



#RiseUp!
2021 - 2022

Student Handbook

**Murray Middle School 655 Halyburton Memorial Parkway
Wilmington, N.C. 28412**

Phone (910) 790 2363, Fax (910) 790 2351

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

Table of Contents

ABOUT US

[2021 School Theme](#)

[Bell Schedule](#)

[Goals for Student Achievement](#)

[Mission and Vision](#)

STUDENT SERVICES

[Bookbags & Athletic Equipment](#)

[Cafeteria](#)

[Disability Statement](#)

[Guidance](#)

[Intervention Plan for Student Success](#)

[Media Center](#)

[Medication](#)

[Nondiscrimination](#)

[School Resource Officer](#)

ACADEMICS

[Attendance](#)

[Check In Policy](#)

[Check Out Policy](#)

[Delivered Items/ Outside Food](#)

[Dress Code](#)

[Hall Passes](#)

[Homework/Classwork/Make-Up Work](#)

[Nine Weeks Reporting and Grading](#)

[Phone/Technology Use](#)

[Prohibited Items](#)

[Skateboards, Bicycles, Scooters](#)

[Student Arrival](#)

[Student Dismissal](#)

[Student Behavior Expectations](#)

EXTRACURRICULAR ACTIVITIES

[Athletics](#)

[Clubs, Organizations, and Competitions](#)

[Dances](#)

STUDENT BEHAVIOR EXPECTATIONS

[Bus Transportation Behavior](#)

[Getting Help with a Problem](#)

[Levels of Intervention](#)

[Positive Behavior Supports](#)

FERPA

[NHCS FERPA Annual Notice](#)

ABOUT US:

CHARLES P. MURRAY MIDDLE SCHOOL

School Mission & Vision

Murray Middle School will be a safe and supportive learning environment where the community works together as a team to provide all students with the skills to be lifelong learners in a technological global society.

Goals For Student Achievement

Murray Middle School practices the “4R’s” Framework outlined below which is the focus of the Falcon Community in order to facilitate and embrace a school climate of positive behavior.

RESPONSIBLE

- Focus on your work
- Attend School
- Be prepared and on time for class

RESPECTFUL

- Be respectful to students, faculty and administration
- Be respectful of school property
- Be mature and act appropriately

RESOURCEFUL

- Be academically productive
- Have a purpose when you are in the hall
- Use time management skills

RECEPTIVE

- Accept direction and redirection from teachers
- Allow anyone to sit next to you
- Listen mindfully

2021 School Theme



In 2021-2022, Charles P. Murray Falcons will Rise Up to:

- the challenges we face together
- grow our positive school culture
- be the best learners we can be everyday
- model the 4 R's
- make a positive impact in our community
- And More!

How will you #RiseUp this year?

BELL SCHEDULE

***The official student school day is 8:25 am to 3:40 pm. Students are allowed on campus at 8:00 am.**

6 th Grade		7 th Grade		8 th Grade	
8:00-8:25	Breakfast/ Homebase	8:00-8:25	Breakfast/ Homebase	8:00-8:25	Breakfast/ Homebase
8:25-8:30	Announcements	8:25-8:30	Announcements	8:25-8:30	Announcements
8:30-9:10	Mastery	8:30-9:10	Mastery	8:30-9:10	Mastery
9:10-10:00	E1	9:10-10:10	C1	9:10-10:10	C1
10:00-10:50	E2	10:10-11:10	C2	10:10-11:15	C2
10:50-11:55	C1	11:10-12:15	C3	11:15-11:55	L
11:55-1:00	C2	12:15-12:55	L	11:55-12:45	E1
1:00-1:40	L	12:55-2:00	C4	12:45-1:35	E2
1:40-2:40	C3	2:00-2:50	E1	1:35-2:40	C3
2:40-3:40	C4	2:50-3:40	E2	2:40-3:40	C4

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 counselor's 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

***For the 2021-2022, all student meals will be free of charge for all students.**

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.k12paymentcenter.com/> to place money on your child's account. 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 Student Support Services or a member of the administration for assistance with the process.

BOOKBAGS AND ATHLETIC EQUIPMENT

Lockers are no longer being used for daily student item storage. Students may use book bags to transport materials to and from the school, and should store them on the back of their seat in the classroom, or neatly under their desk during class to ensure they are not a hazard to the teacher or other students. Student athletic equipment will be stored in assigned team areas at the beginning of the school day, and kept locked until practice that afternoon.

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/ MTSS 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 your child's teacher, guidance counselor or a school administrator.**

MEDIA CENTER

The Murray Middle School Media Center is all about reading. We want all of our students to enjoy reading books. So if you are an avid reader or a reluctant reader, the media center's mission is to help you find a book you will enjoy. We have a wide selection of fiction books including a great graphic novel selection. Our fiction section is organized by genre so it is easy to find your next favorite book. We also have tons of exciting nonfiction including narrative nonfiction that reads like a story.

The media center includes twenty desktop computers for your use as well as two network printers. We have two self checkout stations as well as a dedicated library catalog computer. The media center includes a makerspace to engage students in higher order thinking, problem solving, and creativity before school or during recess. And don't forget there is lots of space to spread and out and work or sit in a comfy chair and read.

The media center is open from 8 a.m. until 4 p.m. daily and additional hours as requested. Students may check out two books at a time and keep them as long as needed; however, books must be returned before additional books may be checked out. Late fines are not charged but students are encouraged to return books in a timely manner. **Please remember: students must have a pass to enter the media center.**

Our space is wide open and ready for your use. So come on in today!

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.

***NHCS Notice of Nondiscrimination (2021-2022)**

In compliance with federal law, New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination because of disability, race, religion, national origin, ethnic origin, color, age, or military service and provides equal access to the Boy Scouts and other designated youth groups.

New Hanover County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Amendments Act of 1972 (Title IX) and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any of the school system's educational and employment activities and programs.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. The contact information for the Title IX coordinator is:

Title IX Coordinator
6410 Carolina Beach Road, Wilmington, NC 28412
titleix@nhcs.net
(910) 254-4200

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

DISABILITY STATEMENT

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.

ACADEMICS

NINE WEEKS REPORTING AND GRADING

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

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	59-50	Does Not Meet Expectations

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

Citizenship 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. Teacher websites can be found on the [Murray Middle School Homepage](#). Students should check their teachers' websites if they are absent. It should be stressed that obtaining, completing, and turning in assignments is the responsibility of the student.

PowerSchool: Students and parents may access grades at any time by registering for PowerSchool. To sign up for access to your child's grades please use the following link:

<https://nhcs.powerschool.com/public/home.html>

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.

Attendance is a major focus and measure of a school's success. Therefore, trips taken while school is in session are unexcused absences. Parents are requested to plan trips during school holidays, spring break, and summer vacation.

Perfect Attendance: Outstanding attendance will be recognized by the Murray Middle School staff at the end of the school year. To qualify for a Perfect Attendance certificate, a student must be present for the entire school year and have no unexcused tardies.

STUDENT ARRIVAL

Students may arrive on campus at 8:00 a.m. Please do not drop students off prior to 8:00 am as there is no adult supervision prior to 8:00 am. Students should be dropped off at the student drop off area located on the side of the building (Veterans Park side), not in the front parking lot. Upon entering the building

students may get a breakfast and/or will report to their homebase classroom.

STUDENT DISMISSAL

Students will be dismissed at 3:40 pm. All students on campus after 3:50 pm must be involved in a supervised activity. Students not picked up prior to 3:55 pm will be required to wait in the front office.

CHECK IN POLICY

After 8:20 am 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 out of school after 8:20 am, your parent/guardian must come into the office and sign the student out. Any individual picking up a student is required to present ID to the main office staff. Students must be checked out before 3:00pm, unless there is an emergency.

DELIVERED ITEMS/ OUTSIDE FOOD

Students may not receive personal deliveries in the front office, including food delivery services. If a student leaves their lunch box or gym clothes at home, they may be delivered to the main office; however, outside food, flowers, balloons, etc. may not be delivered to the school. Parents may bring lunch and eat with their student; however, they will not be allowed to distribute food to other students. Please note that lunch for the 2021-2022 school year is provided free of charge to all students.

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 EXPECTATIONS

1. Be at the right place at the right time doing the right thing.
2. Upon arrival, report to the designated area: do not congregate at building entrances.
3. Always move in a quiet and orderly manner. Keep to the right in hallways. No running in the hallways.
4. Have a pass when not in class.
5. Have required materials for each class and be on time.
6. Show respect to all.
7. Keep facilities clean.
8. Do not loiter in the halls, restroom, etc.
9. Do not chew gum.
10. Consume all food and beverages in the cafeteria. Glass containers are prohibited. Clear water bottles allowed in the classrooms only. Outside beverages are not allowed in the classrooms or hallways. Highly caffeinated items are strongly discouraged.
11. Do not sell items to other students
12. Do not bring distracting or dangerous items to school.
13. Always do your best.
14. Follow all school rules and expectations.

PROHIBITED ITEMS

Personal items including electronic devices (other than laptops/tablets for classroom use), inappropriate videos, weapons, vapes/vape solutions, trading cards, dice, fingerboards, slime, toys, laser pointers, shocking devices, hot sauces 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 responsibility for lost, damaged, or stolen personal belongings and are not responsible for returning confiscated belongings. Keep these items and any other valuable possessions at home.

PHONE/TECHNOLOGY USE

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 between 8:15 – 3:30 the expectation is that students will not use their cell phones to place calls, text messages or take pictures. Cellular telephones and personal electronic devices shall not be used by students during class time without teacher permission. These devices shall be turned off and put away while the students are in the school building.** Neither the school or the school board assume liability for the loss or damage of these devices. Students violating this expectation will have their cell phones confiscated which will result in the phone having to be picked up by the student's parent or guardian from the front office.

Failure to comply with surrendering the phone may be considered insubordination and will be accompanied with disciplinary consequences. 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. Information about New Hanover County BYOD (Bring Your Own Device) policy and instructions for accessing Wifi through the NHCS_Personal network can be found at the following link: <https://www.nhcs.net/divisions/technology/byod>

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 can be checked in at the front office or in a classroom with permission from an administrator. It is expected that students wear safety gear (helmets) and follow 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.

DRESS CODE

From School Board Policy 4316: The board believes that responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

The board respects students' rights to express themselves in the way they dress in accordance with the dress and grooming standards established in this policy. The board recognizes that clothes are not gender specific.

A. Minimum Dress and Grooming Standards

The board requires that student appearance and clothing comply with the following standards. Enforcement must reasonably accommodate clothing or accessories worn by students as an expression of sincerely held religious beliefs or by students with disabilities.

1. Students must wear clothing that includes both a shirt with pants or a skirt, or the equivalent (for example, a dress or a shirt with shorts), and shoes with a solid sole.
2. Headgear, including hats, hoodies, and caps, are not allowed.
3. Upper clothing must cover the chest, from armpit to armpit, and the torso. Straps are required.
4. Lower clothing, specifically dresses and skirts, must extend to the mid-thigh. Shorts or pants must not reveal undergarments or buttocks. Holes/designs in lower clothing must meet the above criteria.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories must be suitable for all scheduled classroom activities, including activities in physical education courses, science labs, and shop classes, and other activities where unique hazards exist or specialized attire or safety gear is required.

Additionally, students are prohibited from wearing, carrying or displaying any clothing or accessories that:

1. Depict, imply, advertise, or advocate unlawful violence or other illegal conduct
2. Display or imply vulgar, lewd, or obscene language or images.
3. Endanger student or staff safety.
4. Are prohibited under policy 4328, Gang-Related Activity, or any other provision of the Code of Student Conduct; or
5. Create a substantial disruption of the educational process or operations of the school.

Consequences

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

EXTRACURRICULAR ACTIVITIES

CLUBS, ORGANIZATIONS, AND COMPETITIONS

Art Club, Science Olympiad, Beta Club, NJHS Battle of the Books, Yearbook, ROCAME, Math Counts, Student Government, Science Fair, Math Counts, Chess Club and more. To join a club or organization, listen to the announcements for initial meetings and teacher sponsor names or check the school website for meeting times and locations. *School clubs are subject to change based on the availability of a club sponsor.

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](#) and [Mandatory NCLaw Concussion Consent Participation Packet for Student-Athlete & Parent/Legal Custodian](#) form and turn it into Coach Hager any morning in the gym prior to tryouts. Please do not wait until the day of tryouts to turn them in. These forms as well as the Middle School Eligibility for Athletics and Extracurricular Activities and the NHCS Code of Ethics are available in the front office or through the New Hanover County Schools website at <http://www.nhcs.net/athletics/>.

DANCES

School dances are from 4:00 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 after school activities on the date of suspension.

STUDENT BEHAVIOR EXPECTATIONS AND SUPPORT

POSITIVE BEHAVIOR SUPPORTS

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”:

B E R E S P O N S I B L E	All Settings	Classroom	Hallway	Cafeteria
	Demonstrate self-control. Follow rules. Make good choices. Accept outcomes.	Demonstrate self-control. Have all materials. Have homework. Place all trash in trash can. Return all materials to appropriate place.	Walk to the right. Proceed quickly to destination. Sign log before leaving classroom. Visit locker at the appropriate time.	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.
	Restroom Put all trash in trash can. Flush. Wash hands. Return to class promptly.	Playground Solve problems positively. Line up promptly. Follow game rules. Stay in designated areas. Don’t throw sand, rocks, or other objects.	Assemblies Enter and exit in an orderly manner. Stay seated flat on chair. Stay with your class.	Transportation Be on time. Stay seated in assigned seat. Get on and off at assigned stop.

B E R E S P E C T F U L	All Settings	Classroom	Hallway	Cafeteria
	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.	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.	Keep hands and feet to yourself. Walk on the blue line and/or to the right. Report to class on time. Enter classroom quietly.	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.
	Restroom	Playground	Assemblies	Transportation
	Respect others privacy. Clean up after self.	Line up at first signal. Invite others to play with you. Share materials. Use polite language and gestures. Enter and exit the building quietly. Teach others rules of the game. No food on playground. Walk on sidewalks only.	Listen to speaker. Show appreciation by applause only. Respect the space (ie: no food, drink, gum, etc.) Do not put feet on seats.	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.

B E R E S O U R C E F U L	All Settings	Classroom	Hallway	Cafeteria
	Come prepared with necessary materials.	Have pencils, paper, book and homework.	Have a hall pass. Have a purpose for being in the hall.	Have an updated lunch account. Know your lunch number.
	Restroom	Playground	Assemblies	Transportation
	Use time wisely. Use materials (paper towels) wisely.	Prepare ahead of time to bring play equipment. Use available equipment.	Be knowledgeable about purpose of assembly so you can contribute.	Know bus number and stop.

B E R	All Settings	Classroom	Hallway	Cafeteria
---------------------------	---------------------	------------------	----------------	------------------

E C E P T I V E	Accept redirection from adults.	Accept redirection from teacher.	Accept redirection from adults.	Accept redirection from adults.
	Accept outcome of behavior.	Accept help from teacher and peers.	Speak when spoken to.	Allow anyone to sit with you.
	Restroom	Playground	Assemblies	Transportation
	Follow staff directions.	Accept redirection from adults. Invite others to play with you.	Accept redirection from adults.	Accept redirection from adults. Allow anyone to sit with you.

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 outlined in School Board Policy 4302 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 property loss or damage may also be required in addition to any other prescribed consequences. Repeated offenses or cumulative offenses may require higher levels of interventions/consequences.

[School Board Policy- Student Behavior](#)

Bus Transportation Behavior

Bus Behavior Expectation & Safety Requirements for All Students	
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.	
1. At the Bus Stop	2. When the Bus Arrives
• 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.	• 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
• 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 anyone to sit with you if you are not assigned a seat.	• 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.

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.

Consequences for Violations Relation to Transportation for ALL students include, but are not limited to:				
1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Parent/Guardian Notified Appropriate action as required Student conference	Parent/Student Conference Seat change on bus	Bus Suspension Required (one to five days)	Bus Suspension Required (six to ten days)	Bus Suspension Required (remainder of year)
	Appropriate Action Required Additional Bus or School Suspension commensurate with offense Implement Code of Student Conduct as Appropriate			

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:

- 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.
- Any person is able to file an incident / 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.
- Talk to an assistant principal or the principal right away.
- 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.
- 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.
- 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 students 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.

***Academic Problems**

For help with an academic problem, the student should:

- 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.
- 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.
- For problems that are still not resolved after the student has talked with the school counselor, the student should discuss the matter with her/her parents/guardians and with the principal or assistant principal.
- 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.

***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.

***Personal Problems**

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

- If possible, discuss the problem with parents/guardians.
- 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.
- 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.
- 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.

***Extracurricular Activities**

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

- 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.
- If the activity involves athletics, see the athletic director of the school.
- If the student does not know who is assigned as advisor to the activity, the student should see an administrator.
- 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.

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 inquiries or requests concerning your rights and the Official Record to your principal.

