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MCMURRAY MIDDLE SCHOOL  
2009-2010  
Student / Parent Handbook

9329 SW Cemetery Road  
Vashon Island, Washington 98070  
206-463-9168

Web  
[www.vashonsd.org/mcmurray/](http://www.vashonsd.org/mcmurray/)

# 2009-2010

## September 2009

M	T	W	T	F
	1	2	3	4
<u>7</u>	8	9	10	11
14	15	16	17	18
21	22	23	<u>24</u>	25
28	29	30		

## October 2009

M	T	W	T	F
			1	2
5	6	7	<u>8</u>	9
12	13	14	15	16
19	20	21	<u>22</u>	23
26	27	28	29	30

## November 2009

M	T	W	T	F
2	3	4	<u>5</u>	6
9	10	<u>11</u>	12	13
16	17	18	<u>19</u>	<u>20</u>
23	24	25	<u>26</u>	<u>27</u>
30				

## December 2009

M	T	W	T	F
	1	2	<u>3</u>	4
7	8	9	10	11
14	15	16	<u>17</u>	18
21	22	<u>23</u>	<u>24</u>	<u>25</u>
28	29	30	31	

## January 2010

M	T	W	T	F
			<u>1</u>	
4	5	6	7	8
11	12	13	<u>14</u>	15
<u>18</u>	19	20	21	22
25	26	27	<u>28</u>	29

### SIGNIFICANT DATES

Sept. 30... McM Open House  
 Oct. 12-16. Bus Rider Week  
 Jan. 29... End 1<sup>st</sup> semester  
 Feb. 1.... 2<sup>nd</sup> Sem. Begins  
 March 18-19. .Student-Led  
 Conferences  
 June 7-11.... Exploratory  
 Week  
 June 12... VHS Graduation  
 June 16..... Tributes &  
 Treats  
 June 17.... 8<sup>th</sup> Wild Waves  
 June 18... Last Student Day

### NON-SCHOOL DAYS

Sept. 7 .... Labor Day  
 Oct. 9 .. Teacher In-service  
 Nov. 11 ... Veterans' Day  
 Nov. 26-27.. Thanksgiving  
 Dec.23-Jan.1 Winter Break  
 Jan. 18 ... ML King Jr. Day  
 Feb. 15-19 ... Mid Wtr. Break  
 Mar. 18-19 .... McM Conf.  
 April 5-9 .... Spring Break  
 May 31 .... Memorial Day  
**EARLY RELEASE DAYS**  
 (10:35 dismissal)  
 Sept 8 June 18

### PROFESSIONAL DEVELOPMENT DAYS

(2 hours late start)  
 Sept. 24 Oct. 8  
 Oct. 22 Nov. 5  
 Nov. 19 Dec. 3  
 Dec. 17 Jan. 14  
 Jan. 28 Feb. 11  
 March 4 March 18  
 April 1 April 22  
 May 6 May 20  
 June 3

### GRADING PERIODS

Sept 8-Oct. 16 1<sup>st</sup> 6 weeks  
 Oct 19-Dec.4 2<sup>nd</sup> 6 weeks  
**Sept 8-Jan. 29 1<sup>st</sup> Semester**  
 Feb 1-March 19 4<sup>th</sup> 6 weeks  
 March 22-May 7 5<sup>th</sup> 6 weeks  
**Feb 1-June 18 2<sup>nd</sup> Semester**

## February 2010

M	T	W	T	F
1	2	3	4	5
8	9	10	<u>11</u>	12
15	16	17	18	19
22	23	24	25	26

## March 2010

M	T	W	T	F
1	2	3	<u>4</u>	5
8	9	10	11	12
15	16	17	<u>18</u>	<u>19</u>
22	23	24	25	26
29	30	31		

## April 2010

M	T	W	T	F
			<u>1</u>	2
5	6	7	8	9
12	13	14	15	16
19	20	21	<u>22</u>	23
26	27	28	29	30

## May 2010

M	T	W	T	F
3	4	5	<u>6</u>	7
10	11	12	13	14
17	18	19	<u>20</u>	21
24	25	26	27	28
31				

## June

M	T	W	T	F
	1	2	<u>3</u>	4
7	8	9	10	11
14	15	16	17	<b>18</b>
21	22	23	24	25
28	29	30		

### **Regular Bell Schedule 2009-2010**

7:46	First Bell	
7:50 – 7:57	Homeroom	7 minutes
8:01 – 8:56	Period 1	55 minutes
9:00 – 9:54	Period 2	54 minutes
9:54 – 10:02	Break	8 minutes
10:06 – 11:00	Period 3	54 minutes
11:04 – 11:59	Period 4	55 minutes
11:59 - 12:29	Lunch	30 minutes
12:33 – 1:27	Period 5	54 minutes
1:31 – 2:25	Period 6	54 minutes

### **Extended Homeroom Schedule - Wednesday**

7:46	First Bell	
7:50 – 8:20	Homeroom	30 minutes
8:24 – 9:14	Period 1	50 minutes
9:18 - 10:09	Period 2	51 minutes
10:09- 10:17	Break	8 minutes
10:21 – 11:11	Period 3	50 minutes
11:15 – 12:05	Period 4	50 minutes
12:05 – 12:35	Lunch	30 minutes
12:39 – 1:30	Period 5	51 minutes
1:34 – 2:25	Period 6	51 minutes

### **Professional Development Day Schedule (late arrival)**

9:46	Fist Bell	
9:50 - 9:57	Homeroom	7 minutes
10:01 - 10:37	Period 1	36 minutes
10:41 - 11:16	Period 2	35 minutes
11:20 - 11:56	Period 3	36 minutes
11:56 - 12:26	Lunch	30 minutes
12:30 - 1:05	Period 4	35 minutes
1:09 - 1:45	Period 5	36 minutes
1:49 - 2:25	Period 6	36 minutes

**Staff Directory**  
**McMurray Main School Number 206-463-9168**  
**Fax 206-463-9707**

<b>Staff Member</b>	<b>Position</b>	<b>Extension</b>	<b>Elective/Activity</b>
Greg Allison	Principal	166	
Siobhan Avolio Toly	Special Education	153	
Anders Blomgren	6 Humanities	147	Creative Writing
Bob Cannell	Healthy Living	203	Mountain Biking
Claudia Cunningham	Library Assistant	139	
Kim Davis	6 & 7 Math	148	
Larry Dubois	6 Humanities	145	
Jenny Granum	6 Math	144	
Tory Gateman	Athletic Secretary	269	
Jim Gilmour	6 Math	145	
Carrie Hatfield	Healthy Living/7 Science	152	
Lea Heffernan	6 Math	145	
Tim Heryford (Mr. T)	7 Humanities	137	Leadership
Eileen Hoffman	Healthy Living	108	Aerobics/Dance, Builder's Club, St Council
Julie Jaffe	Librarian/Tech	139	
Gates Johnson	Exec. Asst to Principal	171	Yearbook
Evan Justin	8 Science	104	
Jan Kammert	8 Humanities	133	Reading/StudySkill
Cornelius Lopez	8 Math	134	
Karen Person	8 Humanities	135	Spanish/Create Arts
Carrie Power	Computer Applications	151	Video Production
Ken Quehrn (Mr. Q)	Band	115	Music Appreciation
Nancy Roehm	7 Math	148	
Gay Roselle	6 Science	114	
Karen Stendahl	Special Ed/8Humanities	122	Sign Language
Colleen Sweeney	6 Humanities	146	Spanish/German
Terry Swift	Art/Photography	208	Yearbook
Heidi VanHarper	7 Humanities	134	
Carolyn Zike	Counselor	211	Study Skills

**DISTRICT DIRECTORY**

District Office	463-2121	Chautauqua Elementary	463-2882
Food Service	463-0903	Vashon High School	463-9171
Technology	463-7312		
Transportation	463-2525		

# Vashon Island School District #402

## Mission Statement

Our mission is to ensure our students are self-motivated, constant learners with enduring knowledge, skills and values for leading responsible, productive lives.

## Objectives

- Our students exceed or meet state and district learning goals.
- Our students demonstrate the skills to contribute meaningfully to their community.
- Our students form reasoned judgments and solve problems enabling them to lead responsible, productive lives.
- Our students plan and accept responsibility for their own development, education and future.

## Strategies

- We will continually improve instruction through analysis of student data and implementation of relevant, focused professional development, including the development of professional learning communities.
- We will align curriculum, instruction and assessment through regular program review, evaluation and implementation.
- We will collaborate with parents, students and community to develop relevant and meaningful partnerships that support the attainment of our strategic objectives.
- We will create district facilities that support learning, collaboration and safety for students and staff.

Adopted: 25 October 2007

## McMurray Middle School Philosophy / Mission Statement

As a learning community, McMurray Middle school prepares its students during the transition from elementary school to high school. We are committed to helping students achieve their fullest potential through instruction and activities during the significant 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. We appreciate the unique learning styles and abilities of middle school students and are responsive to their developmental and social characteristics. As a middle school, we recognize the intellectual, creative, social and emotional nature of young adolescents. We work to help each student learn essential academic skills; to acknowledge individual potential; to identify one's strengths and weaknesses; and to explore one's affective and creative possibilities while developing a sense of responsibility to one's self and peers. Students enhance their self-esteem by actively participating in their own learning. McMurray's program is a blend of exploration, excitement and skill building that helps create a community of life-long learners. Challenge, exploration, acceptance, are all part of the McMurray program. These aspects are fostered by a staff that has established a building climate of positive communication, consistency and cooperation. These concepts are modeled in a community setting of multi-aged learners.

To implement this philosophy, we subscribe to the following:

- To provide creative and challenging opportunities for each student to learn and succeed
- To promote a sense of community
- To integrate our students' capabilities, interests and relationships into a sense of personal identity
- To help each student develop skills necessary for physical, social and emotional growth
- To integrate technology into all phases of our curriculum
- To provide a consistent, fair and firm discipline policy through structure and clear boundaries throughout the building, and to encourage responsibility and accountability for all academic class-work and social interaction
- To help students develop leadership, decision-making and communication skills
- To provide activities that help students use their leisure time in a positive and rewarding way

- To foster positive social behavior through the 4-R's: Respect for Self, Respect for Others, Respect for Learning, and Respect for the Environment
- To provide students with various opportunities for academic success and growth by offering remediation, enrichment and exploration within the curriculum

### **School Climate**

Our goal as a learning community is to create a respectful, safe, and accepting environment for all members: students, staff, parents, and community. We value the four "R's":

***RESPECT FOR SELF***  
***RESPECT FOR OTHERS***  
***RESPECT FOR LEARNING***  
***RESPECT FOR THE ENVIRONMENT***

### **STUDENT LEARNING GOALS**

*Read* with comprehension, *write* with skill, and *communicate* effectively and responsibly in a variety of ways and settings.

*Know and apply* the core concepts and principles of mathematics; social, physical and life sciences; civics and history; geography; arts; and health and fitness.

*Think* analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems.

*Understand* the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

In order to create such an environment, McMurray Middle School and the Vashon Island School District do not tolerate bullying, harassment, or intimidation in any form.

### **Student Rights and Responsibilities**

Vashon Island School District #402 Student Rights and Responsibilities sets forth the general policy of the district regarding student conduct. The school district has passed specific rules and regulations which describe the rights and responsibilities of students.

The rules and regulations describe the disciplinary actions which may be imposed by the district if the student should violate district policy or specific rules and regulations. Disciplinary action may include suspension, expulsion, or emergency action. The due process rights of students regarding notice of intended disciplinary action and hearing procedures available to the student are also included.

### **Freedom from Discrimination**

No student shall be discriminated against by reason of race, religion, gender, economic status, ethnic origin, physical, mental or sensory handicap, pregnancy, marital status, previous arrest, or incarceration.

### **Prohibition of Harassment, Intimidation, Bullying**

Washington State legislation (RCW 9A-36-080(3) (SHB 1444) requires schools to provide a safe environment that is free of "harassment, i.e. scaring or threatening, and bullying, based on: *Race, Gender, Religion, Color, Ancestry, National Origin, Mental or physical disability, or other distinguishing characteristic\**

and is expressed by intentional writing, spoken word (verbal) or physical act. Harassment, intimidation or bullying can take many forms including:

*slurs, demeaning or rude comments, rumors, drawings, threats, innuendoes, jokes, cartoons, gestures, pranks, rumors, physical attacks, \*physical appearance, clothing or apparel, socio-economic status, gender identity, and marital status*

Any student who engages in physical, verbal, social, or emotional harassment that occurs over a period of time will be guilty of bullying / intimidation.

The following specific rules are part of the Olweus bullying prevention program:

- 1. We will not bully others.**
- 2. We will try to help students who are bullied.**
- 3. We will make it a point to include students who are easily left out.**
- 4. We will tell an adult at school and at home when we know someone is being bullied.**

### **Harassment Complaint Process**

Informal and formal complaint processes are available to you if you feel that you are a victim of any form of harassment. Forms may be obtained from any teacher or office staff member.

**Definition of Harassment:** Harassment may be in the form of verbal and/or nonverbal communication or physical acts that involve negative actions towards another person or persons because of natural origin, race, religion, economic status, sex, creed, color, marital status, age, sexual orientation and special needs.

**Informal Complaint Process:** Anyone may use the informal process to report harassment. An informal complaint is made verbally. Informal reports may be made to any staff member at your school. Informal complaints may become formal complaints at the request of the complainant, his/her parent or guardian, or because a school official believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, even if the informal complaint process has been utilized

We, in the Vashon Island School District, want every student to feel safe in his/her learning environment before, during and after school in learning and co-curricular activities. We encourage students to come forward with their complaints so that they can be fully investigated whether through the informal or formal process.

## **GENERAL POLICY/INFORMATION**

### **Attendance Policy**

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance.

In order to optimize learning, a student needs to attend class and be on time. When students are aware they are going to be absent, it is their responsibility to ask for assignments before the absence occurs (Pre-arranged Absence Form).

Requests for make-up work must be made on the day the student returns to school following an excused absence, and completed within a number of days equal to the excused absence (not counting the day of return). If a student does not make up the work in the allotted days, it is no longer the obligation of the teacher to allow the student to make up the work. If the classroom teacher has an established deadline for an assignment or project, being absent (excused or not) will not change that deadline. Students need to make arrangements to get the assigned work in on time.

It is also understood that make-up work does not substitute for classroom participation and make-up work need not be accepted for any unexcused absence.

**1. It is expected** that students will attend class on every school day. All teachers will take and keep a record of absences and tardies.

**2. Make-up work** will be allowed for all excused absences. Make up work is not allowed for unexcused absences or trancies.

**3. Parents should call** the main office before 9:00 a.m. on the day their student is absent from school without prearrangement. The school will attempt to telephone each absent student's parent/guardian whom we have not heard from by that time.

**4. Students who are absent** from more than one of their scheduled classes on the day of a co-curricular activity will not be allowed to participate in that activity. Exceptions will be made for verified doctor or dental appointments and school related activities where prior approval is obtained through the office.

**5. If parental contact** is not made, a note of verification is required from the parent or guardian. Excuses must contain the date of absence, reason of absence, and signature of parent or guardian. Excuses are turned into the office on the morning following each absence.

Absences from school shall be excused for the following reasons per Board Policy and RCW 28A.225: illness or health concerns, family business or emergencies, and family religious observances.

All other absences are unexcused.

### **Absence Policy**

**6 absences:** A letter will be sent home notifying parents of the absences and requesting the parents contact the school regarding any inconsistencies.

**8 absences:** A letter will be sent home and a student, parent, administrator conference will be scheduled.

**10 absences:** A letter will be sent home, an attendance contract will be established with parent and student.

### **Becca Bill**

RCW 28A.225 requires the following actions when students have an unexcused absence:

- 1. Notification of the parent** or guardian by phone or in writing on the first unexcused absence.
- 2. Written notification** of the parent or guardian and a conference with the parent/guardian and student on the second unexcused absence.
- 3. On the seventh unexcused** absence in any month or the tenth unexcused absence in the school year, a truancy petition must be filed with the juvenile court. The parent/guardian will be notified of the juvenile court hearing date and time. Hearings are held in the King County Juvenile Court in Seattle.

### **Tardiness**

Students who arrive late to class disrupt the educational environment for students and staff. Reporting to class on time is defined as being in your seat, prepared and ready to begin class when the bell rings.

Tardy students are expected to make up for time missed. After ten minutes of class time has passed, a tardy becomes an absence. If a teacher or staff member causes a student to be tardy, the student is expected to ask the teacher to write him/her a note. That tardy will be removed from the school records.

**One to three tardies** in a semester will result in classroom interventions (warnings, parent contact, other class consequences.)

**Four to six tardies :** after-school detentions and parent contact

**Seven to nine tardies:** additional after-school detention, school service and/or after-school detentions and parent contact

**Ten or more tardies:** Attendance contract and parent conference

## Truancy

Truancy is defined as any unexcused absence or a student being in an unassigned area during the normal school day. Students are required to check out through the office if they need to leave campus during the school day. Failure to do so is a truancy violation. Students will not be allowed to make up missed classroom work for truanancies.

<p><b>First Offense.....</b> After school detention <b>Second Offense.....</b> In-school suspension <b>Third Offense.....</b> Short term out of school suspension <b>Fourth Offense.....</b> Long term suspension</p>
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**Missing the school bus and sleeping in are both classified as unexcused absences and subject to administrative referral and progressive discipline.**

## Discipline Code

***As a member of the community of McMurray Middle School, I agree to behave in a way which is supportive of a safe and orderly environment, one which is respectful of myself, the other members of my McMurray community, and my school and the learning that takes place here.***

The code of conduct is adopted and reviewed annually by the administration, faculty, parent and student representatives to support a safe and orderly climate which asserts the necessity of self-respect, mutual respect, and respect for the institution, which has a long tradition of educational excellence. All provisions to the code exist to safeguard one or more of these important qualities. The sanctions which follow are intended to provide only a minimum framework. Other situations may arise in the course of the school year which require disciplinary action. These will be handled as occasions arise.

### **Rules for a Safe School**

- 1. BE RESPECTFUL OF OTHERS' FEELINGS, PROPERTY, PERSON; NO STEALING**
- 2. NO DISRUPTING THE EDUCATIONAL PROCESS OR REFUSING TO DO WHAT THE STAFF ASKS**
- 3. NO PUSHING, TRIPPING, HITTING, KICKING, FIGHTING, OR INAPPROPRIATE TOUCHING  
NO THREATENING ANYTHING OR ANYONE  
NO SWEARING  
NO TAKING OF PHOTOGRAPHS OF OTHERS WITHOUT HIS/HER PERMISSION**
- 4. NO HARASSMENT OF OTHERS, STAY WHERE SCHOOL STAFF ARE PRESENT; NO UNAUTHORIZED ENTRY**
- 5. DO NOT BRING MATCHES OR LIGHTERS TO SCHOOL**
- 6. NO TOBACCO, DRUGS, OR ALCOHOL**
- 7. NO WEAPONS (REAL OR TOY) OF ANY KIND; NO PROJECTILE DEVICES**

### **Basic Classroom Consequences**

<p><b>First Offense.....</b> Verbal warning (one-to-one)</p>
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- Second Offense .....** Classroom consequences (ex. 15 minutes before, during or after school; Parent contact)
- Third Offense.....** Double classroom consequences (30 minute detention); parent contact
- Fourth Offense.....** Administrative referral

Each teacher may add their posted classroom expectations to the general expectations. Consequences will be written and explained to students and on file with the principal. Consequences will be administered fairly, appropriately, and in a timely manner. If parents have concerns, feel free to contact the classroom teacher.

### **General Administrative Consequences**

Administrative referrals for offenses as outlined by general classroom/school expectations follow progressive discipline and are as follows:

- First Offense.....** Verbal reprimand, one-on-one conference, parent contact
- Second Offense.....** Verbal reprimand, conference, possible school service and/or after school detention for 1-3 days, parent contact
- Third Offense.....** Verbal reprimand, in-school suspension 1-3 days, parent contact
- Fourth Offense.....** Short-term suspension for one to three days, parent contact
- Fifth Offense.....** Short-term suspension for three to ten days, parent contact
- Sixth Offense.....** Possible long term out of school suspension for the remainder of the semester. A conference will be required for re-admittance.

### **Exceptional Misconduct / Criminal Acts**

Student behavior that is extreme, chronic, unlawful, or violent will result in the student being referred to administrator and appropriate consequences will be assigned. The following activities are among those defined by state laws as being criminal acts. The penalty for the first offense may be a minimum three-day (exceptions outlined below) out of school suspension and possible contact by local police authorities, with more severe consequences possible with recurrences.

- **Arson:** The intentional setting of fire
- **Assault:** Physical threats or violence to person or persons
- **Blackmail/Coercion:** Forcing someone to do something against his/her will by force or threat of force
- **Emergency Equipment:** Purposely setting off a fire alarm or inappropriate use of emergency equipment
- **Explosives:** Explosives are not permitted on school property or at school sponsored events
- **Extortion:** Obtaining money or property by violence or threat of violence
- **Larceny:** Theft
- **Illegal Drugs/Alcohol:** The sale, use or possession, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, or controlled substances on school premises or at any school sponsored function is not allowed. Minimum ten day suspension, reduced to five days with drug/alcohol assessment and following the recommendation of the assessment.
- **Plagiarism:** Plagiarism is copying another's work and is an unacceptable behavior in any academic arena. This behavior may lead to lowered grades, loss of credit or other disciplinary action.
- **Threats:** Communicating a threat of violence or harm to another by physical, written, verbal or any other manner.
- **Tobacco:** Smoking, possession or use of tobacco in any form on school premises or at school sponsored activities (any area within one hundred feet of school property) is not

permitted. The first offense is a minimum one-day out of school suspension. Parents and police will be contacted.

- **Trespass:** Being present in an unauthorized place or refusing to leave when directed to do so.
- **Vandalism:** Stealing from any individual by force or threat of force
- **Weapons:** Possession of firearms on-school property will result in a one year mandatory , guns, knives, brass knuckles, etc. are prohibited on school property or at school sponsored events
- (excluding knives kept in the office for Outdoor Survival class), emergency expulsion from school for a period of up to one year and police contact. District policy prohibits unauthorized use or possession of any object that is or reasonably can be considered or viewed as a firearm, air gun, dangerous weapon or explosive. A special note to students: Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated. A threat to bomb or injure property is a violation of RCW 9.61.160 and is considered a felony offense. Objects that look like guns/weapons or bombs are of serious concern. Therefore, please realize that if you bring any toy gun/weapon to
- school you will be subject to serious discipline which may include suspension or expulsion.

***If you know of or see a weapon on school grounds, tell an adult immediately.***

Drugs, Alcohol and Substance Abuse  
Board of Directors Policy 2167

- **General Provisions Education**
- Because the use of drugs, alcohol and illegal substances is frequently connected with poor school performance, the principal is charged with the responsibility of ensuring that a relevant, ongoing educational program focusing on substance use and abuse is offered at each school.
- **Prevention/Intervention**
- It is important to provide ongoing programs at all levels which are preventive in nature and involve student, staff and community. Its purpose is to identify students who are exhibiting drug-related behaviors and refer the student and parents to appropriate sources for assistance.
- **Supervision**
- It is essential that procedures for the effective supervision of students be developed and implemented which monitor student behavior and activities during school hours and at all school sponsored functions.
- **Notification**
- The principal shall notify the students and parents of his legal authority and intent to search school grounds, facilitates, and student lockers when necessary.
- **Possession of Drugs, Alcohol or Illegal Substances**
- Possession is defined as having an illegal substance or paraphernalia on the student's person or in the student's locker, personal belongings or vehicle.
- If a student is suspected to be in possession of drugs, alcohol or illegal substances or substances purported to be illegal, such as non-prescription drugs, diet pills, caffeine pills, etc., he/she will be immediately taken to the administrative office of the school in which he/she is enrolled.
- Avoid possessing or sharing: No Doz, cold tablets, and your own prescription with an ill friend.
- Wild mushrooms ("shrooms") are illegal to possess.
- Possession of drugs, alcohol or substance paraphernalia will be confirmed by the principal in accordance with board policy and state law governing searches of students.

- **Selling Drugs, Alcohol or Illegal Substances**
- Students involved in selling drugs, alcohol or illegal substances shall be subject to long-term suspension and law enforcement authorities will be notified. There will be a mandatory recommendation to the superintendent and the Board of Directors for expulsion. Expulsion procedures will follow established board policy and Washington State law.

**General Guidelines for School Bus Conduct**

1. The bus driver is in full charge of the bus and the students. All students choosing to ride Vashon Island School District transportation will obey the driver promptly and willingly.
2. Failure to follow bus rules and regulations will result in parent/guardian contact and possible loss of transportation services.
3. Any exceptions to student conduct expectations outlined in the Rules and Regulations must be approved by school officials.

**GENERAL INFORMATION**

**WHERE TO GO**

**Main Office (Ms. Jensen)**

Locker information or help  
Report a theft  
Early Dismissal Slip

Admit Slip  
Bus Note  
Notice in bulletin

Pay school fees  
Visitor's pass  
Address/email change

**Counselor (Ms. Zike)**

Request transcript  
Register or Withdraw  
Student Mentors

Personal/crisis counseling  
Student testing and interpretation  
Scheduling requests

**Principal's Assistant  
(Gates Johnson)**

Grade reports  
Family Access Info.  
Scholarship requests

**Athletic Secretary (Ms. Gateman)**

Athletic Forms  
Athletic Eligibility  
Contact Coach

**Custodian (Ms. Albright)**

Locker problem (jammed, bad combination)

Clean-ups

**Athletics**

7<sup>th</sup> and 8<sup>th</sup> grade students interested in participating in our interscholastic sports program must have a physical signed by a physician (good for 24 months), a signed parent permission form, signed activities code, paid the \$75. Sport fee and purchased a \$30.00 ASB card. **The fees must be paid during the first two weeks of practice.** Check with Mrs. Gateman if you think your physical is still good. If a scholarship is needed, please see Mr. Allison or Ms. Johnson.

Our eligibility policy states that students must be passing all classes and display responsible behavior in order to remain eligible. Should you become ineligible, you will be restricted from participating in the next scheduled event, but you must still attend practice.

6<sup>th</sup> grade students may practice with teams, excluding football, but are not allowed to travel or compete with the team, except for wrestling and track where they may only compete against other 6<sup>th</sup> grade students. In order for a 6<sup>th</sup> grader to participate he/she must provide all completed paperwork and purchase an ASB card, but is not required to pay the sport fee unless he/she is allowed to compete (track and wrestling only).

An athlete arriving after first period on game day without a prearranged or excused absence (medical, dental, or family emergency), may not participate in that day's game. Sleeping late or missing the bus is not an excused absence.

### **Backpacks**

Backpacks are not allowed in classrooms, and should be placed in lockers upon arrival at school.

### **Bus Transportation**

Students may ride a different bus or get off at an alternate stop if 1 student has a note signed by his/her parent or guardian, has a bus pass from a prearranged activity at school, or has a bus pass obtained from the school office. ***Bus passes must be obtained before the end of the lunch period.***

### **Closed Campus**

McMurray is a closed campus. The following expectations are in effect and will be strictly enforced:

- **All students** must sign out in the office prior to leaving campus and must have specific permission from the office to leave.
- **This permission** may be obtained with a note from a parent or a telephone call home.
- **Leaving school** without permission will be considered truancy.
- **Visitors on Campus...**All visitors must sign in at the main office. A visitor's badge must be worn in clear view for the duration of the stay on campus. McMurray prohibits students not currently enrolled in our district from visiting our campus when school is in session unless the visit has been approved in advance by the principal. Student visitations of a purely social nature are strictly prohibited.

### **Commons Area**

Our school hallways are for traveling from classroom to classroom. Students are asked to socialize in other supervised common areas at the appropriate times (lunch, before and after school). During scheduled lunches, students are expected to remain in the lunchroom, commons or may participate in activities outside. Student behavior in the lunchroom and commons is expected to be safe, respectful and responsible:

- 1. Walk to the lunchroom** and be courteous to others while waiting in line
- 2. Eat while seated** at tables
- 3. Visit with friends**, refrain from shouting or disruptive behaviors
- 4. Dispose of garbage** and leave the area clean, assist with spills or other messes
- 5. Respectfully follow** directions of the lunch staff and campus monitors

### **Dances**

Students may not leave the school then return to the dance. The use of chemicals (alcohol, tobacco or drugs) at school or school- sponsored events is a violation of school and district policy. Students violating this policy will be subject to school suspension. Evidence of chemical abuse at McMurray Middle School sponsored dances may result in an early termination of the event. School rules apply to all school-sponsored events.

### **Detention**

Students reaching steps 2 and 3 of the Discipline Code may be assigned to one or more after-school detentions. Detention is a quiet study time, monitored by a staff member. Students requiring detention will be notified by the office. Detentions that have not been served may result in additional disciplinary actions.

## Disaster Drills

This procedure will be followed for all emergency building evacuation procedures: When directed, students will evacuate the building and assemble in the lower parking lot with their homeroom class. Attendance will be taken on the field. Be sure to listen to and follow all instructions. Students must stay with their homeroom group until dismissed by the principal or principal designee.

## Dress Code

It is expected that students dress in a style that is conducive to learning. The dress code applies to the school day (including coming to school and leaving school). The dress code applies to ALL school-sponsored events, including field trips, sports, drama presentations, dances and on-site events. Students dressed inappropriately will be asked to change.

Any clothing or accessory that depicts or promotes any form of profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, sexual overtures, is offensive to any gender, race or ethnicity, sexual orientation, prejudice, illegal activities or creates any kind of distraction to the learning environment, is used for the purpose of intimidation, or is associated with gang membership is unacceptable.

### Complete Dress Policy and Restricted Items

- **HATS:** Head coverings such as hats, sweatshirt hoods, bandanas, or hairnets may not be worn in the school building.
- **JEWELRY/ACCESSORIES:** Jewelry or any accessories that constitute a school hazard such as pocket chains, heavy metal necklaces or bracelets, overly large hoop earrings, or spiked/studded items are allowed at school or before/after school events.
- **PANTS:** All pants should be able to fit around the waist without a belt. Pants sagging below the waist, boxer shorts or underwear showing, and excessively baggy pants are unacceptable. Bottoms must not sag or drag.
- **SHOES:** Shoes with wheels (i.e. Heelies) and heels higher than 2 inches are not appropriate for school. Bedroom slippers may not be worn (except on dress-up days). Footwear MUST be worn at all times.
- **SHORTS/SKIRTS:** Shorts/skirts should extend beyond the tips of the fingers when arms are hanging normally at a student's sides.
- **SHIRTS/SWEATSHIRTS/JACKETS:** All tops must not allow undergarments to show. Mesh, see-through, strapless, tank tops, bra straps, spaghetti straps, tube tops are not acceptable. Cleavage must not be visible.

### Violations of the Dress Code will Result in the Following Consequences:

1 <sup>st</sup> violation:	Student must change, verbal warning
2 <sup>nd</sup> & 3 <sup>rd</sup> violation:	Student must change, parent notification, 30 minute detention
4 <sup>th</sup> violation:	Student must change, parent notification, 60 minute detention
5 <sup>th</sup> violation:	Student must change, parent notification, additional detentions, in-school suspension or campus clean-up.

## Early Dismissal

Students needing to leave school for any reason must first have a note from parent or guardian, and get permission from the office. If possible, the office should be notified of the plans before school so teachers can be notified. All students leaving school early must sign out in the office before leaving campus.

## Extra Help

If you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions, you may arrange a conference with your teacher before or after school. Many teachers provide "tutorials" for their classes.

## Family Access

McMurray staff recognizes that many parents would like to play a greater role in their child's education. To make it easier for you to get involved and help keep you informed in your child's education, we are providing you with the ability to view student information (schedule, grades, attendance, demographic home information, transcripts, food service account balances, and standardized test results) anytime day or night. Contact Ms. Johnson, [gjohnson@vashonsd.org](mailto:gjohnson@vashonsd.org) for your login and password.

## Fees

Elective fees are due each semester. Sport fees are due during the first two weeks of practice and are per sport. See Mr. Allison or Ms. Johnson if a scholarship is needed.

ASB card	\$30. (includes student planner, 2 composition notebooks, home access to Math On-Line)		
Sport Fee*	\$75. per sport	8 <sup>th</sup> Gr. Wild Waves	\$22.00
Art Fee	\$20. per semester	3-D Art Fee	\$25. per semester
Annual	\$35.	Photography Fee	\$30. per semester
Breakfast*	\$1.75 regular, \$ .30 reduced	Dances	\$5. to \$7. (varies)
Lunch *	\$2.50 regular, \$.40 reduced		

*\*all fees are subject to change*

## Fines

During the school year we will periodically check for lost or damaged books. Fines may be levied at that time. You are responsible for the book checked out to you. Fines may range from \$2.00 for damage to full text replacement cost.

## First Aid

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness parents will be contacted immediately. If parents cannot be reached, and a parental consent form has been checked authorizing the school to seek emergency treatment, the child will be taken to the local clinic. Please make sure your emergency phone number is on file in the office. 911 will be called in extreme emergencies.

## Grading

The standardized transcript is based on a marking/grading system that reports the grades earned by students as follows:

A 4.	A- 3.7	B+ 3.3	B 3.	B- 2.7
C+ 2.3	C 2.	C- 1.7	D+ 1.3	D 1.
D- .7	F 0			

Humanities classes meet for two periods so that grade is counted twice when calculating a student grade point average.

Students receiving incomplete grades have fourteen calendar days at the end of the grading period to complete the work. If the work is not completed within the fourteen days, the incomplete reverts to an "F" grade. In exceptional circumstances, the principal may extend the time period allowed to complete the course.

## Homework Requests

If a student is absent for a minimum of three consecutive days, homework may be requested from the school secretary or you may check teacher websites through Family Access at <http://family.vashonisland.wa-k12.net> Contact Ms. Johnson for log-in and password.

### **Insubordination/Misconduct**

Students are required to obey the reasonable requests of all staff members. Willful disobedience, dishonesty, vulgarity and profanity, obscenity, cheating and any other inappropriate behavior shall be referred immediately to school administration.

### **Internet Use**

Computers are available in the library for student use. Priority is given to students using the computers for class related projects and research.

Students must have a signed internet agreement form on file in order to access the internet. That form is good for their duration as a student at McMurray unless otherwise revoked. Internet forms are available in the office and the computer lab.

### **Lasers**

Students are prohibited from possessing laser pointers on school property, on school buses, or at school sponsored events. Laser pointers are considered weapons and students possessing them at school will be subject to disciplinary action as per Board Policy 4314 and RCW 9.41.280.

### **Life Threatening Health Conditions**

Washington state law (RCW 29.10 Section 1) requires that all students with life threatening health conditions have the needed medical orders, medication and/or equipment and a nursing care plan in place before the child may attend school.

Forms are available in the office.

### **Lockers**

Each student is assigned a locker. Lockers are the property of the school district. As property of the school, lockers may be inspected by school officials. Lockers are not to be written upon or in any way vandalized by students. The cost of repairing any damage to a locker will be charged to the student. The school does not assume liability for stolen items. A jammed locker is not a secure locker.

### **Loss of or Damage to School Property**

A student or his/her parent or guardian shall be responsible for the cost of property which is lost or willfully damaged.

### **Lost and Found**

If you have lost or found an item, contact the secretary in the school office or check in the lost and found area in the lunchroom. Unclaimed lost and found items will be given to Granny's Attic periodically during the school year.

### **Medication**

According to state law and district policy, if it is necessary for your child to receive oral medication (prescription or non-prescription) during school hours, a medication form must be filled out and signed by both the physician and parent. These forms are available in the school office. All medication must be kept in the most current pharmacy container and will be kept locked in the school office. To ensure safety, parents are encouraged to have an adult deliver the medication to school.

### **Messages**

The school cannot guarantee phone messages will reach students. The office will attempt to deliver emergency messages only from parents or guardians. The school will not deliver messages from other students.

## **Pagers/Cell Phones/Electronic Devices**

Public telephones are located in the school commons for student use. Under no circumstance is a student to use any other school telephone without permission from staff, including the office telephone. The use of I-Pods, iPhones, MP3 players, pagers, cell phones, and other electronic devices by students is prohibited during class time. Use of the above mentioned electronic devices is restricted to the commons or outside the building. Students will not be released from class to respond to a page or phone call.

## **Parent Conferences**

Parents may make appointments for conferences with teachers, the counselor or building administrator by telephoning the school office.

## **Part-time Students**

Students arriving after the regularly scheduled start time (7:36) must sign-in at the main office. Part-time students are to leave campus after their regularly scheduled classes.

## **Personal Effects/Valuables**

Students are cautioned not to bring large amounts of money, I-Pods, cell phones or cameras to school. Students, not the school, are responsible for their personal property. Parents are reminded that the school district cannot be responsible for loss or damage to personal property brought to school by students. Students who bring personal belongings to school do so at their own risk. **Do not leave backpacks unattended, and jammed lockers are not secure storage for your valuables.**

## **Public Displays of Affection**

Public displays of affection are not allowed at McMurray. Hugging, kissing, embracing, hand-holding or any other sexual contact is prohibited.

## **Recreation Nights**

Monthly Recreation Nights are held periodically throughout the year. Food, games, competitions, movies and other activities are provided. If you would like to volunteer to help organize or chaperone these evenings, please contact the school office

## **Recreation Equipment**

The foosball tables, ping pong table and the pool table should not be used during class time unless directly supervised by a staff member as part of a class activity.

## **Restrictive Health Conditions**

If your child develops a health condition restricting school activities, e.g. broken bones, sprains or other short term disability, the school secretary or counselor should be notified immediately, followed by written instructions from your doctor.

## **Retention**

Students and parents will be notified of possible retention by letter no later than April 30<sup>th</sup>. The school has the right to waive requirements if a student's presence would have a negative effect on the general student body because of classroom behavior, or school-wide discipline, age, or teacher recommendation. This will be decided by a committee and apply to students in all grades. If you are notified of possible retention, you may pursue correspondence courses or summer school at your expense to avoid retention. District Policy 2421 describes promotion/retention procedures.

Frequent absences and incomplete work are the leading causes for retention.

## **Skateboards & Bicycles**

**Skateboards may not be ridden anywhere on the school campus at any time.** Please do not bring your skateboard to school. Bicycles are not to be ridden on campus during the school day. After hours use is at the user's risk. Users must wear helmets when riding after hours. Vashon Island School District accepts no responsibility for accidents occurring during after hour's unauthorized use. Users will be held financially responsible for any damage to school district property.

## **Snow Days**

During periods of bad weather, radio and television stations will report closures and changes of schedule. If information is not mentioned, school will be held as usual and transportation will not be changed. When school is closed, all activities planned for public school buildings will be canceled.

## **Student-Led Conferences**

Student Led Conferences are designed to help our students become more invested in their academic progress by setting and achieving their goals and developing a portfolio of best works. Fifteen minute conferences will be scheduled for March 18<sup>th</sup> and 19<sup>th</sup>, where students will discuss their portfolios, goals and reflections on the year.

## **Supplies**

3-ring binder with dividers	eraser
white, lined paper	pencils
ruler(metric/standard)	scissors
blue or black ball-point pens	protractor, calculator, compass
colored pencils or fine-point felt pens	zippered notebook pouch
student planner*	2 composition notebooks*
combination/key lock for PE basket	other items as required by individual teachers

Student planner\* and two composition notebooks\* (for Humanities and Science) will be provided with the purchase of the student ASB card. The \$30.00 ASB card fee also includes a photo identification card.

## **Visitors on Campus**

All visitors must sign in at the main office. A visitor's badge must be worn in clear view for the duration of the stay on campus. McMurray prohibits students not currently enrolled in our district from visiting our campus when school is in session unless the visit has been approved in advance by the principal. Student visitations of a purely social nature are strictly prohibited.

**McMurray Middle School 2009-1020**  
**First 6-week Grading Period: 8 September to 16 October, 2009**

<b>September 7</b>	<b>8 First Student Day 10:35 dismiss</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>September 14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>September 21</b>	<b>22</b>	<b>23</b>	<b>24 Late Arrival First bell 9:46</b>	<b>25</b>
<b>September 28</b>	<b>29</b>	<b>30</b>	<b>October 1</b>	<b>2</b>
<b>October 5</b>	<b>6</b>	<b>7</b>	<b>8 Late Arrival First bell 9:46</b>	<b>9 TEACHER ONLY DAY NO SCHOOL</b>
<b>October 12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>

**McMurray Middle School 2009-1020**  
**Second 6-week Grading Period: 19 October to 4 December, 2009**

<b>October 19</b>	<b>20</b>	<b>21 CES conferences, no CES classes</b>	<b>22 Late Arrival First bell 9:46 CES conferences No CES classes</b>	<b>23 CES Conferences No CES classes</b>
<b>October 26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>November 2</b>	<b>3</b>	<b>4</b>	<b>5 Late Arrival First bell 9:46</b>	<b>6</b>
<b>November 9</b>	<b>10</b>	<b>11 Veteran's Day No School</b>	<b>12</b>	<b>13</b>
<b>November 16</b>	<b>17</b>	<b>18</b>	<b>19 Late Arrival First bell 9:46</b>	<b>20</b>
<b>November 23</b>	<b>24</b>	<b>25</b>	<b>26 Thanksgiving No School</b>	<b>27 Thanksgiving Break No School</b>
<b>November 30</b>	<b>December 1</b>	<b>2</b>	<b>3 Late Arrival First bell 9:46</b>	<b>4</b>

**McMurray Middle School 2009-1020**  
**Third 6-week Grading Period: 7 December to 29 January, 2010**  
**End of First Semester**

<b>December 7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>December 14</b>	<b>15</b>	<b>16</b>	<b>17 Late Arrival First bell 9:46</b>	<b>18</b>
<b>December 21</b>	<b>22</b>	<b>23 Winter Break Begins No School</b>	<b>24 Winter Break No School</b>	<b>25 Winter Break No School</b>
<b>December 23</b>	<b>WINTER</b>	<b>HOLIDAY</b>	<b>BREAK</b>	
		<b>NO SCHOOL</b>		<b>January 1</b>
<b>January 4 Classes resume</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>January 11</b>	<b>12</b>	<b>13</b>	<b>14 Late Arrival First bell 9:46</b>	<b>15</b>
<b>January 18 ML KING Jr Day No School</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>January 25</b>	<b>26</b>	<b>27</b>	<b>28 Late Arrival First bell 9:46</b>	<b>29 End of 1<sup>st</sup> Semester</b>

**McMurray Middle School 2009-1020**  
**Fourth 6-week Grading Period: 1 February to 19 March 2010**

<b>February 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>February 8</b>	<b>9</b>	<b>10</b>	<b>11 Late Arrival First bell 9:46</b>	<b>12</b>
<b>February 15</b>	<b>Mid-Winter</b>	<b>Break</b>	<b>No School</b>	<b>February 19</b>
<b>February 22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>March 1</b>	<b>2</b>	<b>3</b>	<b>4 Late Arrival First bell 9:46</b>	<b>5</b>
<b>March 8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>March 15</b>	<b>16</b>	<b>17</b>	<b>18 McM Student-Led Conferences No McM school</b>	<b>19 McM Student-Led Conferences, No McM school</b>

**McMurray Middle School 2009-1020**  
**Fifth 6-week Grading Period: 22 March to 7 May 2010**

<b>March 22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>March 29</b>	<b>30</b>	<b>31</b>	<b>April 1</b> Late Arrival First bell 9:46	<b>2</b>
<b>April 5</b>	<b>SPRING</b>	<b>BREAK</b>	<b>NO SCHOOL</b>	<b>April 9</b>
<b>April 12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>April 19</b>	<b>20</b>	<b>21</b>	<b>22 Late Arrival</b> First bell 9:46	<b>23</b>
<b>April 26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>May 3</b>	<b>4</b>	<b>5</b>	<b>6 Late Arrival</b> First bell 9:46	<b>7</b>

**McMurray Middle School 2009-1020**  
**Sixth 6-week Grading Period: 10 May to 18 June 2010**  
**End of Second Semester**

<b>May 10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>May 17</b>	<b>18</b>	<b>19</b>	<b>20 Late Arrival First bell 9:46</b>	<b>21</b>
<b>May 24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>May 31 Memorial Day No School</b>	<b>June 1</b>	<b>2</b>	<b>3 Late Arrival First bell 9:46</b>	<b>4</b>
<b>June 7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>June 14</b>	<b>15</b>	<b>16 8<sup>th</sup> grade Tributes &amp; Treats 7 pm</b>	<b>17 8<sup>th</sup> grade Wild Waves, Dinner Dance</b>	<b>18 Last student day, 10:35 dismiss</b>
<b>June 21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>