  
David Weesner  
Kendra Hester  
Eric Holley  
Damaris O'Connor  
Sally Eagon

### Seventh Grade

Donna Tenuta (Chair)  
Kathleen Curletti  
Linda Rice  
Spring Pipes  
Jordan McEwen  
Brianna Hoff  
Amanda Chriscoe  
Bryon Hager

Kelly Newman  
Kristin Yeoman  
Lindsay Downing

### Eighth Grade

Maureen Martin  
Jessica Wells  
Shawn Meier  
Doug Towle  
Katherine Stone  
Kerri Cunningham  
Ridge Turner  
Chris Courie (Chair)  
Pam Smith  
Deborah Cotton  
Denise Summerlin

### Exceptional Children's

Ginger Turner (Chair)  
Danielle Romano  
Nancy Watson  
Kelli Kidwell  
Barbara Rogers  
Donna Greene  
Effie Sparrow  
Nicole McIntyre  
Melanie Lefler

### Teacher Assistants

Betty Figueroa  
Perry Stewart  
Geraldene Mosely  
Michael McBride  
Natalie Parisi  
Emily Gomes  
Vacancy  
Vacancy  
Vacancy

### Physical Education

Ken Long (Chair)  
Julie Bliven  
Janice Clark  
Joe Welliver

### Career & Technical Education

Thresea Formyduval  
Carolynn Pearson (Chair)  
Joel Frank

### Supplemental Services

Susan Bolger  
Kathy Hauglie  
Wendy Dahlin

**Arts Education**

Bonnie Weaver (Chair)  
Ryan Southerland  
Julia Palmer  
Hilary Peoples  
Laura Black

**Foreign Language**

Wayne Carpenter

**Curriculum/Leadership Team**

<b>Department</b>	<b>Chairperson</b>
<b>Arts Education</b>	Bonnie Weaver
<b>Special Education</b>	Ginger Turner
<b>Student Support Services</b>	Sam Howie
<b>Math</b>	Doug Towle
<b>Science</b>	Chris Courie
<b>Language Arts</b>	Pam Smith
<b>Social Studies</b>	Byron Hager
<b>Media</b>	Roberta Troy
<b>Physical Education</b>	Kenneth Long
<b>SIT Chairperson</b>	Ridge Turner
<b>Career Technical Education</b>	Carolynn Pearson
<b>Sixth Grade</b>	Amy Beecher
<b>Seventh Grade</b>	Donna Tenuta
<b>Eighth Grade</b>	Chris Courie
<b>Tech Team</b>	Octavio Fragoso
<b>PBS</b>	Counselors
<b>AVID Site Coordinator</b>	Janice Clark
<b>Supplemental Services</b>	Wendy Dahlin
<b>PDS /Science Fair Chair</b>	Kathy Larkins
<b>Global Education</b>	Byron Hager

### Arrival & Departure

- ❖ Instructional Staff should arrive and begin their work assignments at 8:00 a.m. each day.
- ❖ Teachers must request permission to leave school campus during the instructional day.
- ❖ Teachers should not leave students unattended unless it is an absolute emergency. In those cases, please ask another teacher to supervise your students. The office must be notified in the event of an emergency.
- ❖ Students are not to be sent off campus on errands.
- ❖ The departure time for instructional staff is 3:45 p.m. Teachers are not to leave until the last bus has been dismissed.
- ❖ Teachers and assistants are expected to remain beyond the stated departure times for staff meetings and other activities requiring their presence.
- ❖ **In the event of an emergency and an employee must leave school prior to the end of their regular work schedule, the principal must be notified. Employees must complete a leave form. Teachers should indicate the number of hours requested on the leave form.**

### Phone Use

- ❖ Classroom telephones are for **teacher use only**. Students who need to contact parents must be sent to the front office.
- ❖ Long distance calls may be made in the front office only with the permission of the administrative staff. All long distance calls should be recorded in the office log available from the school secretary.

### Copier Use

- ❖ **The office copier is to be used only for school business. Please do not copy items for personal use.** We are charged for every copy that exceeds our allocation.
- ❖ Teachers will receive a monthly copy allocation. Please take this into consideration when planning your instruction.

### Lost & Found

- ❖ Please turn in lost and found items to the Student Services Office. Students may claim items during the day with permission from their teacher.
- ❖ Items not claimed in 30 days will be discarded.

## **Accidents**

- ❖ **All accidents must be reported to the office promptly.**
- ❖ Teachers witnessing the accident or having it reported to them by the victim are **required to complete an accident report** for each student injured. Accident reports are located in the front office.

## **Cumulative Records**

- ❖ All cumulative records are located in the front office.
- ❖ Teachers have access to the records during the school day but may not remove records from the building.
- ❖ All records should be returned by the end of the school day.
- ❖ Teachers must sign out any records, which are removed from the front office.
- ❖ Only authorized personnel will be allowed access to cumulative records.
- ❖ Teachers are responsible for examining cumulative folders for each student assigned to their home base within the first two weeks of school.
- ❖ Please provide the front office a list of student names for which cumulative records are not present.
- ❖ Cumulative records not belonging to your home base should be given to the front office.
- ❖ School Counselors will request records for students transferring to Murray Middle.

## **Attendance**

- ❖ **Attendance should be taken @ 8:30 for grades 6 & 7. Eighth grade teachers should complete attendance at the beginning of first block (10:00).**
- ❖ Please ensure that your attendance is accurate.

## **Maintenance Requests**

- ❖ Maintenance requests should be made to Mr. McCarty.
- ❖ Please complete a Maintenance Request Form for all requests.

## **Instructional Staff Attendance Policy**

Instructional staff is strongly encouraged to make every effort to be at work. Please make appointments before or after school hours whenever possible. Absence of any personnel impacts the entire team.

In the event of a foreseeable absence please complete the appropriate forms and submit them to Ms. Bliss for approval **prior** to calling or logging onto the automated substitute calling system.

**Five days notice** is required for personal leave. In the event of sick leave, please notify Ms. Bliss as soon as possible **and then** call into the automated substitute calling system. **Three consecutive absences should be accompanied by a doctor's note. If you leave school early or arrive late (30 minutes or more) you will need to complete a leave form.**

Sub System Phone Number: 799-1469

Web based sub system: <https://esub.nhcs.net/logOnInitAction.do>

Please see the quick reference guide on the Faculty Support web page for step by step instructions.

## **Instructional Personnel Dress Code Policy**

Simply put we should act and dress as professionals at all times. Our attire is a reflection of our attitude and makes a difference when communicating with parents, students and community members. Therefore, the school administration offers the following guidelines regarding staff attire.

- ❖ Denim jeans are not to be worn at all.
- ❖ **Tennis shoes should be reserved** for field trips and special occasions such as “Field Days”. The physical education teacher is an exception to this guideline. Staff members can choose to keep a pair of sneakers at school for outside activities.
- ❖ Flip-flops and platform shoes should not be worn at school.
- ❖ Revealing clothing, leggings or other tight articles of clothing are not appropriate for staff. Revealing clothes are not appropriate for school. Sweatpants and wind suits should not be worn at school. The physical education teacher may wear wind suits.
- ❖ Murray shirts should be reserved for Fridays or Spirit Days.
- ❖ If you are uncertain about whether an article of clothing would be acceptable or not, you probably should not wear it to school.

We believe that the staff at Murray is capable of making appropriate decisions regarding attire. If, however, there is a problem with an individual, he/she will be asked to return home and change. If a consistent pattern occurs regarding inappropriate dress, it will be addressed as a personnel issue.

## **Student Attendance Policy**

Please record student attendance in every class carefully and maintain accurate records. This includes tardies and checkouts. Remember, this is also for your protection!

Lawful Excused Absences are:

- ❖ Illness or injury
- ❖ Quarantine
- ❖ Death in immediate family
- ❖ Medical or dental appointment
- ❖ Court or administrative proceedings
- ❖ Religious observances
- ❖ Immediate demands of farm or home
- ❖ Educational opportunity

Unexcused Absences: Any absences for reasons other than those listed above may be deemed unexcused. Unexcused absences include, but are not limited to, missing the bus, oversleeping, inclement weather, babysitting, working at a location other than the home or farm. When students in your class have accumulated three or more unexcused absences, the school social worker should be notified so he may become involved.

## **Mailboxes**

Teachers are asked to check their boxes in the office before school and before leaving each day. Any messages will be placed there unless it is an emergency.

## **Electronic Mail**

All bulletins, notices, and updates will be sent via electronic mail. Teachers are asked to check to their email periodically during the day.

## **Student Medication**

No long term medication including over the counter medication, should be administered without a “Physician’s Authorization” form which must be filed in the office. All medicines should then be stored in a locked secure place and dispensed only by the designated office personnel so appointed by the principal. No medications can be accepted unless they are in the original container and have the child’s name and pharmacy directions visible. Medicines, which need to be refrigerated, will be kept in a locked box.

Injections will be given by appropriate school personnel in extreme emergencies, when so directed by parent and physician. Immunizations and tuberculin skin test may be administered by the school or public health nurse.

**No unauthorized school personnel should give any student any type of medication, no matter the type.** If a student is in need of medical aid, please send for the administration or send the student to the office if possible.

## Financial Procedures

1. All money collected **MUST** be receipted and deposited with Mrs. Evans. Board Policy 3350 requires that all funds received by a school employee must be delivered promptly the same business day. When turning in money, please **hand it directly** to Mrs. Evans. Please do not place money on her desk, in her chair, or in her mailbox. Under no circumstances will money be accepted from students. It is very important that we follow School Board Policy for internal control purposes.
2. Each receipt must include the payor, the date, the amount, the method of payment, the purpose of the receipt, and the teacher's signature.
3. Write your name or club on all checks turned in for deposit. All checks must be made out to Murray Middle School.
4. If there is a discrepancy in the receipt, void that receipt by writing the word "void" on it. Do not tear it out of receipt book. Write a new receipt.
5. All currency should be organized in the following manner:
  - a. **Currency – counted and bundled as follows:**
    - Ones – strapped by \$25.00 increments
    - Fives – strapped by \$100.00 increments
    - Tens – strapped by \$250.00 increments
    - Twenties – strapped by \$500.00 increments
  - b. **Coin – counted and wrapped in coin wrappers as follows:**
    - Pennies – wrapped by \$.50 increments
    - Nickels – wrapped by \$2.00 increments
    - Dimes – wrapped by \$5.00 increments
    - Quarters – wrapped by \$10.00 increments
    - Any loose coins should be placed in an envelope or Ziploc bag. Coin wrappers are available from Mrs. Evans.
6. Receipt Record Form #70-60:
  - a. Use the proper date
  - b. Record accurately the amount enclosed in the "**Total**" column
  - c. Check to see that the total agrees with total of receipts in your book
  - d. Each time the school staff turns in money to the treasurer, it must be recorded on this log with the envelope provided
7. All monies must be turned in to Mrs. Evans **no later than 2:10 p.m. On the last day of the month, monies must be turned in no later than 12:00 p.m.**
8. All disbursements must be made by check. No expenditures can be made from cash. The school auditor requires that all check requests must be supported by an invoice, order form, or receipt.
9. Please give Mrs. Evans **48 hrs.** notice for each check needed. Checks will be written on Wednesday and Friday.
10. Personal checks cannot be cashed from school funds.

## Meeting Schedule

### 2008-2009 Meeting Schedule

1. 1<sup>st</sup> & 3<sup>rd</sup> Monday SST
2. 1<sup>st</sup> Tuesday Student Services
3. 1<sup>st</sup> Wednesday Curriculum Meetings (Core Teachers)
4. 2<sup>nd</sup> Tuesday Grade Level Leadership
5. 2<sup>nd</sup> Wednesday School Improvement Team Meeting
6. 3<sup>rd</sup> Tuesday Exceptional Children
7. 3<sup>rd</sup> Wednesday Faculty Meeting (Includes staff development meetings.)
8. 4<sup>th</sup> Tuesday Curriculum Leadership
9. 4<sup>th</sup> Wednesday Committee Meetings
  - a. Globally Competitive Students
  - b. Healthy Responsible Students
  - c. 21<sup>st</sup> Century Professionals
  - d. 21<sup>st</sup> Century Systems
  - e. AVID
  - f. Title I
  - g. Technology/Media Advisory
  - h. Wellness
10. 4<sup>th</sup> Thursday Technology Professional Development (All Staff)
11. 4<sup>th</sup> Friday Staff Development (during planning)
12. Every Tuesday Grade Level (during planning)
  - a. 1<sup>st</sup> Tuesday – Administrative
  - b. 2<sup>nd</sup> Tuesday – Curriculum
  - c. 3<sup>rd</sup> Tuesday – Team Planning (grade level & elective)
  - d. 4<sup>th</sup> Tuesday - Curriculum

**Please plan accordingly.**

**Doctor appointments should not be scheduled on required meeting dates.**

**Please be prepared to stay until 5:15 for all meetings**

### **Faculty Meeting Refreshments Schedule**

September – 6<sup>th</sup> grade

October – 7<sup>th</sup> grade

November – 8<sup>th</sup> grade

December - Administration

January – Arts Education

February – Physical Education

March – Exceptional Children

April – Work Force Development and Foreign Language

May – Student Services and Student Support Services

## **Substitute Teachers**

Please use the automated substitute acquisition system that the county inaugurated during the 1999-2000 school year and the web based system added in the 2007-2008 school year.

**It is the teacher's responsibility to provide well-planned lessons for the class and have all relevant information where it can be located and utilized.**

Each teacher must submit the location of the substitute folder and location of Emergency Lesson Plans to Ms. Bliss **prior to the first day of school.** These plans should then be updated as necessary to keep them current.

Substitute Plans should include the following (the teacher sub packet should be filled out completely, placed in the purple folder):

- Daily schedule
- Team members name/s
- Class role
- Disciplinary procedures and forms
- Special information such as:
  - Individual student discipline plans
  - Students requiring medication
  - Other special needs of your students

## Daily Bell Schedule

Time	8 <sup>TH</sup> GRADE	7 <sup>TH</sup> GRADE	6 <sup>TH</sup> GRADE
7:55 – 8:15	Breakfast	Breakfast	Breakfast
8:25 – 8:55	School Wide Reading	School Wide Reading	School Wide Reading
8:55 – 9:55	Elective 1	Core 1	Core 1
9:55 – 10:50	Core 1	Core 2	Elective 1
10:50 – 11:45	Core 2	Lunch	Elective 2
11:45 – 12:40	Lunch	Core 3	Core 2
12:40 – 1:35	Core 3	Elective 1	Lunch
1:35 – 2:30	Core 4	Elective 2	Core 3
2:30 – 3:25	Elective 2	Core 4	Core 4

### Announcements

Announcements will be made at the beginning of the day and at the end of the day only. If you have information for the announcements please submit that information to Mrs. Evans prior to 8:20 am for the morning announcements or prior to 3:00 pm for the afternoon announcements. Please be sure to include all pertinent information and the correct dates.

### Media Center and Media Retrieval

The media center is designed to provide optimum research and educational benefits to both the students and faculty of Murray Middle School. Every student will learn to use and appreciate different types of literature and reference materials offered in a variety of formats. Faculty members will have provided a professional array of materials to enhance and strengthen their classroom activities. The Media Coordinator will help teachers plan with the intent of using the library research and reference collection with class units.

The main collection is divided into segments: fiction, non-fiction, North Carolina and reference areas. The Media center also houses a professional collection, journals and periodicals. Reference materials and periodicals/journals are for use in the Media Center only. These materials will not be checked out to faculty or students. Magazines and newspapers will not be allowed to leave the Media Center. Any exceptions must be cleared with the Media Coordinator.

Murray's Media Center will use a flexible schedule that allows each teacher to sign up to bring their classes as the need arises. A sign-up/scheduling notebook is located in the Media office. Advance scheduling is highly recommended. Teachers must accompany their classes to the Media Center and remain during the entire session. Student library assistants, individual students or small groups involved in research projects do not require teacher accompaniment. However, these students must have a library pass signed by the teacher.

Students are expected to maintain the same behavioral conduct in the Media Center as they do in their classrooms and throughout school. Students are responsible for the library material they use and check out. A fine of .05 cents a day is charged for each school day that library material is overdue. There are replacement costs for damaged or lost items. Staff members may checkout books from the general collection. They will not be assessed for overdue materials, but replacement costs will be collected, if necessary. Certain provisions are made on books restricted for overnight use and will be evaluated on an individual case basis.

All faculty members will have access to the media retrieval system in their classrooms or offices. The faculty member will complete the request for video, laserdisc or DVD by using their classroom computer. Programming should be done at least two days in advance before the actual viewing. Faculty members will have control of the broadcast to their room. Other teachers may view the same video, laserdisc or DVD at the same time period, but only the teacher who did the original scheduling can control the broadcast. The Principal must clear videos from teachers' private collection before viewing. The Media Coordinator is willing to record off-air broadcast for teachers. Video scheduling for cable in the classroom will be available for teachers interested. Videos will not be available for checkout, but teachers may schedule a preview time before or after school or during their planning time through the media retrieval system.

The Media Center is very much involved in extended efforts to broaden its reach to the school and community through sponsored book fairs. Additionally, the Media Coordinator coaches a team of students for the state Battle-of-the-Books.

The Media Center is also used for a variety of meetings and events.

### **Video Approval Process**

All videos that are not included in the Media Center collection must have prior approval from Ms. Bliss to be shown. A video approval form should be submitted to Ms. Bliss **one week prior** to the day the video is to be shown. Videos will be approved based on content, how it fits into the current lesson plans of the teacher (NCSCOS), its rating, and consideration to copyright law.

Any video with a PG or higher rating must have parental permission to be shown.

*Do not disconnect any television in the school from the media jacks to connect your own VCR or DVD.*

Teacher: \_\_\_\_\_

Video Title: \_\_\_\_\_

Source of Video: \_\_\_\_\_

Date/s to be shown: \_\_\_\_\_

Actual amount of video that will be shown: \_\_\_\_\_

Rating of Video: \_\_\_\_\_

Video Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does this video fit the current lesson being taught: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NCSCOS Objectives Addressed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Need More Information: \_\_\_\_\_

**All Videos Shown Must Be Purchased Or Recorded With Permission For Commercial Viewing.**

All Videos With A PG Or Higher Rating Require Parental Permission.

## **Cafeteria**

Each grade will have a separate lunch period. Teachers please remind your students of the following:

- ❖ Cleanliness and a low noise level are an absolute must in the cafeteria.
- ❖ Students are expected to be well mannered.
- ❖ No food or drink may leave the cafeteria.
- ❖ No students should leave the cafeteria unless it is an emergency and then only with teacher permission.
- ❖ Students should enter and leave the cafeteria with their teacher.
- ❖ Teachers are responsible for supervision of their students during lunch.

## **Fund Raising**

The following guidelines for fund-raising activities shall apply:

- ❖ School and school organization's fund raising from commercial businesses shall be restricted to the school newspaper, yearbook, and athletics.
- ❖ Door to door fund raising by students is prohibited.
- ❖ Fund-raising activities shall in no way exploit or discriminate against students.
- ❖ Fund-raising activities shall be conducted in accordance with state law.
- ❖ On-campus fund raising activities or sales of any kind shall be limited to those sponsored by the school-related organizations.
- ❖ Food items for fund-raising purposes may not be sold on school grounds until after the final lunch period has ended.
- ❖ Fund-raising events or activities shall neither interrupt nor reduce the instructional day for students. Vendors may not make presentations to students at any time during the school day, defined as the hours between the start of the first class and the end of the final class of the day.
- ❖ Any student who participates in any manner in a fund-raising activity must have prior written parental approval, specific to that fund-raising activity.
- ❖ Parental approval forms, handouts, announcements, or other related materials pertaining to fund-raising shall be given to students during homerooms, lunch periods, or as they leave the classroom.
- ❖ The principal must approve in writing any fund-raising activity under sponsorship by any school group or school-related organization. The principal must forward a copy of all approved fund raising activities to the superintendent to be kept on file.
- ❖ All school fund-raising activities must be under the supervision of teachers or administrators. Fund-raising activities must be appropriate to the age or grade level of the students.
- ❖ No student shall be required to participate in fund-raising activities, and fundraising activities must not place an unrealistic demand on a student's time and effort. This does not apply to students enrolled in courses, which require fund-raising as part of the curriculum.

## Field Trips

- ❖ All field trips must be submitted to and approved by Ms. Bliss, as well as the Central Office, **a minimum of three weeks** before the date of the trip. Out of county trips should be submitted six weeks in advance.
- ❖ To ensure approval it is recommended that all trips are well organized, well defined and related to their subject matter and grade level.
- ❖ All field trips should involve prior classroom discussion and a follow-up in the classroom upon returning. A written sheet for the students to carry with them defining objectives and relation to class is suggested.
- ❖ Always notify the **CAFETERIA MANAGER** and **PRINCIPAL** at least 5 days prior to the date of the field trip of the number of students who will miss lunch or require a bag lunch. Failure to notify the cafeteria may impact your ability to eat off campus.
- ❖ All travel (bus) arrangements will be made through Ms. Bliss.
- ❖ Always leave with the Principal an outline of your field trip. Include departure, arrival, and returning times. Also include an emergency phone number.
- ❖ If a field trip involves a cost to the student, the cost should be kept to a maximum of **\$40.00**. If that is not sufficient to cover the cost of the trip, then a fundraiser should be used to make up the difference and to help pay the way for students who cannot afford the \$40.00. The school cannot and will not take any responsibility for “misjudgments” regarding field trip finances. As always, no student will be denied the opportunity for a field trip due to finances.

**The Board establishes the following policies concerning planning, scheduling, and approval of student field trips:**

### Planning

- ❖ Field trips must be a direct outgrowth of the instructional program and must include documented preparatory instruction and follow-up.
- ❖ Teachers will submit a complete itinerary and student roster to the principal. The teacher will carry a copy during the trip.
- ❖ Written parental permission is required for students participating in field trips.
- ❖ Students are responsible for material covered in classes missed during a field trip.
- ❖ No student is to be excluded because of inability to pay the field trip participation fee.
- ❖ Field trips will be held between October 1<sup>st</sup> and May 1<sup>st</sup> .
- ❖ Personal cars are not to be used for field trips.
- ❖ Proper supervision of students must be assured.

### **Costs for an Activity Bus**

Activity buses are charged at \$1.00 per mile and \$12.00 per hour for the driver. \$4.32 per mile for a yellow bus.

### **Approval**

- ❖ The school principal will approve or deny trips based on educational value, availability of funds and availability of transportation.

### **Allocation**

- ❖ Schools will be allotted funds based on student enrollment.
- ❖ The Director of Transportation will provide a monthly fund balance status report to principals.
- ❖ Once such funds are exhausted, trips will not be approved unless the principal provides written assurances that funds are available.

### **Parental Consent Forms**

- ❖ Must state:
  - Time of departure
  - Time of return
  - Method of transportation
  - Destination
  - Meal arrangements (if applicable)
- ❖ The teacher must have forms prior to leaving and keep them on file.
- ❖ The parent or legal guardian must sign the forms.
- ❖ The teacher must give the parent as much information about the trip as possible.

### **Additional Information**

- ❖ All students must travel with the group. (They cannot drive or ride with someone and meet the group)
- ❖ Students cannot be released to any person other than parents (not brothers, sisters, aunts, uncles, or grandparents). Notes from parents giving permission to ride with someone else are not acceptable.
- ❖ School or chartered transportation is to be used.
- ❖ Students going on field trips are counted present in school, but absent (excused) from class. Students with excessive absences should not be excused for field trips.
- ❖ Teachers should make plans for those students who do not take the trip. Students should know where to report during their class time.
- ❖ Teachers should publish the names of students going on the field trip for all teachers, prior to the trip.
- ❖ Radio and tape players without earphones are not allowed on any trips. All school rules and policies are in effect while on field trips.

- ❖ A final list of students going on a field trip must be made and given to the principal on the day of departure, when all students have boarded the bus.

### **Approval Process**

- ❖ Decide what mode of transportation will be used for the trip.
  - If using an activity bus, call Valeria Jones @ 254-4080 and reserve a bus.
  - If using a commercial carrier, select a carrier from the list approved by the Board of Education and make a reservation.
- ❖ Once a reservation has been made, submit a field trip request form **on-line** to Ms. Bliss at least three weeks prior to the date of the trip.
- ❖ <http://www.nhcs.k12.nc.us/transportation/Field%20Trip%20Form.doc>
  - Included with the request form should be a copy of the parent permission slip, an itinerary, an outline of the cost to the students, and an explanation of how the trip fits the NCSCOS.
- ❖ Your trip is not approved until you receive an email back stating the field trip has been approved.
- ❖ The day before the trip you must submit a roster of students who will go and a seating chart for where they will sit on the bus.

## **List of Approved Commercial Motor Coach Carriers**

Please see the transportation site of the New Hanover County School web site for the most updated list of commercial carriers.

<http://www.nhcs.k12.nc.us/transportation/Charter%20Buses.htm>

### **After School Bus**

The after school bus is available for students who stay after school with a teacher for tutoring, remediation, discipline and clubs. Students must be on the after school bus sign-up sheet from their teacher or they will not be allowed to ride the bus.

- The after school bus runs Monday, Tuesday and Thursday.
- It leaves the parking lot at 4:40 PM.
- Teachers must complete the after school bus form legibly.
- Teachers must directly supervise all students until they have left school campus.

### **Procedure for assigning students to the After School Bus:**

- Teachers who have children they are working with after school and who will need to ride the after school bus are to submit their list of students to Ms. Bradshaw by 1:30 on the day student(s) will ride the bus. Use the After School Bus Assignment sheet to submit their names.
- In all cases the student's regular bus stop must be listed next to their name.
- The teacher must sign their name at the bottom of the sheet.
- *The supervising teacher is to stay with and supervise the students until the bus leaves the parking lot.*

# After School Bus Assignment

## Procedure for assigning students to the After School Bus:

- Teachers who have children they are working with after school and who will need to ride the after school bus are to submit their list of students to Ms. Bradshaw by 1:00 on the day student(s) will ride the bus. Use the After School Bus Assignment sheet to submit their names.
- In all cases the student's regular bus stop must be listed next to their name.
- The teacher must sign their name at the bottom of the sheet.

The supervising teacher is to stay with and supervise the students until the bus leaves the parking lot.

Student's Name	Student's Regular Bus Stop
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Custodial/Building Care**

Please make sure that your room is secure each day before leaving. For immediate issues of cleanliness, please fill out a custodial request form and forward it to Mr. McCarty. Please make notations on this form if your room is not cleaned properly or regularly. **Requests for custodial services sent directly to the senior custodian will not be addressed.**

Please encourage students to pick up after themselves at the end of each class. Cleanliness is the responsibility of us all.

**Maintenance and Repair of the Building**

For issues regarding maintenance and repair, fill out a maintenance work order request form and turn it in to Mr. McCarty.

Any issue requiring immediate attention call Ms. Evans at Ext. 103.

**Do not attach anything to the sheetrock walls in the classrooms.** The green wall in each classroom is a tack wall and can be used to hang all material. If you have something that you want attached to a sheetrock wall submit a Maintenance/Work Order Request to Mr. McCarty.

**Fire Code Compliance**

- ❑ No flammable materials may be attached to the door or the windows of your classroom.
- ❑ Nothing may be attached to or hung from the ceiling.
- ❑ All upholstered furniture and curtains must display a fire rating tag.

**Emergency Lesson Plans**

Teachers are to have emergency lesson plans on file for all classes. Lesson plans should include class lists, seating charts, duty and lunch schedule, classroom procedures and any other pertinent information. Lesson plans should include instructions for at least two days. Please submit emergency lesson plans to Ms. Bliss for review. Emergency lesson plans will be kept in the office and may be updated as necessary. The sub packet should be completely filled out and placed in the purple folder.

**Unit Plans**

Classroom teachers are expected to develop and submit unit lesson plans. Lesson plans should be developed in alignment with the Curriculum Maps. Teachers are encouraged to develop lesson plans collaboratively. Lesson plans should include stated objectives, materials that will be used, activities, and assessment. Plans should be turned into Ms. Smith prior to implementation. All plans should be submitted on the required template. Corresponding assessments should be turned in as well.

**Student Evaluation****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/Class Work & 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.**

**Crisis Intervention Plan**

The purpose of this plan is to provide staff members with information to identify and respond to crises at Murray Middle School. It presents procedures and guidelines for reacting appropriately to crisis situations that have the potential for major impact on the school

**General Guidelines and Procedures**

1. Define the type and extent of the crisis as soon as possible.
2. Inform the staff about the situation as soon as possible and inform them of appropriate actions to be taken.
3. Contact the persons affected by the crisis and those needed to take corrective action
4. The principal's office is designated as the communications center to coordinate information gathering and dissemination. In the event of an evacuation, a yellow flag will designate the communications center. The principal and assistant principals will be designated by colored vests with their appropriate titles.
5. In the event of an evacuation of the building for any reason, teachers should have class lists present and check their rolls. Any students not previously marked absent who are not present at the time rolls are checked should be reported to the communication center.
6. All employees are to refer all information and questions to the communication center.
7. If news media personnel are on campus, they are to remain at the communication center.
8. The Principal or his designee will notify the Superintendent to inform him of the situation and developments.
9. Information will be released only after the facts are verified and the school's position about the crisis is clear.
10. All releases of information to the media will be done from prepared statements.
11. Under no circumstances will the names of the people (students, teachers, etc.) be released to the media.
12. Mrs. Evans will handle calls concerning the crisis from the Principal's office. She will maintain a record of all incoming and outgoing calls and personal contacts.
13. In the event of a crisis while class is in session that does not require evacuation, teachers are to keep their students in their rooms and should await further instructions.
14. In the event of a crisis the Principal or her designee will end the auditory code of five short bells. When this occurs. The Crisis Team is to report to the Principal's office. Those teachers with planning periods at the time of the crisis will make themselves available to cover the classes of the Crisis Response Team members.

<b><i>Crisis Team Members</i></b>		
LaChawn Smith	Patrick McCarty	Cyndy Bliss
Kenneth Long	Roberta Troy	Brian Jones
Thomas White	School Resource Officer	
Tabitha Thompson	Sam Howie	Renee TooToo

### **Communication with Central Office**

The person responsible for communication information from Murray Middle School to the Central Office should do so in the following manner.

1. Contact the Superintendent personally-if not available; continue down the Central office chain of command.
2. Identify who you are and your school.
3. Identify the type of crisis situation.
4. Give facts-Re: any individual or service that has been called.
5. Give facts-Re: any individuals involved in the crisis.
  - a. Names
  - b. School relationship (student, teacher, parent etc.)
6. Follow the instructions of the Central Office
  - a. Information to parents and family members
  - b. Information to outsiders (press, neighbors, other media)
7. Make subsequent calls to keep the Central Office up to date.

### Important Phone Numbers

Sheriff's Department	911 (Emergency)
Sheriff's Department	341-4200 (Non-emergency)
Fire	911 (Emergency)
Fire	791-5000 (Non-emergency)
Ambulance	911
New Hanover Regional Medical Center	343-7000
Cape Fear Memorial Hospital	452-8100
Poison Control	343-7046
FBI	762-9389
Wilmington Star News	343-2000
Superintendent's Office	254-4219
Cindy Bliss	294-1016 (Cellular)
LaChawn Smith	233-2458 (Cellular) 253-5716 (Home)
Patrick McCarty	620-5978 (Cellular)
DSS-Protective Custody Department	798-3400

## Fire Drill Instructions

When the fire alarm rings, teachers must follow these procedures:

- ❖ Line students up to exit the class. Exit the school following the escape route as outlined on your Fire Exit map.
- ❖ The teacher should be the last person out of the room. Turn off the lights and shut the door but do not lock it.
- ❖ **Teachers must have their class roster to ensure that all students have exited the building.**
- ❖ Move all students away from the building at least 100 feet.
- ❖ **Assemble your students and take roll. Report missing students to the administration immediately.**
- ❖ Students must stay with their class at all times during the fire drill.
- ❖ Do not return to the building until instructed to do so by the administration or an all-clear bell.

Once you and your class exit the building, bring your students to the following locations:

ARTS WING, OFFICE CENTER, and ROOMS 401,402,406,407,408,409,503,505, 506, 507, 509 & 512 move to the grass area in front of the Minnie Evans Arts Center.

CAFETERIA, GYM, HEALTH/PE ROOMS, and ROOMS 502, 515, 517, 518, 519, 521, 522, 209, 211, 301, 302, 306, 307, 308, 309, move to the basketball courts behind the school.

MEDIA CENTER, and ROOMS 311, 313, 314, 315, 316, 317, 318, 319, 411,413, 414, 415, 417, 418, and 419 move to the bus parking lot.

## Tornado Drill

Central office personnel will call us to inform us that we are under a Tornado Watch. We will need to take no action (a tornado watch means conditions are right for tornadoes) except to inform you. Another call from the central office will alert us to a **TORNADO WARNING**. This means a tornado has been spotted in our area. We will alert you to the Tornado Warning by a staccato ringing of the bell. When you hear the signal, take your class to an inside wall, preferably in the hall. Have your class face the wall and get down on their knees. They should get their heads down and put their hands behind their head. They should stay in this position until an “all clear” is sounded (this all clear will be a long ringing of the bell).

## Bomb Threat

In case of a bomb threat, we will follow fire drill procedures. A phone call to the Superintendent will be made for further instructions and appropriate law enforcement and/or emergency personnel will also be notified.

## Serious Injury

Any serious injuries or accidents should be reported immediately to the school nurse and school administration.

## Cancellation of School

If the school should be cancelled for any reason (snow, hurricane, etc.) the staff will use the Emergency Contact Schedule to call each staff member with information concerning delayed

opening, reporting time, and information concerning make-up times. An alert now call will also be made to each staff member and student.

### **Student Support Team**

Each school in New Hanover County has designed a variety of programs and services to provide a successful, quality education for each student. When a student is not being successful and continuously improving or needs accommodation or modification because of a disability one method of addressing these concerns is through the school, 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 in 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 Mrs. Smith.

### **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.

### **Academically and Intellectually Gifted**

Academically and Intellectually Gifted (AIG) New Hanover County School's Gifted Education Improvement Plan is designed to provide differentiated services to all students who demonstrate a need for academic advancement. Opportunities are provided for children of all races and economic backgrounds to access appropriate differentiated services through a process that incorporates both formal and informal measures.

The model adopted by New Hanover County Schools provides a continuum of services based on individual student interests, abilities, and needs. No one criteria of giftedness is used to match students with differentiated services. Instead, multiple factors are taken into account to determine the appropriate services. A three-step process identifies candidates for differentiated services in grades K-12. This process includes screening, data review by the student match team, and appropriate service options match. Parents, teachers, students, and others in the educational community may nominate students for consideration. For further information, contact the principal or AIG specialist.

### **504's**

Students are eligible under section 504 if they meet one or more of the following criteria for a handicapping condition:

- ❖ Physical or mental impairment
- ❖ Substantially limits one or more life functions
- ❖ Has record of such impairment or
- ❖ Is regarded as having such an impairment

## Family Educational Rights and Privacy Act (FERPA)

### 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. NHCS 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

**NHCS 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.**

## Student Behavioral Guidelines & Expectations

Discipline is the responsibility of everyone – the faculty, staff, students, and parents. The New Hanover County Board of Education has established the following discipline policy and this policy will be strictly enforced at Murray Middle School. The following behaviors are not acceptable and will not be tolerated:

### School-wide Discipline Plan

#### Philosophy

Murray's discipline plan is intended to allow teachers to teach and students to feel safe. Students who enter the discipline system will be given opportunities to change their behavior, will be treated respectfully, and their dignity will be maintained.

The following behaviors require immediate referral to administration:

- |   |  |
|---|--|
| 1. Assault resulting in serious injury                        | 10. Rape                                   |
| 2. Assault involving use of a weapon                          | 11. Theft                                  |
| 3. Assault on school personnel                                | 12. Sexual assault                         |
| 4. Bomb threat  | 13. Sexual offense                         |
| 5. Arson  | 14. Assault/Fighting                       |
| 6. Possession of alcoholic beverages                          | 15. Bullying                               |
| 7. Possession of controlled substance in violation of the law | 16. Smoking/possession of tobacco products |
| 8. Possession of a firearm or explosive                       | 17. Leaving Campus                         |
| 9. Possession of a weapon                                     | 18. Vandalism                              |

The following are not referable infractions:

1. Failure to complete or do work
2. Not prepared for class
3. Lack of class participation

For all other infractions teachers will follow their classroom/team/grade level plan for minor classroom and hall infractions. Each teacher's plan should consist of but not be limited to consultation, referral to the counselor or school social worker, parent contact, parent conferences, time-out in another location, and other deterrents for inappropriate behavior. When a student is not responding to classroom or team level discipline he/she would enter the school wide discipline plan.

Prior to referral teachers will be required to have documentation of the following:

1. Phone conference with the student's parent or guardian.
2. Team meeting to discuss the student. Meeting should include core and elective teachers if problems occur in electives. Discussion should center around changes that would help the student comply with behavioral guidelines. Options that could be included for discussion:

- a. Focused interventions
  - b. Academic support
  - c. Referral to counseling
  - d. SST Referral
  - e. Change of homebase
  - f. Change of team
3. Face to face parent/guardian conference with the student's team or elective teacher.
  4. Face to face conference with parent/guardian, student's team and an administrator. It is at this meeting that referral will occur. A contract will be discussed and signed by all parties.

## **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.

# 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><b>Classroom Level Interventions/Consequences</b> 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	Behavior Contract	
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	Behavior Contract															
2	<p><b>Appropriate when Level 1 intervention/consequence has been ineffective</b> 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</td> <td></td> </tr> <tr> <td>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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With student and/or parent																
3	<p><b>Appropriate when Level 2 intervention/consequence has been ineffective</b></p>															
	<table border="0"> <tr> <td><b>Office referral required</b></td> <td>Friday School</td> </tr> <tr> <td><b>Parent/guardian notification required</b></td> <td>Saturday Academy</td> </tr> <tr> <td>Suspension (1-5 days)</td> <td>Extended School Day (1-5 days)</td> </tr> <tr> <td>Detention</td> <td>Community Service</td> </tr> <tr> <td>Campus clean-up</td> <td>Referral to Behavior Interventionist by teacher team</td> </tr> </table>	<b>Office referral required</b>	Friday School	<b>Parent/guardian notification required</b>	Saturday Academy	Suspension (1-5 days)	Extended School Day (1-5 days)	Detention	Community Service	Campus clean-up	Referral to Behavior Interventionist by teacher team					
<b>Office referral required</b>	Friday School															
<b>Parent/guardian notification required</b>	Saturday Academy															
Suspension (1-5 days)	Extended School Day (1-5 days)															
Detention	Community Service															
Campus clean-up	Referral to Behavior Interventionist by teacher team															
4	<p><b>Appropriate when level 3 intervention/consequence has been ineffective</b></p>															
	<table border="0"> <tr> <td><b>Office referral required</b></td> <td></td> </tr> <tr> <td><b>Parent/guardian notification required</b></td> <td></td> </tr> <tr> <td>Suspension (6-10 days)</td> <td>SST referral started by teacher team</td> </tr> <tr> <td>Restricted activity</td> <td></td> </tr> <tr> <td>Extended School day (6+ days)</td> <td></td> </tr> <tr> <td>Saturday Academy (2+ days)</td> <td></td> </tr> </table>	<b>Office referral required</b>		<b>Parent/guardian notification required</b>		Suspension (6-10 days)	SST referral started by teacher team	Restricted activity		Extended School day (6+ days)		Saturday Academy (2+ days)				
<b>Office referral required</b>																
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Suspension (6-10 days)	SST referral started by teacher team															
Restricted activity																
Extended School day (6+ days)																
Saturday Academy (2+ days)																
5	<p><b>Appropriate when Level 4 intervention/consequence has been ineffective</b></p>															
	<p><b>Office referral required</b> <b>Parent/guardian notification required</b> Recommend for long-term suspension (10+ days) Referral to Alternative Learning Program</p>															
	<p><b>Appropriate when Level 5 Intervention/consequence has been ineffective</b></p>															

<b>6</b>	<b>Appropriate when Level 5 Intervention/consequence has been ineffective</b>	
	<b>Office referral required</b> (10+ days)	Recommend for long-term suspension
	<b>Parent/guardian notification required</b>	Suspension of 365 days
	<b>Expulsion</b>	

## Consequences for Murray Middle School

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

## Levels of Consequence

Offense/Violation		1	2	3	4	5	6	Reportable to Police
<b>Destruction of Property/Vandalism</b>				*	*	*		*
<b>Discrimination</b> (See harassment and intimidation)				*	*	*		
<b>Disrespect Toward Others</b>		*	*	*	*	*		
<b>Disruption to Learning Environment</b>				*	*			If violent
<b>Disruptive Clothing or appearance</b>			*	*	*			
<b>Electronic Device Misuse</b>		*	*	*				If illegal
<b>Extortion/Blackmail</b>				*	*	*		*
<b>False Fire Alarm</b>						*		*
<b>False Information/Accusations</b>				*	*	*		
<b>Fighting</b>	Mild Disruption			*				
	Moderate Disruption			*	*			
	Major Disruption			*	*	*		
<b>Fireworks/Explosives/Foul Substances</b>						*		
<b>Forgery</b>				*	*	*		If illegal
<b>Gambling</b>				*	*	*		
<b>Harassment/Intimidation</b>				*	*	*		*
<b>Hazing</b>				*	*	*		*
<b>Inappropriate Language</b>		*	*	*	*	*		
<b>Inciting or Participating in a School Disturbance</b>					*	*		If causes injury
<b>Indecent Exposure</b>					*	*		*
<b>Insubordination</b>		*	*	*	*	*		
<b>Laser flash lights</b> – 2 <sup>nd</sup> offense						*		
<b>Leaving an Area and/or Leaving Class and/or School Grounds without Permission</b>				*	*			

## Levels of Consequence

Offense/Violation		1	2	3	4	5	6	Reportable to Police
<b>Matches/Lighter(s):</b>	Possession of			*	*			
	Use of			*	*			
<b>Other School Defined Offense</b>		*	*	*	*	*	*	If illegal
<b>Plagiarism</b>		*	*	*				
<b>Putting substances in another person's food or drink or on a person's body</b>			*	*	*			If illegal
<b>Retaliation</b>				*	*	*	*	*
<b>Sexual Assault</b>					*	*	*	*
<b>Sexual Harassment</b>					*	*	*	If illegal
<b>Sexual Misconduct</b>					*	*		If illegal
<b>Sexual Offense</b>					*	*	*	*
<b>Stealing and/or Theft</b>				*	*	*		Value dependant
<b>Tardiness</b>		*	*	*				
<b>Threats</b>			*	*	*	*		If illegal
<b>Tobacco</b>	Possession			*	*			
	Use of			*	*			
<b>Trespassing</b>				*	*	*		*
<b>Throwing Stones or Other Missiles</b> (including "Hornets")				*	*	*		
<b>Unsafe Actions</b>								If illegal
<b>Weapons:</b> 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							*	*

## **Tardies**

Tardies are the teachers responsibility to monitor and correct. Teachers are required to build a consequence for tardies into their classroom discipline policy.

## **Prohibited Items**

Personal items including pagers, radios, CD players, tape players/recorders, videos, cameras, video games, video camera, trading cards, skateboards, cell phones, finger boards, heelys, roller skates 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.

PTA

**Officers**

President:	Carol Garrason
Vice President:	Mimi Harris
Treasurer:	Toni Gaskill
Secretary:	Kristie Hedges

**News Releases**

The media specialist, Roberta Troy, is our Media Contact person for the county. Any events or activities you feel should be in the newspaper, on television, or in the Word Weekly should be submitted to her. Please complete a Press Release form and submit at least 5 days prior to the event. Ms. Troy will also submit a monthly video to the Community/Schools office. The video will contain items we would like to have broadcast on the NHCS system television channel. Please make every effort to provide Ms. Troy with a variety of material.