

# 2018–2019 Murchison IB World Middle School Handbook



3700 North Hills Drive  
Austin, Texas 78731-3092

[www.murchisonmatadors.org](http://www.murchisonmatadors.org)

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## HELPFUL CONTACT INFORMATION

Main Office: 512-414-3254  
 FAX: 512-414-4570  
 Principal's Admin Asst.: 512-414-4555  
 Attendance: 512-414-4518  
 Substitutes/Grades: 512-414-4520  
 Textbook/Facilities: 512-414-0594  
 Health Office (Nurse): 512-414-4523  
 Cafeteria Manager: 512-414-1387  
 Bus Transportation: 512-414-0238

Please note that all MMS staff is listed on the website.

### MMS Fight Song:

*Onward we go,  
 And we'll fight every foe,  
 For Murchison Middle School,  
 The Orange and the Gold!  
 Fight! Fight! Fight!  
 Proud is our name,  
 And so great is our fame,  
 We'll raise that score,  
 And fight some more,  
 The Matadors will win this game!  
 Yea Orange! Yea Gold!  
 Yea! Matadors! Go! Go! Go!*

This MMS handbook does not replace the Austin ISD Code of Conduct board approved policies; it only explains campus practices.

## C Day Schedule by Lunch

	7th/8th grade		6th grade		7th/8th grade
8:25 - 9:16	1st period	8:21 - 9:12	1st period	8:25 - 9:16	1st period
9:20 - 10:06	2nd period*	9:16 - 10:02	2nd period*	9:20 - 10:06	2nd period*
10:10 - 10:56	3rd period	10:06 - 10:52	3rd period	10:10 - 10:56	3rd period
11:00 - 11:30	A LUNCH	10:56 - 11:42	4th period	11:00 - 11:46	4th period
11:34 - 12:20	4th period	11:45 - 12:15	B LUNCH	11:50 - 12:36	5th period
12:24 - 1:10	5th period	12:19 - 1:06	5th period	12:40 - 1:10	C LUNCH
1:14 - 2:00	6th period	1:10 - 1:56	6th period	1:14 - 2:00	6th period
2:04 - 2:50	7th period	2:00 - 2:46	7th period	2:04 - 2:50	7th period
2:54 - 3:40	8th period	2:50 - 3:36	8th period	2:54 - 3:40	8th period

## A/B Block Schedule by Lunch

(Lunch is always joined with 4th and 5th, which is why B day classes are out of order.)

	7th/8th grade A lunch		6th grade B lunch		7th/8th grade C lunch
8:25 - 9:50	1st/2nd block	8:21 - 9:46	1st/2nd block	8:25 - 9:50	1st/2nd block
9:54 - 11:19	3rd/6th block	9:50 - 11:15	3rd/6th block	9:54 - 11:19	3rd/6th block
11:19 - 11:52	A Lunch	11:19 - 12:02	5th/4th block*	11:23 - 12:48	5th/4th block
11:56 - 1:21	5th/4th block	12:02 - 12:32	B Lunch	12:48 - 1:21	C Lunch
1:25 - 2:11	Advisory	12:35 - 1:17	5th/4th block*	1:25 - 2:11	Advisory
2:15 - 3:40	7th/8th block	1:21 - 2:07	Advisory	2:15 - 3:40	7th/8th block
		2:11 - 3:36	7th/8th block		

## Student Schedule

Teacher	Room	Tutorials
1A.	_____	_____
2B.	_____	_____
3A.	_____	_____
4B.	_____	_____
5A.	_____	_____
6B.	_____	_____
7A.	_____	_____
8B.	_____	_____
Advisory	_____	

***Welcome to Murchison Middle School! We are excited that you are here and know that you will truly enjoy being a Murchison Matador where there is "Inspiration Within, Excellence Throughout." This Handbook is a resource for you and your family about our various policies and procedures. Murchison Matadors are aware, on time, and kind. Remember, "Matadors Make It Happen!"***

### **ATTENDANCE**

Under State Law students are required to attend school. Notes must be received by the attendance specialist within 2 school days of the absence or tardy. After 5 days, the absence or tardy will remain unexcused. Students attending family trips during scheduled school days will receive an unexcused absence. Car problems, traffic or oversleeping will not be considered as an excused absence or an excused tardy. Absence forms are available at [murchisonmatadors.org](http://murchisonmatadors.org) or in the office. When a student has accumulated three unexcused absences, the District mails a warning letter to the parents. Parents and their student may be required to attend an attendance hearing when the student has accumulated 4 unexcused or excused absences. Students must make-up one hour for every class missed as directed by the assistant principal which could include after school tutoring, detention, Saturday school, community service, or IB project service hours. Student absences will be excused for the following reasons:

- **Medical Appointment:** The student must be in school for some portion of the day, (either before or after the appointment), and bring documentation from the medical professional in order for the absence to not be counted. Appointment must be face to face.
- **Illness:** A student may be excused due to personal illness. On the day that the student returns, the student should bring a note signed by the parent stating that he/she was ill. A note from a doctor may be attached if available. In the case of excessive absences (4 or more in one semester) due to illness, the local campus attendance committee may require a doctor's statement to support the reason(s) for the absences.
- **Court:** The student is involved in court proceedings or is participating in an activity related to those court proceedings.
- **School Sponsored Activity:** The student is participating in an extracurricular activity and has to miss class due to this activity (i.e., athletics, UIL competition, band/choir performance, field trip, etc.).
- **Religious Holy Day:** The student is observing a religious holy day, which includes travel time to and from the site.
- **Pre-Approved Reason:** A student required to attend school may be excused for temporary absence under extraordinary (heretofore unaddressed) circumstances, if approved by the principal of the school in which he or she attends.
- **Suspension:** Absence due to suspension by the campus.

#### **~Steps to follow when arriving late or returning from an absence:**

- Bring a note or absence form (found on website, [www.murchisonmatadors.org](http://www.murchisonmatadors.org) or in the main office) stating the reason for the absence, on the day you return. The

note must have a parent signature, phone number where a parent can be reached and student ID number.

- Give the note or absence form to the Attendance Specialist before going to first period.
- Make arrangements with teachers to complete make-up work.
- To enter class you must have a "Permit To Enter" slip from the office.

#### **~If you LEAVE school for any reason, you must have a "Permit to Leave."**

1. Bring a note from home with the reason you must leave school, the time you will leave, & when you will return to school.
2. Give the note to the Attendance Specialist before going to first block. The Attendance Specialist will give you a "Permit to Leave" note for you to show to the appropriate teacher when it's time for you to leave.
3. When it is time to leave, you must meet your parents in the office. **Parents must come into the office to check students out of school.**
4. When you return to school, you must check-in with the Attendance Specialist. You will then be given a return time on your "Permit to Leave."

A student is **tardy** to class if he/she is not in the classroom when the tardy bell rings. Between classes tardies are excused only if accompanied by a note from a Murchison staff member. If you arrive tardy to school, check-in through the main office before going to class. You must receive a "permit to enter" from the main office.

Consequences could be assigned for excessive tardies include the following: lunch detention (excuses 2 tardies), after school detention (excuses 3), Saturday Detention (excuses 9), or ISS (excuses 21). Repetitive offenses may lead to other redirection efforts including delayed transitions.

### **BEHAVIOR EXPECTATIONS**

Murchison Middle School is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity and equality among students. High standards are expected for both academic achievement and for behavior. Murchison Middle School takes a strong stance on issues related to physical aggression. Students involved in incidents of **physical aggression** will be subject to administrative consequences, which can include home suspension and removal to the Alternative Learning Center. Play fighting will not be tolerated and may result in administrative consequence. Students who violate **school or classroom rules** may be assigned the following consequences: Lunch Detention occurs daily during lunch times, After School Detention is held from 3:40pm - 5:00pm, Saturday Detention is held from 9:00am -12:00pm on designated Saturdays, In School Suspension (ISS) occurs during the school day. Students are supervised by a monitor and are required to work when assigned to ISS or a detention. Failure to attend, complete assignments, or behave appropriately may result in further administrative action. Parents are responsible for providing transportation for detentions. Persistent inappropriate behavior may

result in a Behavior Improvement Plan, long term ISS, suspension, or assignment to the Alternative Learning Center.

~**Hallway behavior** is important for a safe environment. Students are expected to have an official hall pass with the correct time, date and the exact destination points clearly written by a staff member. In addition, students are to abide by the following expectations:

1. Must have a hall pass **to go to the counselor, library, nurse, or another teacher.**
2. Report only to the designated location.
3. Take the quickest, shortest route to the nearest location.
4. Be considerate of others. Use kind words and actions.
5. Walk at all times.
6. Keep your hands and feet to yourself. **\*Public displays of affection are NOT permitted.**
7. Be punctual. Arrive to class on time.
8. Walk on the right side of the stairs.
9. Maintain appropriate voice levels.
10. Do not stop at any undesignated locations or in the middle of the hallway to socialize with peers.
11. Adhere to any and all redirection from adults (staff).
12. Do not remove or tamper with signage

**BULLYING DEFINITIONS & REPORT PROTOCOL** Bullying and sexual harassment will not be tolerated at Murchison or school-sponsored or school-related activities. Bullying is aggressive behavior or intentional harmful behavior. It can be physical, verbal, or emotional. It can occur once or be carried out repeatedly over time. Examples of prohibited behaviors include, but are not limited to: name calling, unwanted touching, threatening to hurt someone, threatening gestures, or physical contact. Sending or requesting inappropriate photos is a violation of AISD code of conduct. Incidents reported to administration may result in administrative consequences. Sexual harassment is unwanted and unwelcome sexual behavior that interferes with a student's academic and social life. It can be physical, verbal, gestures, notes, or pictures. Sexual harassment can happen once, several times, or repeatedly. Bullying about gender, body parts, or sexuality may be considered a form of sexual harassment. Sexual harassment also happens in dating relationships and can lead to violence. Sexual harassment is a violation of the law. "Pantsing", the act of pulling down another student's pants, will be considered harassment and subject to suspension.

Students who believe they have been harassed or bullied are encouraged to promptly report such incidents to their teacher, counselor or administrator. Complaints will be documented and investigated. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Complaint Procedure:

1. Student and/or parent will complete a complaint form available in the counseling department.
2. The complaint form will be submitted to the appropriate counselor immediately.
3. The counselor will investigate complaints by meeting separately with each student involved in the situation.
4. The administrator or counselors will conference with the

targeted student and parent to discuss safety.

5. The administrator or counselors will conference with the accused student and parent to discuss appropriate behaviors and consequences. With the prior consent of the targeted student, the principal may issue a School-based Stay Away Agreement to both students during the conference.

Murchison encourages parent and student support in its efforts to prevent and address bullying and sexual harassment. Students and parents are encouraged to discuss their concerns or questions about expectations in these areas with a teacher, counselor, or principal. More resources are available at: [www.austinisd.org/respectforall](http://www.austinisd.org/respectforall)  
*See David's Law/Cyberbullying on next page.*

### **BUSES**

The bus driver is responsible for the safety and conduct of students riding the bus. Students are expected to abide by the guidelines governing student conduct on school buses. If your bus arrives late, you need to obtain a late bus pass from a hall security monitor. If your student's bus is more than 20 minutes late, please contact AISD transportation for assistance at 512-414-0238 for an estimated arrival time. Students requesting to ride a bus to which they are not assigned must bring a note signed by their parent or guardian to the office no later than 1:30 p.m. Approval may be subject to availability. The note must include rider, guest name, and bus number. Riding the bus to school is a privilege that may be revoked if safety rules are not observed. Please call transportation to report complaints about drivers at 512-414-0238.

### **CAFETERIA**

Food service lines close 10 minutes before the end of lunch.

1. Remain seated while maintaining appropriate voice levels at all times. Choose one seat for the duration of the lunch period.
2. Be considerate of others. Keep your hands to yourself.
3. Walk at all times.
4. Wait in lines politely. Speak respectfully, loud and clear when addressing serving staff.
5. Horseplay in the cafeteria will not be tolerated. Throwing food or other objects may result in administrative consequences.
6. Playing with food is inappropriate.
7. Clean up your area. Dispose of trash prior to the bell.
8. All food or drink, except water, must stay in the cafeteria.
9. Students must have a pass to leave the lunch area; all other areas of the building are off limits during lunch.
10. Students cannot share food.

**Breakfast** is available from 7:45 to 8:20. Students planning to eat breakfast at school must report directly to the cafeteria as soon as they arrive on campus. All students eating breakfast are expected to eat in a timely manner and then promptly report to their assigned areas. Tables have been set aside for breakfast. Eating at other tables is not permitted. Students who arrive on buses at 8:10 or later will still be allowed to eat breakfast. Teachers will be

notified of late bus arrivals. You may add money or check your **student's lunch account** by visiting [www.schoolcafe.com](http://www.schoolcafe.com). You can also add money to the account in person or by sending money with your student. If you have any questions, call our cafeteria manager at 512-414-1387.

#### **~Foods of minimal nutritional value (FMLV)**

1. No competing foods may be served before, during, or after the lunch periods.
2. Parents may bring lunch to their child **only**. Please only bring enough food for your child (single serving).
3. Homemade food must be delivered by the parent to the main office prior to the student's lunch period. The lunch will be delivered to the student in the cafeteria.
4. Parents providing food from an outside establishment must package that food in a generic container, one that does not contain the logo or name of the establishment.
5. If a parent wishes to join their child for lunch, they must eat with their child in the courtyard.
6. Food **may not** be provided for any celebrations outside of classroom curriculum.

#### **CAMPUS HOURS**

The official school day for **6th graders** is 8:21am – 3:36pm. **7th & 8th graders** attend 8:25am – 3:40pm. Any MMS student may enter the building at 7:30am and report to the following locations:

- 6th graders report to the large gym
- 7th and 8th grade boys report to the cafeteria
- 7th and 8th grade girls report to the small gym.

Locations for 7th/8th grade boys and girls will flip for second semester.

**Once students are on campus, they are not to leave.** Any student, who is not under the direct supervision of a teacher and/or staff member, must be off campus by 3:45pm. When attending an after-school event, students must leave campus by 3:45pm and return at the time of the event. Students waiting for parents need to remain at the designated parent pick-up location. Students are **NOT ALLOWED** to return to campus after they have already left.

#### **CELL PHONE/ELECTRONIC POLICY**

**The following campus-wide cell-phone/personal device policy is based upon the following beliefs and observations about the role of personal devices in the educational environment:** In our modern world, there is a place for student use of personal devices for instructional use. There is also a need to provide opportunities where students do not have to choose between the distraction of the personal device and learning. The digital world has reduced face-to-face social interactions among youth, interfering with the development of critical social skills. In addition, the use of personal devices and headphones in the hallways has proven to be a safety concern. Based upon these observations and beliefs, the following cell phone/personal device policy will be in place:

**~Device Use in Non-Classroom Areas:** Cell phones/personal devices will be turned off and out of sight when students arrive on campus. Cell phones/personal devices and headphones (unless for special needs

accommodations) will not be allowed in the halls at any time. Personal device and cell phone use will not be allowed in the cafeteria or courtyard during lunch. At all times, pictures and video recordings on personal devices is prohibited, unless it is part of a learning activity.

**~Device Use in Classrooms:** All teachers will have a red "No Devices Allowed" sign and a Green "Devices Allowed" sign. All classes begin with the red "No Devices Allowed" sign showing. If at any time during the class period the teacher decides to allow students to use their devices for instructional use, the teacher will give a verbal cue and display the green "Devices Allowed" sign. If a student is using a device when the red sign is displayed, this will be considered violation of the device policy. At all times, pictures and video recordings on personal devices is prohibited, unless it is part of a learning activity.

**~Parent Communication via Student Device:** During the school day, a parent may call the main office to have a message delivered to their student. However, recognizing the ease of communication between parent and student via cell phone, all students will be able to check their phones/devices during the last 5 minutes of lunch at 1:17 pm (6th Grade), 12:37 (7/8th Grade A), and 2:06 pm (7/8th Grade C). Students may use the student phone in the office for an emergency if they need to contact a parent and do not have a personal device.

The following consequences for violation of the policy will be enforced:

- 1st Campus-Wide Violation-Teacher confiscates phone for remainder of class. Student may retrieve phone at end of class.
- 2nd Campus-Wide Violation-Teacher turns in phone to office. Parent is contacted about cell phone issue. Child may retrieve phone at end of day.
- 3rd Campus-Wide Violation-Teacher turns in phone to office. Parent must physically come to campus to retrieve phone. In some cases, the parents may be required to provide proof of ownership in person and complete the required forms to pick up the device.
- Any additional violations, the student must turn in the device upon arrival to campus and can retrieve the phone at the end of the day for the remainder of the school year.

**Confiscated items will be disposed of one month after the date of confiscation. The District nor Murchison is NOT responsible for devices brought onto District property that are lost, stolen or damaged, including devices confiscated by Murchison staff members.**

#### **DATA CHANGE FOR STUDENT**

Please inform the main office immediately of any change of information. Proof of residence will be required to change the address: City of Austin utility bill, lease agreement, or mortgage statement.

#### **DAVID'S LAW/CYBERBULLYING**

Cyberbullying as defined in David's Law means bullying arising from a pattern of acts or one significant act that is done through the use of any electronic communication device, including cellular or other type of telephone, computer, camera, electronic mail, instant messaging, text

messaging, a social media application, an Internet website, or any other Internet-based communication tool.

For more details, please refer to David's Law section in this handbook.

### **DRESS CODE**

The purpose of the Dress Code is to maintain a safe and respectful learning environment and to model good citizenship. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire. Students may wear uniforms associated with approved campus extracurricular activities (such as cheerleader uniforms) with the approval of the adult sponsor and principal. The district prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause disruption of or interference with normal school operations. The following is a description of items of clothing that may not be worn, carried or displayed at school:

- Slippers/House shoes/Roller shoes
- Hats, Caps, or Hoods (except for religious headwear or on days necessitated by weather) – includes bandanas, do-rags and head coverings for fashion
- See-Through Clothing or Visible Undergarments
- Onesie pajamas or costumes (sharks, kangaroos, etc.)
- Backless Tops/Bare Midriff/Muscle Shirts/Un-tucked shirts longer than fingertip length of an extended arm/Halter Tops/Low Cut Necklines/Strapless Tops/Spaghetti Straps
- Tank Top (straps must be at least 2" in width unless covered by dress code top, sweater or jacket)
- Baggy Pants (waistline below hip)/ Pajamas/Flannel Lounge Pants
- Dresses and skirts shorter than the length of the longest finger with hands extended to the sides
- Gang-Associated clothing or colors or any other outward representation of possible gang affiliation
- Clothing that advertises, condones, depicts, or promotes the use of alcohol, tobacco, or drugs
- Clothing with vulgar or obscene language or with images or writings that promote disruption
- Chains or accessories that would endanger students' safety or distract from the learning environment

**Administration has the final decision as to what is inappropriate.** *Students who are not in compliance with the dress code will be provided alternate clothes to change into or given the opportunity to have appropriate clothes brought to them. Personal items will be returned upon receipt of the school issued clothing. Persistent non-compliance may result in an administrative consequence.*

### **DROP OFF/PICK UP**

Please use the circular drive at the front entrance on North Hills for dropping your student off at school in the morning. Please use the staff parking lot on North Hills for picking your student up after school.

### **E-CIGS/VAPING**

MMS is a drug, alcohol, and tobacco-free environment. Possession, use, and being under the influence of E-cigs

and vaping devices are all expressly prohibited on campus, at any MMS event, whether academic or extracurricular, at all times. Violation of this policy results in an immediate three-day out of school suspension, parent conference, and the following consequences for students involved in extracurricular activities:

**1<sup>st</sup> Offense** - One event/game suspension from all extracurricular activities and "O.T.I." (opportunity to improve) determined by the coach (practice permitted)

**2<sup>nd</sup> Offense** - Two events/game suspension from all extracurricular activities and "O.T.I." (opportunity to improve) determined by the coach (practice permitted)

**3<sup>rd</sup> Offense** - Four events/game suspension from all extracurricular activities and "O.T.I." (opportunity to improve) determined by the coach (practice permitted).

Daily checks with the coach for inspection or confiscation of tobacco products for the duration of the suspension (documented by the coach each day).

### **EMERGENCY DRILLS**

**Fire Alarms** – Murchison is equipped with a fire alarm system and smoke detectors for everyone's safety and security. Emergency drills will be held monthly. Map and evacuation instructions are posted in each classroom. Students tampering with any part of the fire/security/smoke systems will be subject to suspension by the school administration and consequences by the AISD Police and Austin Fire Department. Tampering with a fire alarm is a felony. **Weather Emergencies** – When weather emergency situations occur, Murchison administrators and staff members will use their best judgment for the safety of everyone. In the event that severe weather conditions prevent the opening of school, parents and students should listen to announcements via local radio and television stations. Sign up for "**Parent Remind**" on [murchisonmatadors.org](http://murchisonmatadors.org) to receive emergency text messages from Murchison.

### **GRADING POLICY**

Honesty, integrity, and a respect for individual achievement are expected at Murchison Middle School. The foundation of the **Matador Honor Code** is the belief that every student has the right to pursue an education free from dishonesty. All Murchison students are expected to uphold the standards

of academic conduct and abide by its requirements.

Incidents of academic misconduct will result in an automatic zero for the assignment and may result in other consequences as designated by the administration.

~**Report Cards** will be mailed/mailed to parents at the end of each six weeks grading period. Numerical grades will be used to report grades. Numerical values will be used for determining honor rolls. **The Parent Cloud can be accessed to view grades and attendance anytime during the school year at [my.austinisd.org](http://my.austinisd.org).**

~**Tutorials** are available after school every Monday through Thursday. Tutorials will be posted on teacher websites and be sure to ask your individual teacher for specific days and times. Students who do not complete assignments or homework will be subject to mandatory tutorials. Failure to

attend mandatory tutorials may result in administrative consequences.

~**Progress Reports** may be mailed to parents after the first three weeks of each grading period. The computerized reports could be sent to students who are failing, borderline failing or unsatisfactory in a certain subject area.

~**Homework** is a valuable learning tool. Students are responsible for turning homework in on time. The amount of time required to complete homework may vary according to a student's academic level and the level of the class. *Assignments will be posted by teachers on BLEND.*

~**Late Work grading scale:**

1st class day late is 15 point deduction; lowest grade 50%\*  
2nd class day late is 30 point deduction; lowest grade 50%\*  
3rd class day late is 45 point deduction; lowest grade 50%\*  
\*Lowest grade of a 50% is based upon satisfactorily completed work. An incomplete assignment turned in that earned less than a 50% will still reflect the lower grade. Any work to be collected for a grade after the third class day late must be completed during lunch or after school.

Students who complete work by the late work deadline, will earn a 50% for a satisfactorily completed assignment. Any work not completed by 3:40pm on the 5th calendar day prior to the end of the grading period will remain a zero.

Make-up or late work should be graded and entered within one week of receiving the assignment. Teachers will enter MSG (missing) in the gradebook to indicate an assignment has not been turned in. A code of PND (pending) means the student has turned in the assignment and it is in the process of being graded. Please allow teachers 5 business days to grade make-up or late work before emailing to inquire about the status of the assignment if the online gradebook shows a PND code for an assignment.

~**Reassessments** of student's tests, major assignments, writing or projects, within the given six weeks or 5 days of notification of the failing grade for a maximum grade of 70.

~**Make-up work** is the responsibility of a student or the student's parent to request the opportunity to make-up class work or homework missed. Students will be given one day for every day absent to make up assignments without penalty. Long Term Projects (assigned 2 or more weeks in advance) are due on the assigned date. Extenuating circumstances (major illness, family emergency) will be reviewed by the administration. The request for make-up work should be directed to the teacher. Assignments can be found by selecting each teacher's home page from website. The teacher will have a make-up work policy as part of their grading procedures. This policy will promote student responsibility. Make-up work may also be requested through the counselors' secretary (414-4524) when a student is absent three or more days. Assignments will be gathered within 24 hours and may be picked up in the Counselors' Office.

~**Promotion** from one grade to the next, requires:

1. Meet state standards on all state exams (STAAR)
2. Have an overall grade average of 70
3. Attain an average of 70 or above in three of the following subjects: language arts, math, social studies and science
4. Attend 90% or more of each of your classes

## **IMMUNIZATIONS**

Board Policy stipulates that students must have current immunization records on file. The Student Health Office will notify parents of students whose immunization records are not current. Students must have proper documentation of required immunizations to attend school.

## **INJURY/ILLNESS/ABUSE**

If you become ill at school, report your illness to your teacher or nearest adult immediately so that they may help get the proper medical attention. Students must have a pass from their teacher to report to the nurse's office. EMS will be contacted by administration for emergency needs. Parents will be responsible for medical and/or hospitalization costs. School staff will notify Family Protective Services or local law enforcement when it appears that a child is being neglected or abused.

## **INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM (IBMYP)**

Murchison is proud to offer AISD's only IB Middle Year Program. At Murchison, the IB MYP is a campus wide program that offers all students access to rigorous, internationally minded curriculum written by our own IB-trained teachers. As an IB World School, we believe that students should receive a holistic, well-rounded education. Therefore, in addition to Language Arts, Mathematics, Science, and Social Studies, students will take an additional language (Chinese, French, German, Latin, Spanish, or Vietnamese), Fine Arts, Physical Education, AND a Technology course. Students should take the level of coursework (Academic, Pre-AP, and Advanced) that is appropriately challenging for them. MMS expects students to complete 10 hours of community service throughout each school year. Opportunities exist throughout the year to earn these hours on or off campus. Students are encouraged to consult the board by the IB office or [murchisonmatadors.org/ib](http://murchisonmatadors.org/ib) or [ibo.org](http://ibo.org).

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office, where the owner may claim them. Found items are donated to charities on a regular basis. The school is not responsible for lost or stolen items.

## **MEDICATION AT SCHOOL**

If a student needs to take medicine at school, the parent must come in, fill out and sign a **Student Medication Request Form**. All medication must be left with the nurse and must be in its original container. This procedure includes prescription and over the counter medication (Tylenol, aspirin, etc.). The sale of prescription medication is a mandatory removal to the Alternative Learning Center. This includes ADHD medication. Possession of prescription medication that is not prescribed to the possessor is a mandatory hearing. *Possession of certain ADHD medication in a drug-free zone without following school guidelines for proper storage can result in felony charges requiring a mandatory expulsion. Please consult with our school nurse before bringing any medication on campus.*

### **MESSAGES TO STUDENTS**

Only emergency messages will be delivered to students. It may not be possible to deliver messages received after 3:10pm.

### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the NJHS is both an honor and a responsibility. NJHS students are models for the rest of the school. Requirements for membership include citizenship, behavior, and grades, which are noted throughout the year. The selection process is as follows:

1. Attaining a 3.5 cumulative G.P.A. for the 1st through the 4th Six Weeks. This includes all grades while at Murchison.
2. Completing and returning to the sponsor the Student Activity Information Form.
3. Faculty assessment with regard to leadership, character, citizenship, and service.
4. Selection by the Faculty Council.

An appeal must be made within seven school days after the date of notification of membership. See the AISD Secondary School information guide for additional information.

### **PARENT TEACHER ASSOCIATION (PTA)**

The Murchison PTA works with the students, teachers and administrators to provide parent volunteers, educational opportunities, activities, and funding for classroom needs. The PTA, in conjunction with the principal, publishes regular e-blasts that are emailed to parents/guardians. To sign-up for the PTA e-blast or to join the PTA, please visit our page at [www.murchisonmatadors.org](http://www.murchisonmatadors.org)

### **PROHIBITED ITEMS ON CAMPUS**

Students may not bring articles, which are hazards to the safety of others or interfere in some way with school procedures. Some examples of prohibited items are video games, confetti, fireworks, knives, sharpie markers, lighters, needles, and laser pointers. If these items are brought to school, they will be taken up and returned only to a parent.

### **SCHEDULE CHANGE POLICY**

“Change of mind” schedule changes will not be honored. Only scheduling errors will be addressed. If necessary, students’ schedules will be changed to achieve balanced numbers in classes. If possible, all schedule changes will be completed by the end of the third week. Students enrolled in high school credit courses will be closely monitored. A teacher and counselor conference will precede the class change. Students who fail an advanced Pre AP course at the six weeks during the first semester may be moved to a Pre-AP section.

### **SELLING ITEMS ON CAMPUS**

Students are not permitted to sell items on campus. Students selling items will face consequences.

### **TEXTBOOKS**

Students are responsible for their textbooks and must turn in all textbooks issued to them at the end of the year, or when they withdraw. Students may have a home set of textbooks upon request, which should be kept at home.

Students must pay for all lost, damaged, or destroyed textbooks. Some textbooks are also available online to students by following the steps below:

1. Log on to [portal.austinisd.org](http://portal.austinisd.org) to access some textbooks
2. For additional textbooks, click on the AISD Cloud icon, and then select the myTextBooks icon

### **UIL ELIGIBILITY & EXTRACURRICULAR ACTIVITIES**

Students who wish to participate in school-sponsored extracurricular activities must follow the rules listed below which govern participation.

1. A student must meet academic eligibility each six weeks as set forth by the University Interscholastic League (UIL).
2. Failing grades may not be changed to make a student eligible for participation unless there is a computational error by the teacher or computer.
3. Students who violate the Student Code of Conduct may be excluded from extracurricular events (see E-cigs/vaping).

### **VISITORS TO CAMPUS**

All parents and visitors must first report to the Main Office to sign in and receive a printed visitor’s badge via the Raptor system. You will need an official photo ID (Driver’s License) to sign-in. School aged children are not allowed to visit the Murchison campus during school hours. Classroom observations must be approved by the principal and are limited to 30 minutes. The principal requests to give a teacher at least 2 day notice. Parent and teacher conferences must be scheduled in advance with the teacher.