



Student Handbook

2021-2022

Phone: 641-447-2517 Fax: 641-447-2313

Website: www.murraycsd.org

TABLE OF CONTENTS

School Contact Information	5-6
Mission Statement	7
Vision Statement	7
School Song, School Colors, and School Mascot	7
Description of the School's History	7-8
Equal Education Opportunity	8
Jurisdictional Statement	8
Security Camera Notification	9
Definitions	9
Citizenship	9
Legal Status of Student	9
Homeless Policy	9
Entrance/Admission Requirements	10
Open Enrollment	10
Fees	10
Book Fees	10
Student Activity Ticket	10
Money	10
Emergency Forms	10
Student Records	10
Announcements	11
Inclement Weather	11
Student Health	11
Immunizations	11
Physical and Dental Examinations	11
Administration of Medication	11-12
Communicable and Infectious Diseases	12
Student Illness or Injury at School	12
Leaving School and Changing Bus Schedules	12
Leaving School	12
Asbestos Notification	13
Policy Statement for Title VI & Title IX	13
Grievance Procedure	13-14
Bullying, Physical, or Sexual Abuse and Harassment	14-15
Anti-Harassment/Bullying Investigation Procedures	16
Emergency Drills	16-17
Directions To Be Followed for Fire Drill	17
Directions To Be Followed for Tornado Warning	17-18
The Standard Response Protocol (SRP) Information and Directions	18-19
Lockout Vs. Lockdown	19
School Day Information	20
Student Attendance	20
General Attendance Guidelines for PK-12	20

Absences	20
Excused (Qualified) Absence (K-12th Grade Students)	21
College Visits	21
Consequences for Excused (Qualified Absence)	21
Unqualified Absence (K-12th Grade Students)	21
Consequences for Unqualified Absence	21-22
AWOL/Truancy (6th-12th Grade Only)	22
Tardiness	22
Inspection of Education Materials	23
Human Growth and Development	24
Student Scholastic Achievement	24
Class Loads	24
Adding and Dropping Classes	24
POST SECONDARY ENROLLMENT OPTIONS	24
Homework (Elementary Only)	25
Homework (6th-12th Grades Only)	25
Standardized Test	25
PTC/Parent-Teacher Conferences	25
Progress Reports and Conferences	25
Grade Reports	25-26
Grade Point Average Information	25-26
Current Grades	26
Report Cards	26
Semester Finals	26
Field Trips	26
Assemblies	26
Band Program	27
Elementary	27
MS/HS Band	27
Graduation	27
Graduation Requirements	27
Early Graduation	27-28
Failure to Pass	28
Borderline/Ineligible List	28
Middle School Students	28
High School Students	28
On-line and Credit Recovery Classes	28-29
Student Conduct	29
Poor Classroom Behavior	29
Poor School Conduct	29
Other Rules Of Conduct	29
Displays of Affections	29
Cell Phone/Electronic Devices	29-30
Telephone Use During the School Day	30
Computer and Internet Usage	30
Dress Code/Student Appearance	30-31
Gum and Candy	31
Classroom Interruptions	31

Study Hall	31
Cafeteria	31
Library	31
Student Lockers	31
Locker Rooms	31
Buses/Other School District Vehicles	31-32
Illegal Items Found in School or in Students' Possession	32
Out of School Trouble with the Law	32
Interrogation by Outside Agency	32
Staff Guidelines for Teaching Student Responsibility and Discipline	32
Responsibility and Discipline: An Ongoing Process	32
Roles and Responsibilities	32
Staff	33
Consequences for Misbehavior	33
Encouraging Positive Behavior	33
Elementary Rules of Conduct	33-34
General Rules	34
Recess Rules	34
Hallway Rules	34-37
Restroom Rules	35
Cafeteria Rules	35-36
Assembly Rules	36-37
Secondary Rules of Conduct	37
Student Suspension	37
In-School Suspension Offenses	37-38
Out of School Suspension Offenses	38
Expulsion	38
Student Complaints	38
Above and Beyond the Classroom	39
Special Education Services (SPED)	39
At-Risk Coordinator	39
School Counseling	40
Elementary Character Counts	40-41
Student Athlete/Performer Standards, Eligibility and Requirements	41
Murray Community School Athletic Code	41
Academic Eligibility for Extracurricular Activities	41
Weekly Extracurricular Eligibility	41
Factors for Student Athletic Eligibility	41-42
Attendance for Participation	42
Quitting an Activity	42
School Transportation	42
Makeup School Work	42
Student Insurance	42
School Sponsored Student Organizations	42-43
School Activity or Pep Bus	43
Student Funds or Fundraising	43
Use of School Facilities by Student Organizations	43
Student Council	43

Future Farmers of America (FFA)	43
Future Business Leaders of America (FBLA)	43-46
Future Nurses of America (FNA)	44
National Honor Society (NHS)	44
Art Club	44
Robotics Club	44
Clarke County Organization of Philanthropic Services (CCOPS)	44
Dances	44-45
General Rules for Dances	45
Senior Trip	45-46
Specific Rules for Athletes and Members of Co-Curricular Organizations	46
Conduct	46
Good Conduct	46
First Offense Penalties for Specific Athletic Seasons	46-47
Due Process	47
Initiation of the Due Process Procedure	48
Due Process Procedure	48
Concussion Management (Return to Play Protocol)	48
Concussion in the Classroom	49
Academic and Athletic Honors	49
Honor Roll	49
Academic Achievement Award	49
Athletic Letters	50
Music Letters	50

SCHOOL CONTACT INFORMATION

Name	Position	Email
Tim Keuhl	Superintendent	keuhl@murraycsd.org
Keegan Smith	Pk-12 Principal	ksmith@murraycsd.org
Jerry Shields	Athletic Dir, HS Volleyball, Girls BBall	jshields@murraycsd.org
Jeanie Bower	Curriculum Director/Instructional Coach	jbower@murraycsd.org
Anne Crowley	Nurse, Health Occupations	acrowley@murraycsd.org
Emily Wood	School Counselor	ewood@murraycsd.org
Josie Sickels	School Counselor	jsickels@murraycsd.org
Tacy Vogel	2nd/3rd Science/Math	tvogel@murraycsd.org
Jenny Rhoads	Preschool	jrhoads@murraycsd.org
Amanda Foertsch	Preschool	afoertsch@murraycsd.org
Sherry Reed	Kindergarten	sreed@murraycsd.org
Emilee Halls	1st Grade	ehalls@murraycsd.org
Amy Cook	2nd/3rd Language Arts/ Social Studies	acook@murraycsd.org
Dylan Lame	MS SpEd	dlame@murraycsd.org
Sandy Carson	4th/5th Math/Science	scarson@murraycsd.org
Lauren Harrison	Instructional Coach	lharrison@murraycsd.org
Linda Abbott	Elementary Reading	labbott@murraycsd.org
Amanda Abbott	Title I Reading	abbott@murraycsd.org
Nancy Grothen	Elementary SPED	ngrothen@murraycsd.org
Trent Turney	K-12 PE, Health	turney@murraycsd.org
John Bowling	K-12 Music, Choir, Instrumental 5-12	jcalahan@murraycsd.org
Heather Pate	6th & 7th Language Arts	hpate@murraycsd.org
Ashley Sorter	HS Spanish	asorter@murraycsd.org
Kayti Jeter	K-12 Art, Yearbook	kjeter@murraycsd.org
Jennifer Wright	6-8 PLTW, Elem STEM	jwright@murraycsd.org
Keith Shields	6-8 math, 6-7 Social Studies	kshields@murraycsd.org
Amy Ewing	MS/HS Agriculture, FFA	aewing@murraycsd.org
Danielle Norman	MS/HS Math, Student Council	dnorman@murraycsd.org
Kate Belden	HS English, National Honor Society	kbelden@murraycsd.org
Kelly Myers	HS Science	kmyers@murraycsd.org
Laura Hollinger	HS Business	lhollinger@murraycsd.org
Darin Wookey	HS History Head Boys BB Coach	dwookey@murraycsd.org
Elise Maeder	4th/5th Language Arts/Social Studies	emaeder@murraycsd.org
Devin Vander Molen	HS SPED	dvandermolen@murraycsd.org

SCHOOL CONTACT-SUPPORT STAFF

Name	Position	Email
Jennifer Danley	Business Manager/Board Secretary	jdandley@murraycsd.org
Julie Turner	Administration Asst/Transportation Coord.	jturner@murraycsd.org
Jackie Kerns	Administration Asst/Accounting Clerk	jkerns@murraycsd.org
Paul Henry	Head Custodian	phenry@murraycsd.org
Linda Corsbie	Custodian	
Caleb Aldridge	Custodian	
Dave Allen	Custodian	
Megan Reed	Head Nutritionist	mreed@murraycsd.org
Gwen Henrichs	Cook	
Krista Eider	Cook	
Dean Harper	Cook	
Bridget Hoskey	PK Associate	
Diane Harper	Head Start Associate	
Elaine Simmerman	Elementary Reading Associate	
CJ Carter	1-1 Associate	
Ellen Brown	Associate	
Kristine Mongar	1-1 Associate	
Karla Weland	1-1 Associate	
	Coaches	
Maki Barber	MS Volleyball	mbarber@murraycsd.org
Matt Dinham	HS Boys BB Assistant Coach	mdinham@murraycsd.org
Cindy Hamer	MS Track (Boys and Girls)	chamer@murraycsd.org
Clint Foster	HS Baseball	cfoster@murraycsd.org
Tessa Otto	HS Softball	totto@murraycsd.org
Chris Robins	Asst MS Girls Basketball	crobins@murraycsd.org
Shawn Oaks	HS Football Coach	soaks@murraycsd.org
Eddie Otto	MS Football MS Track Coach	eotto@murraycsd.org
Doug Heaberlin	MS Football Coach	

MISSION

Our purpose is to inspire all to feel valued and empowered to succeed

VISION

Every Murray School student will develop the skills and work ethic to become a responsible and productive member of the community.

SCHOOL SONG, SCHOOL COLORS AND SCHOOL MASCOT

Murray School Song

(to the tune of "Illinois Loyalty")
"We're loyal to you Murray High,
We'll ever be true Murray High,
We'll back you in the stands,
you're the best in the land and
we know you will stand Murray High."

"And when in the fight Murray High,
We'll stand for the right Murray High,
Our team is the best protection,
Onward for we expect a victory from you Murray High."

Colors ~ Purple and Gold

Mascot ~ Mustang

DESCRIPTION OF THE SCHOOL'S HISTORY

The Murray Community School District (originally Oakland) first opened its doors in 1868 in an old warehouse near the railroad tracks. Over the years, it moved to several different places until 1925 when fire destroyed the schoolhouse and all of its records. The class of 1926 was the first to graduate from the current building.

In 1958 the school added a new gymnasium and remodeled the old gym to make a newer kitchen and lunchroom. In 1979 an addition was made to the south of the gym to house the new kindergarten through second grade, nurses office, administration office and a new lunchroom with modern lunchroom facilities. In 1984, the Vocational Agriculture/Industrial Arts building was completed on the northwest corner of the building and a hallway was added to connect this building to the existing building.

In August 1994, a new elementary addition, which includes a multipurpose facility and preschool, was built. During the summer of 1996, a 3,000 square foot music room was completed.

In Fall 2015, an addition with 4 classrooms, a practice gym, locker rooms, conference room, restrooms, expansion of the lunchroom, and a secure front entry space was completed. In Spring 2016, a practice track was developed for our students to have track practice.

EQUAL EDUCATION OPPORTUNITY

NONDISCRIMINATION STATEMENT It is the policy of the Murray Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs), in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Ken Kasper, Superintendent, 216 Sherman Street. Murray, IA 50174, 641-447-2517 or kkasper@murraycsd.org

JURISDICTIONAL STATEMENT

This handbook is an extension of school board policy and is a reflection of the goals and objectives of the school board. The school board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive, or profane language or gestures.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school owned and/or operated buses, vehicles or chartered buses; while attending or engaged in school activities; while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect twelve months a year. A violation of a school district policy/regulation may result in disciplinary action, which may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with the rules, regulations and policies. Students/parents with questions or concerns may contact the principal for information about current enforcement of policies, rules or regulations of the school district.

CAMERAS, DOORS, SECURITY Students and the public are notified that video cameras have been installed on school property. They are in operation 24 hours a day. Entrances will be locked during the school day. All students and visitors must request admittance and check in through the main office.

DEFINITIONS

In this handbook the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings. The term “school activities” means all activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or activity, or whether they are held on or off school grounds.

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district.

LEGAL STATUS OF STUDENT

If a student’s legal status, such as a student’s name or the student’s custodial arrangement should change during the school year, the parent/guardian must notify the school district. The school needs to know when these changes occur to ensure that the school district has a current student record.

HOMELESS POLICY

It is the policy of the Murray Board of Education to make certain that no child is deprived of a quality education due to being homeless. Special provisions will be made in record requirements for homeless children in the areas of health and academics. Concerned persons may contact the school or Clarke County Attorney, 200 W. Jefferson, Osceola, Iowa 50213 (515) 342-3423.

ENTRANCE/ADMISSION REQUIREMENTS

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15th of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age. Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

OPEN ENROLLMENT Iowa's open enrollment law allows the parent of a student residing in one school district to request transfer of the student to another school district. Students wishing to open enroll in another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

FEES Students whose families meet the income guidelines for free or reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to receive a full or partial waiver of student fees. Forms requesting a waiver are available in the school office. Students whose parents are facing temporary financial hardship should contact the school office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

BOOK FEES Students pay an annual book fee determined by the School Board. Books must be returned at the end of the class, first semester (1st semester) or school year, second semester (2nd semester). If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

STUDENT ACTIVITY TICKETS Students may purchase a student activity ticket for admission to school district activities. This is in addition to the Registration Fee for book fees. Amounts to be determined on an annual basis by the Board of Education.

MONEY Only money needed to conduct authorized or school sponsored activities should be brought to school. This might include breakfast and/or lunch money, money for insurance, book club orders, school pictures, etc. Students should pay amounts due upon arrival to school to eliminate the possibility of loss or theft. Teachers are not responsible for money lost. On occasion, teachers may be asked to hold money for safekeeping.

EMERGENCY CONTACT FORMS At the beginning of each school year, parents must sign an emergency form with the office providing the emergency phone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate in the event the parents cannot be reached. Parents must notify the school office if the information on the emergency form changes during the school year.

STUDENT RECORDS Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours (8:30 a.m. to 3:45 p.m.). Parents may also file a complaint with the United States Department of Education if their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the

board secretary, in the central administration office. Student directory information is released without parental/guardian permission unless the parent/guardian asks the school district not to release the information. Parents/guardians must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes, address, telephone number, date and place of birth, major field of study, participation in recognized activities and sports, degrees and awards received, most recent educational system attended, year in school, dates of attendance, and height and weight of athletes.

Announcements: All Mass communication announcements will go out through JMC. Please sign up at registration, online, or in the school office. All weather announcements will go out as soon as possible, so parents and students can plan accordingly.

Inclimate Weather: When school is canceled because of inclement weather, students and parents are notified over the JMC Feature, Creston Radio, WHO radio and KCCI or WHO television stations and Internet Sites. The school hours missed may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents will be notified by radio, TV, and the JMC Feature. Many media organizations have the capability to request a text message or email when your school is delayed or cancelled. Patrons are encouraged to request this service.

Parents of students who ride the bus can expect that students will arrive home within normal riding time, according to the announcement that school has been dismissed. The superintendent determines whether the buses will follow the regular routes. If buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking the student(s) up at the school. Please have a plan and discuss this with your student(s) in case of an early dismissal. Everyone knowing what to do ahead of time will save much confusion.

STUDENT HEALTH

IMMUNIZATIONS Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certification are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the school.

PHYSICAL AND DENTAL EXAMINATIONS Parents are encouraged to have their children receive periodic physical examinations. Students entering Kindergarten and 9th grade are required to have a dental screening on file with the school. Hearing and vision screenings and height and weight measurements are conducted periodically by the school. Students are automatically screened unless the parent(s) submits a note asking the student to be excused from the screening. Students participating in athletics are required to provide the school district a physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible to practice or participate in a sport. Students who cannot afford the cost of the physical examination should contact the coach of their sport or the principal.

ADMINISTRATION OF MEDICATION Any prescription or over the counter medication to be administered during school hours is held in the nurse's office. The school nurse or a trained staff member will administer prescription or over the counter medication. School personnel cannot administer ANY medication during the school

day, including prescription and over-the-counter medication, unless the authorization to administer medication form is completed. This form is also available at registration and in the school health office through the school year. Medication must be in the original container with the following information on the container and on the authorization form: name of the student, name of the medication, directions for use including dosage, times and duration, name, phone number of the pharmacy; name of the physician; potential side effects and emergency number for parents. The school must know the medications a student is taking in the event the student has a reaction or illness. Medication will only be administered if the doctor requires it during the school day. Medication needs to be brought to the school by a parent or guardian where the quantity will be verified and it will be locked up appropriately. For students that carry inhalers and other medications (ex. Epi-Pen) for airway constriction at school, a new law enacted by the 2004 Iowa Legislature requires a specific consent form be signed by both parents/guardians and physician. These forms are available in the school health office.

COMMUNICABLE AND INFECTIOUS DISEASES Student(s) who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend classes or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chickenpox. Students will not be allowed to return to school without a doctor's note.

STUDENT ILLNESS OR INJURY AT SCHOOL A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a serious illness or injury, the School Nurse shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the parent is contacted by the Nurse and the student is released. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school contacts emergency medical personnel if necessary and attempts to inform the parents where the student has been transported for treatment. If the child leaves for a fever or throws up he/she needs to be out for 24 hours.

LEAVING SCHOOL AND CHANGING BUS SCHEDULES

Students will be allowed to leave school grounds during school hours only with prior authorization from the parents. Parents picking up students during school hours or requesting changes in bus schedules must either call the office or send a written note to the child's teacher before this privilege will be allowed. Parents are to send a note to their child's teacher when their children are to go home with another student, be picked up by other adults or go to someone's home other than their own.

LEAVING SCHOOL Students are not permitted to leave the school grounds at any time during the school day without a completed yellow slip from the Student Success Coordinator or Principal. Students planning to leave the building during the day for an appointment or other reasons must either bring a note from their parent or guardian or their parent/guardian may call the office. Students will be required to pick up a yellow slip in the office. School personnel will contact parents if any student needs to go home because of illness or extenuating circumstances. If your child contacts you during the school day asking to come home, please make contact with the nurse or a secretary before granting the child permission to go home as they may be able to provide more information and/or have alternative things for your child to try prior to your student going home. "Use of cell phones by a student is not permitted during school hours. Should you receive a phone call, text, or email from your student during regular school hours, please contact the school office or nurse to gain further information and clarification. Should you receive a message from your child about being sick and choose to pick your child up without having been

evaluated by the school nurse or the child having a yellow slip completed, this absence will be deemed unexcused. Our goal at Murray is to keep our students in class and learning as much as possible. Your cooperation on these matters is imperative to your child's success in the classroom." If you are contacted by school personnel saying your child needs to go home they must be signed out in the office. If a parent is unable to be reached the student will not be allowed to leave. In extreme cases, if a parent cannot be contacted the school will contact the emergency contact for further instructions.

ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office. According to the latest report, there is no accessible asbestos in the school building.

POLICY STATEMENT FOR TITLE VI & TITLE IX

It is the policy of the Murray Community School District not to discriminate on the basis of race or sex in its educational programs, activities, or employment practices as required by Title VI and Title IX.

It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States, and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the curriculum is to reduce stereotyping, and eliminate bias on the basis of sex, race, ethnicity, religion, or physical disability. The curriculum should foster an awareness of the rights, duties, and responsibilities of each individual as a member of a multi-cultural, non-sexist society.

Inquiries regarding compliance with Title VI and Title IX may be directed to school office staff designee, or to the Office of Civil Rights, 112 Grand Building, 1150 Grand Avenue, Kansas City, MO 64016; Phone 816-374-2474.

GRIEVANCE PROCEDURE

Purpose

The purpose of this grievance procedure is to secure equitable solutions to the problems which may arise involving the interpretations and/or applications of this established policy.

Definitions

1. A grievance shall mean a complaint by any individual or individuals that (1) have been treated unfairly or inequitable, or (2) there has been a violation, misinterpretation of the provisions of the Multi-cultural, Non-Sexist Policy Statement.
2. The term days when used in the procedures means school days.

Introduction

Any citizen, employee, or student shall have the right to present grievances in accordance with these procedures.

Discrimination complaints must be filed with the Health, Education, and Welfare Office within 180 days of the date of discrimination. A complaint may be withdrawn by the complainant at any level without prejudice of record. No reprisal of any kind shall be taken by or against any party of legitimate interest of any legitimate participant in the grievance procedure by reason of such participation.

Procedure

Step 1: Informal: An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant and the defendant.

Step 2: Formal: If the grievance cannot be resolved informally, the complainant shall file the grievance in writing with the defendant and the designee. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal written grievance at the second step must be within 10 days from the attempt to resolve the grievance. The written grievance shall be filed with the appropriate building administrator.

Step 3: In the event a grievance has not been satisfactorily resolved at the second step, the designee shall arrange a meeting within 10 days for both parties with at least one student, one administrator, one parent, and one teacher from the Title IX Advisory Committee to resolve the grievance. The designee shall file an answer within 10 days of the above meeting, communicating it in writing to the complainant, the defendant, and the president of the local school board.

Step 4: If the grievance has not been satisfactorily resolved, the complainant shall within 10 days, contact the superintendent. The superintendent shall, within 5 days arrange a meeting between the complainant, defendant, designee, and administration.

Step 5: If the grievance is not satisfactorily resolved, the complainant shall, within 10 days, contact the president of the school board. The local school board, complainant, defendant, and the designee shall meet to resolve the grievance during the following slated board meeting.

Step 6: If the grievance has not been satisfactorily resolved, the complainant shall contact the Superintendent of Public Instruction, Des Moines, or the Health, Education, and Welfare Office of Civil Rights, Kansas City, Missouri.

BULLYING, PHYSICAL OR SEXUAL ABUSE AND HARASSMENT

The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

Bullying and harassment of students by students, school employees, or volunteers who have direct contact with students based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status will not be tolerated in the school or on school grounds.

The Guidance Counselor will serve as the Level 1 investigator for Murray CSD (641-447-2517). The Level 2 investigator for Murray CSD is Clarke County Law Enforcement. Incidents should be reported immediately to the Level 1 investigator.

Harassment and bullying mean any electronic (email, chat, texting, etc.), written, verbal, or physical act or conduct toward a student which is based on any actual, or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to person or property;
- Has a substantially detrimental effect on physical or mental health;
- Has the effect of substantially interfering with academic performance; or
- Has the effect of substantially interfering with the ability to participate in or benefit from the services, activities, or privileges provided by a school.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed or bullied should:

1. Communicate to the harasser that the individual expects the behavior to stop. If the individual wishes assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, the individual should:
 - a. Tell the principal; and
 - b. Write down exactly what happened, keep a copy, and give another copy to the principal including;
 - i. What, when and where it happened;
 - ii. Who was involved;
 - iii. Exactly what was said or what the harasser did;
 - iv. Witnesses to the harassment;
 - v. What the student said or did, either at the time or later;
 - vi. How the student felt; and
 - vii. How the harasser responded.
 - viii. Turn over evidence of the harassment, including, but not limited to, letters, videos, texts, or pictures.
3. The principal will reasonably and promptly commence the investigation upon receipt of the complaint by contacting the Level I Investigator who will:
 - a. Interview the complainant and the alleged harasser. procure a written statement from the harasser in response to the complaint.
 - b. Interview witnesses as deemed appropriate.
 - c. Contact the parents of the complainant and alleged harasser.
 - d. Impose discipline such as requiring a verbal or written apology, detention, in-school or out-of-school suspension, at the discretion of the principal.
 - e. Make written findings and conclusions as to each allegation of harassment, and documenting disciplinary measures.
 - f. Create a pre-safety plan for the complainant.

If the level I investigator determines the claim is “founded” a post-investigation safety plan will be implemented.

4. Any retaliation made by the harasser or anyone else on behalf of the harasser will result in a 3-day suspension of all involved and will require a meeting with the principal and parents of retaliator(s).
5. False claims will result in a 3 day suspension of the claimant and will require a meeting with the principal and parents of the claimant.
6. Repeat offenses may be turned over to the court liaison officer or law enforcement.

EMERGENCY DRILLS

Code of Iowa requires the school to administer 2 emergency fire and tornado drills per semester. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to evacuate quickly, remain quiet and orderly and follow directions during and after a drill or an emergency. Students will remain in the classroom groups near their teacher. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

"Evacuate" Fire drills will be held at various times during the school year. Each teacher is responsible for the group of students under his/her supervision when the alarm sounds, which is a continuous blast of the fire alarm buzzer.

"Shelter" Tornado drills will be held periodically. Each teacher is responsible for the group of students under his/her supervision when the class-change bell sounds with a series of short blasts.

"Lockout/Lockdown/Evacuate/Shelter" (Standard Response Protocol) Active Shooter drills will be held periodically. Each teacher is responsible for the group of students under his/her supervision when an announcement is made on the intercom.

When the warning sounds, the procedure is as follows:

DIRECTIONS TO BE FOLLOWED FOR FIRE DRILL

**Continual pulsating blast of the fire alarm, accompanied by the evacuate announcement:
"Evacuate, Evacuate, Evacuate"**

Fire drills will be held on a regular basis. Students should leave in an orderly manner, walk briskly, no running, pushing, or talking. Go directly to the assigned area. Stand quietly in lines. No large groups.

Students should be cautioned to move quickly, but carefully out of the building. No horseplay during fire drills will be tolerated.

After leaving the building, students should be directed to the following safety area: Hamer Field to the teacher designated area.

DIRECTIONS TO BE FOLLOWED FOR TORNADO WARNING

**Short Blasts of the Bell, accompanied by the Shelter announcement:
“Shelter, Shelter, Shelter”**

TOP FLOOR:

Boys’ locker room in the old gym.

SECOND FLOOR:

Girls’ locker room in the old gym.

FIRST FLOOR:

All First Floor JH/HS go to **189 and 190 interior rooms.**

Rooms: Title 1, Kindergarten, First, and Second Grade, go to the girls **locker room in the old gym.**

Room: Speech/Social Worker room, Preschool, Resource room, go to **preschool bathrooms.**

Rooms: Third, Fourth, Fifth Grade, go to the elementary **library.**

Rooms: Old Gym and Rooms Off Stage, go to **locker rooms in the old gym.**

Rooms: Lunch Room and Kitchen, go to the girls **locker room in the old gym.**

Rooms: New Gym and Conference Room, **189 and 190 interior rooms.**

Rooms: Nurse’s Office and Instructional Coach’s Office, go to the elementary **library.**

Students outside: go to the **nearest shelter.**

Students inside the building, if not in a room, go to the **nearest shelter.**

**THE STANDARD RESPONSE PROTOCOL (SRP)
INFORMATION AND DIRECTIONS**

SRP is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- Lockout is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.
- Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- Shelter is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to local Law Enforcement Agency would then be "We are under Lockdown." Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be combined: "Evacuate to Hallway; Shelter for Tornado; Drop, Cover and Hold."

Since its introduction in 2009, the Standard Response Protocol has been adopted by districts, departments and agencies across the US and Canada. The conformance to FEMA guidance about plain language and the simplicity of implementation has resulted in thousands of schools and law enforcement agencies implementing the program. As organizations began adoption of the program, an ongoing commitment from The "I Love U Guys" Foundation has been to keep the materials relevant. In 2015, the Foundation released a total refresh on the materials, practices and guidance.

BENEFITS The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs. The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders might transition parts of the school to an "Evacuate to the Gym and Lockdown," and later "Evacuate to the Bus Zone."

LOCKOUT VS. LOCKDOWN

The differentiation between Lockout and Lockdown is a critical element in SRP.

LOCKOUT recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would be examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

LOCKDOWN is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet. It does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to students or staff in exposed areas attempting to lock outside doors. Locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

There may be situations where both Lockdown and Lockout need to be performed, but in this case they are identified individually. "Lockout! Secure the Perimeter. Lockdown! Locks, Lights, out of Sight." would be announced on public address. We are in "Lockdown and Lockout" would be conveyed to emergency services or 911.

SCHOOL DAY INFORMATION

Students may be present in the school building before 7:45 a.m. or after 3:45 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within thirty (30) minutes of dismissal. If students are waiting on transportation after hours, they should confine themselves to a supervised classroom or the seating area outside the main entrance. The doors are automatically locked before 7:45 A.M. and after 4:00 P.M. Students are not to be unattended in the cafeteria, gym, hallways, or playground areas. They are expected to leave the school premises if school is not in session. School will start at 8:15 and will dismiss at 3:15. Breakfast will be served from 7:45 am to 8:05 am. Students will not be allowed throughout the building and in to their classrooms until 8:05

STUDENT ATTENDANCE In order for students to get maximum benefit from their educational opportunities, it is imperative that they be in school. Employers are looking for workers with a consistent work record, and they recognize that school attendance is the best indicator. In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299). A child who has reached the age of six (6), and is under sixteen (16) years of age by September 15th, is of compulsory attendance school age under Iowa law. Therefore, the Murray Community Schools will follow the procedures listed below.

GENERAL ATTENDANCE GUIDELINES FOR PK-12

ABSENCES:

1. Parents are expected to contact the school when a student will be absent for any reason. The school will attempt to contact parents by 9:30 am if the student is unexpectedly absent to ensure the child's safety, however, a phone call from the parent saves time and concern. Please leave a voicemail with the office (641-447-25170 or in the general voicemail delivery. (select option 1 for reporting attendance)
2. A student who misses 1-4 classes in a day will be counted .5 day absent (either excused or unqualified).
3. More than 4 classes missed will be counted as a full day absent (either excused or unqualified).
4. ALL absences (excused, or unqualified) will be recorded on the student's cumulative record for future scholarship and/or employment considerations.
5. The student is required one half (.5) day of attendance (12:00 p.m. - 3:30 p.m.) to participate or attend any extracurricular activities, except for extenuating circumstances approved by administration.
6. Seniors may be released after their last class of the day provided they meet eligibility requirements, such as work or volunteering planned to fill the time. Any early release occurring before 2:45 must be approved by the board at the beginning of the semester.
 - a. Disruptive behavior, excessive tardies/absences, or poor grades will cause these privileges to be rescinded.
7. There are three Attendance-related categories which define student absence: Excused (qualified) Absent (AE on JMC), Unqualified Absent (AU on JMC) and AWOL (absent without leave)/Truant. See below for further explanation.
8. The final determination for excused absences is left to the administration, and will be given due consideration to extenuating circumstances.

9. All missed assignments and quizzes must be made up within two (2) school days of the absence, or be subject to “late work” rules for the classroom, unless arrangements are made with the teacher or upon administrator discretion.
10. All COVID-19/Illness- related Absences will be handled on a case by case basis under Principal discretion.

EXCUSED (QUALIFIED) ABSENCE (K-12th GRADE STUDENTS) If known in advance, contact from a parent AND a completed Advanced Notice of Absence (yellow sheet) is required for the following criteria to be coded as “Excused Absence”. In the case an absence is not foreseen/planned, a parent still needs to call and students are required to bring in documentation within 2 days. Failure to submit a “yellow sheet” before departing for activity will result in an “AU”. Failure to submit a Dr. Note within 2 days of the absence will cause these absences to be coded “AU”. After 2 days with no documentation, the absences will be permanently recorded as “AU”. All Dr. Notes may be sent to jkerns@murraycsd.org or faxed to the school (641)-447-2313, if this is easier than handing in one hardcopy of the note.

1. Death or serious illness in the immediate family.
2. Documented Medical/Dental including Chiropractic, Mental Health, Orthodontic, and/or Physical Therapy
3. Court appearances or other legal proceedings beyond the control of the family
4. School Activity (FFA, Fine Arts, Academic Contests, etc.)
5. Pre-approved college visits (3 – seniors, 2 – juniors)
6. Religious holidays requiring absence from school
7. Other verified emergency as approved by the building administrator
8. Other reasons which can be justified from an educational standpoint and which are approved in advance by the building administrator.
9. All COVID-19/Illness related Absences will be handled on a case by case basis under Principal discretion.

COLLEGE VISITS Juniors and Seniors are encouraged to visit college/university campuses on weekends or school holidays. If that cannot be arranged, students may use a total of three (3) excused days (Seniors), two (2) excused days (Juniors) with the permission of the principal and a note signed by the student’s parents/guardians for this purpose. Permission will not be granted if the student has more than 8 unqualified absences at the time of the request. Documentation of the visit (completed College Visit form) is required in order for an absence to be recorded as excused. There is a 3 day time limit for documentation to be presented to the principal.

CONSEQUENCES FOR EXCUSED (QUALIFIED ABSENCE): As long as the above absences are properly documented and the student has all work completed (or has made other arrangements with the teacher) prior to leaving, there are no consequences for an Excused Absence. If no notification is given, or work is not completed prior to the absence (or within the timeframe required by the teacher), the student will be charged with an unqualified absence and the work missed will be subject to the late-work policy of the teacher.

UNQUALIFIED ABSENCE (K-12th GRADE STUDENTS) All other absences other than the ones listed under “Excused Absence” above are considered Unqualified.

EXAMPLES:

1. Contact from a Parent before, or the morning of the absence, and/or a note on the student’s first day back after an absence is required. Without a phone call or a note immediately following the student’s absence, the student will be considered AWOL/Truant (see “AWOL/Truant” below).
2. All missed assignments and quizzes must be made up within 2 school days of the absence, or be subject to “late work” rules for the classroom, unless arrangements are made with the teacher.
3. All assignments, tests and projects which were assigned before and/or due on the day of the absence must be turned in within 1 school day of the absence, or be subject to “late work” rules for the classroom, unless arrangements are made with the teacher.
4. If a student’s illness persists over several days before a Dr.’s advice is sought, parents are encouraged to request the Dr. note include all dates of the illness so that they may be coded Absence Excused “AE”.

CONSEQUENCES FOR UNQUALIFIED ABSENCE:

5. **(6th-12th GRADE ONLY)**
 - **1st absence:** Students will meet with administration. Parents will be notified and made aware of the next consequence.
 - **2nd absence:** Students will meet with administration and will be assigned a 60 minute detention. Parents will be notified and informed of the next consequence.
 - **3rd absence:** Students will meet with administration and will be assigned a 60 minute detention. Parents will be notified and a meeting will be set up with administration to discuss intervention plans.
 - **4th absence:** Students will be ineligible for the next school function (Homecoming dance, Prom, or other formal event)
 - **5th absence:** Students will meet with parents and administration. Possible withdrawal or schedule reduction will be addressed.
6. **(ALL PK-12th GRADE)** Parents or guardians will be notified of all unqualified absences. The Principal or Student Success Coordinator will contact a parent to discuss the attendance issues. If a student is of compulsory attendance age (6 to age 16 on September 15) and accumulates the equivalent of ten (10) unqualified days of school per semester, a parent meeting will be required and the matter may be referred to the Clarke County Attorney. If any student accumulates fifteen (15) unqualified absences in a class period in a single semester, he/she will be dropped from the class with no credit (NC). The Iowa Department of Transportation will be notified of the revocation of current driving privileges if attendance violations are not resolved.
7. **All attendance issues will be handled on a case by case basis at the discretion of the Building Principal.**

AWOL/TRUANCY (6th-12th GRADE ONLY) Any student beyond the age of compulsory attendance (16 on or before September 15), who is absent from school or a class without the knowledge and prior approval of his/her parents and/or school authorities will be coded "AWOL". Any student at or below the age of compulsory attendance who is absent from school or a class without the knowledge and prior approval of his/her parents and/or school authorities will be coded "Truant".

1. A phone call the day of/before the absence and/or a note the day the student returns to school are required in order for the student not to be considered AWOL/Truant.
2. A student who skips or leaves a class without permission (without checking out or turning in a yellow sheet) after reporting to school is AWOL/Truant. AWOL/Truant students will be assigned a one hour detention to be served before or after school.

TARDINESS (6th-12th GRADE ONLY) Students are expected to be on time to school and classes. Students may receive either an Excused Tardy or and Unexcused Tardy (Please see below):

Excused Tardy (TE on JMC)

1. Students are expected to check in with-regular teachers if they are going to be late or miss a class due to an obligation to another teacher.
2. Teachers may issue a "tardy excused" pass to students who are late to their next class due to an occasional extended class activity (lab clean-up, test, clarification of assignments, etc)
3. Students returning from excused (qualified) absences in the middle of a class period will be recorded as excused tardy.
4. Provided the tardy is sanctioned by the teacher or principal, it will be recorded as "excused" and will carry no consequence.

Unexcused Tardy (TU on JMC)

Definition: A student who is late to a class due to a time management issue: lack of planning, poor use of time, social interaction between classes, etc. will be recorded as unexcused tardy. If a pass is required by the teacher for admittance into class, the pass will be marked TU.

1st Tardy: Teacher will record tardy in JMC and verbally notify the student.

2nd Tardy: Teacher will record tardy in JMC and verbally notify the student. The student will receive a 30 minute detention to be served before or after school.

3rd & Subsequent Tardies: Teacher will record the tardy in JMC and verbally notify the student. The student will be assigned a Saturday detention.

1. Any skipped detentions will result in the student owing double time. Failure to serve double time will result in an In-school suspension.
2. Students who are more than 15 unexcused minutes late to a class will be counted unqualified absent for that period.
3. Students are subject to consequences assigned by classroom teachers as posted in their classroom.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view student instructional materials by requesting copies to be reviewed in the office. Copies may be obtained according to school board policy. Tests and assessment materials are only available for inspection with consent of the superintendent, this does not include Iowa Assessments. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

HUMAN GROWTH AND DEVELOPMENT The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

STUDENT SCHOLASTIC ACHIEVEMENT

CLASS LOADS Students in grades Nine (9), Ten (10), and Eleven (11), must be registered for 7 classes per semester to be considered a full time student. Any student registering for 7 classes will have the P.E. requirement waived and will be considered a full time student. PE may only be waived if the parent can assert that the student is active a minimum of 120 minutes per week through extracurricular sports, or other outside activities. A form must be on file with the principal. Twelfth (12) grade students, providing they are on track for fulfilling graduation requirements, may be registered for 6 classes.

ADDING AND DROPPING CLASSES Students who wish to add or drop a class must do so before the 3rd day of the current semester.

POST SECONDARY ENROLLMENT OPTIONS Qualifying students in grades eleven (11) or twelve (12), or who have been identified as “Talented and Gifted”, may receive class credit that counts toward high school graduation requirements (units) for successfully completing approved courses at community colleges. The course grade from a community college will be weighted and will figure into the student’s GPA. A student must have tested “proficient” on Iowa Testing the preceding year in order to qualify for PSEO. SWCC highly recommends that

students take only one PSEO class the first semester of eligibility and follow the college’s suggestions for course choices that are appropriate for high school students. These credits count toward Murray HS graduation credits. **A student who fails a PSEO class will be required to reimburse Murray School for the cost of the class.**

HOMework (PK-5th GRADES ONLY) Students are normally given adequate in-school time to complete assignments. Those not utilizing their time efficiently at school will be expected to complete their work at home. Detention time before or after school may be used for 3rd, 4th, and 5th grade students if homework is not completed. Retention - If students do not meet the assessment evaluation set forth by the curriculum guidelines, then retention is a possibility.

HOMework (6th-12th GRADES ONLY) Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, and/or to make up for incomplete class work (this is at the discretion of the teacher). Students are expected to complete homework on time. Failure to complete homework may result in the loss of class credit and a failing grade in the class.

STANDARDIZED TESTS Students are given standardized (IASAP) tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

PTC/PARENT-TEACHER CONFERENCES will be held at the end of the first and third quarters. Teachers are to conduct other conferences on an as-needed basis, either through direct face-to-face or telephone contact. Elementary teachers will set up PTC conferences. High school teachers will be in the gym and parents will be able to meet with them without a set time. It is a first come-first serve basis.

GRADE REPORTS

GRADE POINT AVERAGE INFORMATION Advanced classes will be weighted. The following classes will be considered Advanced and will earn a weighted Grade Point: Any Concurrent Class (taken for college & HS credit), Physics, Trigonometry, Chemistry, Spanish 3,4, Advanced Biology, Calculus, Adv English 1, 2, 3, 4)

Percentage	Letter	Lowered Grade Point	Regular Grade Point	Weighted Grade Point
100-97%	A	3.0	4.0	5.0
96-94%	A-	2.67	3.67	4.67
93-92%	B+	2.33	3.33	4.33
91-88%	B	2.0	3.0	4.0
87-86%	B-	1.67	2.67	3.67
85-84%	C+	1.33	2.33	3.33
83-80%	C	1.0	2.0	3.0
79-78%	C-	.82	1.67	2.67

77-76%	D+	.64	1.33	1.67
75-72%	D	.5	1.0	1.
71-70%	D-	.3	.67	.67
69-below	F	0	0	0

CURRENT GRADES are available upon request from teachers, or can be accessed through the school website (www.murraycsd.org) via the Parent Access Portal (JMC) with a password. Contact the principal for Parent passwords. Midterm reports for struggling students will be sent at the end of the 4th week for each quarter.

REPORT CARDS are sent or given out at the end of each quarter and each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Quarter and semester grades are also available on the website (www.murraycsd.org) via the Parent Access Portal (JMC) with a password. Contact the principal for Parent passwords.

SEMESTER FINALS Semester finals will be given in all classes, except Assisted Reading and Assisted Math, Art, Band, Choir, and P.E. The score counts as ten percent (10%) of the semester grade. Semester exams will be required of all students BOTH semesters.

FIELD TRIPS

Authorized field trips and excursions may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Students who have been removed from a class for disciplinary reasons, have low test scores, or have low/failing grades, may be prohibited from attending field trips for that class.

Students are responsible for completing work in classes that will be missed during the field trip IN ADVANCE.

While on field trips, students are considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Notices will be sent home prior to attending a field trip. Permission slips and optional fee notices for the trip may be issued by the teacher. If permission, other than the blanket permission signed at registrations is required, students must have any optional fees paid and permission signed at least 48 hours in advance of the trip. Students unable to meet the guidelines of the field trip procedure should contact their teacher.

School age siblings will not be allowed to attend field trips with other siblings. If they attend a field trip and are supposed to be in school, the student will receive an unexcused absence and may have to make up that time as stated in the attendance policy.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance is mandatory. Students must act in an orderly fashion and remain quiet on the way to, during and returning from an assembly. Students who are not attending assemblies due to disciplinary measures will remain in designated areas. At this time, we request that each

student or guest(s) of students show the utmost respect, refrain from disruptive behaviors, and do what is asked of them.

BAND PROGRAM

ELEMENTARY Fifth grade students may participate in the elementary vocal and band program. At the beginning of the school year, the instrumental director will visit the fifth grade and explain the instrumental program and demonstrate instruments. Each child interested in playing an instrument will receive a letter inviting them to a meeting where the program will be explained. Students in fifth grade must stay in band for a full semester. Students cannot drop band during the semester.

MIDDLE/HIGH SCHOOL

Band is offered to any students in grades 6-12 and will be built into their daily schedule.

GRADUATION

Students who are in good standing and who meet the graduation requirements as set forth by the Iowa Department of Education and the Murray Community School Board are allowed to participate in the graduation ceremony and in senior activities. Students are not required to participate in the graduation ceremony. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate.

GRADUATION REQUIREMENTS:

English	4 credits must include English 1 and English 2
Social Studies	3 credits must include World History, Amer. History, and Gov/Econ
Mathematics	3 credits: Integrated Math I, Integrated Math II, either Integrated Math III or Math for the Trades
Science	3 credits must include Physical Science and Biology
Electives	13 credits must include 2 credits of P.E. unless waived, Financial literacy fulfilled by Intro to Business
Total	26 credits

EARLY GRADUATION Students in good standing who meet the requirements as set forth by the Iowa Department of Education and the Murray Community School Board may apply to the principal for early graduation. In order to graduate early, students must have the approval of the superintendent/principal and provide a written request to the Murray Community School Board as to why the student should graduate early. The written request will be submitted to the Murray Community School Board on or before December 1st of the current school year.

Students who graduate early become alumni of the Murray Community School district. Under the new Board policy students will be allowed to participate in graduation and/or Prom, but will be excluded from participation in other extra-curricular activities that take place after the student has graduated.

FAILURE TO PASS

BORDERLINE/INELIGIBLE LIST Borderline/Ineligible Lists are created each week after the 2nd week into each quarter of the school year. The Ineligible List runs Monday-Monday and includes anything that happens on the weekends. Teachers will report any student currently receiving a grade of “ F” (69% and below) in their class. Any student failing a class will be given a one (1) week grace period (borderline) to get the grade up to passing. Seventh (7th) grade students are given a two week grace period to get their grades up to passing for the first (1st) quarter of the school year.)

At the start of the second week, if the student is still failing, he/she will be ineligible for extracurricular activities (FFA, MEC, Athletics, Honor Band/Choir, etc.) and will lose study hall privileges. These privileges include but are not limited to: passing to another classroom, helping the janitor, or attending Educational Talent Search (ETS).

The ineligible list starts Monday and continues through Friday of each week. A list of borderline/ineligible students is updated each Monday.

MIDDLE SCHOOL STUDENTS: Murray School believes that every student can successfully demonstrate accountability and learning when the student, parents and school work together. If a student is not achieving his or her potential, the school will work with the student and parents to develop an action plan to help the student with organization, homework completion guidance, and/or remedial academic and social support. If the student continues to struggle with his/her academic progress in spite of the school’s interventions, the student may be retained. Retention will be considered on an individual basis, considering courses passed, skills mastered, Iowa Assessment scores, and social readiness. Junior High classes/credits include: English -1, Math -1, Social Studies -1, Science -1, Art -.5, PE -.5, Four (4) .25 credit Exploratory classes will be offered for 7th and 8th Grade Students Band -.5, Choir -.5, Reading -1, Math PD -1.

HIGH SCHOOL STUDENTS: remain a member of his/her graduating class, by earning adequate credits to move on.

- 9th graders must earn a minimum of 6.5 units by the end of the year to be on track to graduate.
- 10th graders must earn a minimum of 13 units by the end of the year to be on track to graduate.
- 11th graders must earn a minimum of 19.5 units by the end of the year to be on track to graduate.
- 12th graders must earn a minimum of 26 units by the end of the year to graduate.

Any Senior who does not meet the above requirements will not graduate, participate in graduation exercises or attend senior trips. He/she will make arrangements with the principal and At-Risk Coordinator to complete credits during the summer or the following school year. Students who are able to complete requirements before the next school year may be awarded a diploma at that time.

ON-LINE AND CREDIT RECOVERY CLASSES Online classes or other forms of independent coursework may be offered to students with schedule conflicts, extenuating circumstances or a need to recover credit due to failing a class(es).

Credit Recovery Classes are available to students who are behind in earning credits toward graduation. A student may earn no more than two (2) units (four (4) semester classes) of high school credit through credit recovery. This requirement may be waived if it is deemed necessary by administration. A fee of \$150 may be charged for each semester class depending on the delivery source for the class. Students may see the principal to enroll in these classes beginning in the fall of 10th grade.

All credit recovery courses must be completed in a timely manner.

STUDENT CONDUCT

Students at Murray Community School are expected to conduct themselves in a manner that will not interfere with the instructor's responsibility to teach or with other students' opportunity to learn. The Character traits of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship will be emphasized and encouraged.

POOR CLASSROOM BEHAVIOR Examples of disruptive behavior: excessive talking, offensive comments or disruptive noises, inattentiveness, refusing to follow directions or arguing with the teacher that results in earning a detention, being sent to the hallway, or being sent to the principal's office, etc.

POOR SCHOOL CONDUCT Poor Conduct is defined as speech or action that is inappropriate for the school. This conduct includes but is not limited to earning detention for not having appropriate materials for class, not having assignments completed, cheating, plagiarizing, having an antagonistic attitude toward teachers/staff and peers, causing disruption in hallways or the cafeteria, vandalism, leaving school without permission, late to class, late to school, unqualified absence, etc.

OTHER RULES OF CONDUCT

DISPLAYS OF AFFECTION Students will refrain from public displays of affection at school. Respect for another person's personal space will be observed at all times.

CELL PHONE/ELECTRONIC DEVICES Students may have cell phones in their possession during school hours, under the following conditions:

- a. Electronic devices must be turned "off", or on "silent" and out of sight at all times in a pocket, purse, backpack, or locker. Students will be asked to put them in a designated area when class starts, so it assured cell phones will not be a distraction. If it is found that the phone is in their possession even after they are asked to put it in the designated area, the following consequences will be enforced:

- i. Phone will be confiscated by the teacher. Devices can be picked up at the end of the day.
 - ii. Students will be referred to the principal.
 - iii. Parents will be called
- b. The electronic device may be used in the line to the cafeteria during the student's lunch, or first bell to first bell or with the express permission of a faculty member or administrator.
- c. Video/audio device use is absolutely prohibited in locker rooms and restrooms.
- d. Consequences for inappropriate use of cell phones will result in confiscation and possible prosecution. Parents may be required to come to the school to pick up confiscated cell phones.
- e. Exceptions to the policy may be granted by the principal.

TELEPHONE USE DURING THE SCHOOL DAY Students receiving telephone calls during school hours are not called to the office. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Calls on school phones or cell phones should be non-social in nature. Personal cell phones are off and out of sight of PK-12.

COMPUTER AND INTERNET USAGE The latest computer technology including high-speed internet and email access is available to students and staff in the Murray Community School District. We believe computers and the Internet offer vast, diverse, and unique tools and resources to both students and staff in the Murray School District. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating project completion, resource sharing, innovations, and communications. Students in grades 6-12 will be issued a Chromebook and carrying case for use during the school year. Please refer to the Chromebook Policy for further guidance/information.

A computer use agreement outlining the rules and consequences for using the internet, and school network must be signed and on file with the tech coordinator, each year before students are allowed access to the internet.

If a class is being directly supervised by a teacher in the computer lab for a class assignment, the student may access the internet, or use the computer as a tool with the express permission and awareness of the teacher.

DRESS CODE/STUDENT APPEARANCE The board believes inappropriate student appearance causes material and substantial disruption of the school environment or presents a threat to the health and safety of students, employees and visitors.

The standards will be those generally acceptable to the community as appropriate in a school setting. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion.

Apparel that is not considered appropriate for classes or sports practices includes but is not limited to:

- Clothing or other apparel promoting products illegal for use by minors.
- Clothing displaying obscene or suggestive material, profanity, or reference to prohibited conduct..
- Shirt straps that are less than 3" in width, halter, or off-the-shoulder style.
- Hemlines that are shorter than mid-thigh length.
- Clothing that reveals bare torso skin, or undergarments, while sitting or standing.
- Necklines 2" or more below the clavicle.
- Headgear such as, but not limited to, hats, hoods, and bandanas are not allowed to be worn during the school day unless the building administrator has given special permission.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the educational program will not be tolerated. When, in the judgment of the principal, a student's appearance or mode of

dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

GUM AND CANDY Students are not to chew gum or eat candy during the school day. Exceptions to this rule include parties, birthday treats, and teacher rewards/treats.

CLASSROOM INTERRUPTIONS Students are not to interrupt regular classrooms to give messages or speak with siblings or friends except at the break time of the other class and only then with permission of the homeroom teacher. Exception: emergency as determined by the homeroom teacher.

STUDY HALL While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in the study hall, students are only allowed to leave with the permission of the study hall teacher with a hall pass.

CAFETERIA The school district operates a breakfast and lunch program. Students may bring their own lunch to school or purchase breakfast, lunch and other items, including milk. The school district operates a closed campus program during the school day, therefore, all students are expected to remain on campus and eat in the cafeteria. Ala Carte items may be purchased in the morning, DURING STUDY HALLS ONLY, and with teacher permission. No food or drink, except plain water in a clear bottle, will be allowed in the classrooms or halls without teacher/principal permission. All confiscated food and drink will be disposed of in the trash.

LIBRARY The school library is available to students during school hours. The library is a place for study and research. Students are expected to conduct themselves as if they were in class while in the library. A pass must be obtained from the Library Associate before the library can be accessed.

STUDENT LOCKERS are the property of the Murray Community School District. Students shall use lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. Inappropriate materials stored or posted in or on lockers will result in a one (1) day in-school suspension. The expense to repair damage done to a student's locker is charged to the student or parent. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

A student's locker may be searched whenever an administrator or teacher has a reasonable and articulated suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials.

LOCKER ROOMS are to be used only for changing for P.E., sports events, and/or personal hygiene following sports practices or games. Students should keep locker rooms clear of clutter. Students should padlock locker space when not in use. Students will adhere to general school rules of conduct while using locker rooms. Students will not use the locker rooms for academic lockers and will not be permitted into the locker rooms between classes except to prepare for P.E. All academic materials should be kept in assigned school lockers. Violations of locker room expectations may result in the loss of use of this privilege.

BUSES/OTHER SCHOOL DISTRICT VEHICLES Students who ride the bus or other school vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Students riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

1. Riders must be at the designated loading point before the arrival time.
2. Riders must wait until the vehicle comes to a complete stop before attempting to enter or exit.
3. Riders must not throw objects or extend arms or heads out the windows at any time.
4. Aisles must be kept clear at all times.
5. Riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the bus driver.
7. Riders may be assigned a seat by the bus driver.
8. Riders who damage seats or other equipment will reimburse the school district for the cost of repair or replacement.
9. Riders are not permitted to leave their seats while the bus is in motion.
10. Riders are required to use the provided waste containers.
11. Permission to open windows must be obtained from the bus driver.
12. Good school conduct is to be observed by students while riding the bus/vehicle except for ordinary conversation.
13. The driver is in charge of the riders and the vehicle and the driver is to be obeyed promptly and cheerfully.
14. Riders should assist in looking after the safety and comfort of younger riders.
15. Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than ten (10) feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
16. Shooting or throwing paper wads, or other objects or materials in the vehicle is not permitted.
17. Riders must keep their feet off the seats.
18. Roughhousing or pushing on the vehicle is prohibited.
19. The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION The Murray Community School District is a drug/smoke/alcohol free area. Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, vaping, e-cigarettes, or any devices that deliver nicotine, drugs, or look-a-like substances on school grounds or at school sponsored events. Students suspected of being under the influence of drugs or alcohol will be referred to the Principal, School nurse, and Law Enforcement may be called. The school may use a drug dog to conduct locker and bag searches.

Weapons are not allowed on school grounds or at school activities with the exception of weapons in control of law enforcement officials or those being used for educational purposes and approved by the principal.

Parents of students found in violation of this policy will be contacted and the student will be reported to law enforcement officials. Violation of this policy by students will result in disciplinary action including suspension or expulsion.

OUT OF SCHOOL TROUBLE WITH THE LAW Athletes and members of Co-curricular activities (FFA, MEC, etc.) arrested for "minor in possession" or other crimes resulting from their non-abstention and possession of alcohol, tobacco, drugs, or other controlled substances, or for a felony crime will not be permitted to participate in contests/meets/events if pursuant to due process procedure found herein it is determined by the school for its purposes that the behavior charged was committed. The school will take appropriate disciplinary action upon receiving official notice of the event from law enforcement officials.

INTERROGATION BY OUTSIDE AGENCY As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made

by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

STAFF GUIDELINES FOR TEACHING STUDENT RESPONSIBILITY AND DISCIPLINE

All staff members contribute to Murray School's friendly, inviting environment. We set the tone through our actions and attitudes. Our continuous support and encouragement of students will be demonstrated through four procedures.

1. We will teach students expectations for responsible behavior in every school environment by relating student actions to our guidelines for success. We will encourage students to be responsible, to always try to do their best, to cooperate with others, and to treat everyone with dignity and respect.
2. We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
4. We will work collaboratively to solve problems that are chronic or severe in nature.

RESPONSIBILITY AND DISCIPLINE: AN ONGOING PROCESS Establishing a policy that promotes responsibility and discipline is an ongoing process, not a one-time effort. The policy stated in this manual will not ensure school discipline or individual responsibility. It will, however, facilitate the process. Staff must work continuously to achieve as much consistency as possible and be prepared to revise and adapt procedures as needed. To keep this process alive, our Administration Team will: meet on a regular basis; seek input from staff, parents, and students on possible improvements; and facilitate a yearly review of procedures

ROLES AND RESPONSIBILITIES

STAFF Our staff accepts the responsibilities outlined in this manual. Through consistency, we will encourage all students to develop the skills and attitudes needed to develop self-confidence and to maximize learning.

1. **CLASSROOM TEACHERS** are the center of our school responsibility and discipline policy. Teachers will continually emphasize to both students and parents the importance of "Be responsible. Do your best, and help the rest." Teachers will focus on teaching and encouraging responsible behavior, rather than trying to "control" irresponsible behavior. This will be accomplished by helping students see how their behavior relates to school-wide guidelines emphasizing responsibility, trying, doing one's best, cooperating with others, and treating everyone with dignity and respect.
 - a. Three basic principles of management and discipline will be implemented by all teachers.
 - i. At the beginning of the new school year, and as necessary throughout the school year, students will be taught how to behave responsibly in each type of classroom activity.
 - ii. Teachers will strive to interact frequently with each student when the student is behaving appropriately.
 - iii. When misbehavior occurs, teachers will calmly and consistently implement mild classroom consequences. The focus of interactions with each student will continue to be primarily positive with a ratio of at least three positive interactions to everyone correction required.

Though these principles will guide teachers in their classroom management, each teacher, each student, and each situation is unique. Teachers will use professional discretion to select the specific procedures that fit student needs, the situation, and the principles described. The following represents a menu of possible classroom management techniques for reducing irresponsible behavior and for encouraging responsible behavior.

2. THE PRINCIPAL's role in responsibility and discipline is to guide staff and students in their efforts to achieve the school's mission—student success.
 - a. The principal will be responsible for making sure that the teachers meet on a regular basis. The principal and the team will examine records of office referrals, suggestions from staff, and any other relevant information to continually evaluate the efficacy of current procedures. The principal and the team will guide the staff through a yearly review and update of this policy manual.
 - b. The principal will have a thorough working knowledge of this manual and provide assistance to staff in implementing the classroom management and school-wide management procedures. In this capacity, the principal will provide training and continued support to teachers as they strive to teach students to follow the guidelines for success.
 - c. The principal will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and any chronic or recurring problems. As indicated on a case-by-case basis, the principal will initiate time-out, parental conferences, in-school suspension, out-of-school suspension, contacting the appropriate authorities, or other severe consequences. If the principal is not available to assist with a crisis situation, the secretary will direct referrals to the counselor, or an administrator from the Murray High School.

CONSEQUENCES FOR MISBEHAVIOR will be most effective if implemented consistently and calmly. Students should be informed in advance that certain behaviors are unacceptable and will lead to consequences. Consequences that can be used by staff other than removing students from the room include the following:

- Verbal reprimand
- Lunch/After school detention
- Contact parent(s)/ guardian.
- Assign the student to sit in a different section of the room.
- Have the student fill out a Behavior Improvement Form.

ENCOURAGING POSITIVE BEHAVIOR Responsible behavior will be encouraged as teachers focus on interacting more frequently with each student when he/she is behaving appropriately than when that student is misbehaving. Occasionally a teacher may want to acknowledge a student or group in a more structured manner. Suggestions include the following:

- Verbal praise for successful and mature behavior.
- Written feedback to a student.
- Written feedback to parent(s)/ guardian.
- Certificate of Merit.
- Call the student and/or parent(s)/ guardian at home.
- Give the student additional responsibility.
- Let the class have five minutes at the end of the class period as free time.
- Allow music to be played during an independent work period.
- Have the student in front of another staff member
- Ask the principal of another staff member to tell the student you mentioned how well he/she is doing

ELEMENTARY RULES OF CONDUCT

Rules of student conduct are made in the interest of safety and for the development of social courtesies. All students are expected to obey the rules and regulations given to them by their teacher and principal. School authorities want from you the same kind of conduct that any well-meaning parents would want from his/her children.

Cases of misconduct and disobeying rules will be dealt with by the teacher, principal, superintendent and/or the Board of Directors of the Murray Community School. Detention time before or after school may be used for discipline problems for students in grades 3-12. Country bus students will be given 24 hours notice before detention.

Respect yourself, Respect Others, Respect the school.

Any teacher or staff member has the authority and duty to enforce the rules and to expect any child to obey them.

GENERAL RULES

1. Follow all directions the first time they are given.
2. Always be prepared with necessary equipment, materials and completed assignments.
3. Good care of all school property will be insisted upon.
4. Students are expected to conduct themselves in an orderly manner in passing to classes and in lunch lines.
5. We must insist that each child walk in the school building.
6. There is to be no pushing, shoving and fighting in or out of the building.
7. Children are to enter the building quietly.
8. As a matter of etiquette, students will be required to remove caps and hats when they enter the building.
9. Children are to play in their own designated play area.
10. Children are to be playing constructive games.
11. No baseball or hard ball will be permitted unless it is being played as part of physical education classes.
12. Snowballing, water pistols, stick throwing, spitballing, etc. are not allowed.

RECESS RULES

1. Children are not to climb trees, or any other high and dangerous place.
2. Children are to play only touch football, no tackling, wrestling, or roughhousing.
3. Children are not to throw rocks or snowballs.
4. Children are not to leave the playground without permission.
5. Children are to secure permission before retrieving a ball that has rolled off the playground.
6. Profanity, talking back and insubordination will not be tolerated.
7. Children are not to slide on ice on the playground, sidewalks or streets.
8. No trading cards or personal toys allowed.
9. Proper use of swing sets: No twisting, no standing on swings, swing forward & backward
10. Indoor recesses rules as follows, students:
 - a. Must stay off the bleachers unless told otherwise.
 - b. No kicking balls
 - c. Throw balls in designated areas.

- d. No rough housing.

CONSEQUENCES FOR RECESS VIOLATION

1st offense — 5 minutes removed from peers 2nd offense —removed from peers the remainder of recess

*Discipline is at the discretion of the adult on duty.

HALLWAY RULES

General Rules Apply

CONSEQUENCES FOR INFRACTIONS

1. Verbal reprimand.
2. Positive practice—for example, have the student go back and walk.
3. Have the student practice the responsible hallway behavior for several minutes.
4. Briefly delay the student.
5. Loss of recess as determined by the teacher.
6. Use of office referral only for insubordination or for dangerous or illegal situations.

ENCOURAGEMENT PROCEDURES

1. Complement individual students on their safety, courtesy, and respect.
2. Compliment a teacher (so students can hear), citing examples of individual or class-wide responsibility.

RESTROOM RULES

1. Use restrooms only on your way to or from recess.
2. If restrooms must be used during class or recess, students use the class sign out sheet.
3. Use restrooms appropriately and leave them clean.
4. Put toilet paper in the toilet. Put all other paper in the garbage can.
5. Flush the toilet.
6. Leave stalls unlocked after use.
7. Wash your hands.
8. Leave the restroom as soon as you finish.
9. Whispering voices only.

CONSEQUENCES FOR INFRACTIONS

1. Verbal reprimand.
2. Detention to clean the restroom.
3. Parent/Guardian notification.
4. Direct supervision of every restroom visit for one week.
5. Principal referral for insubordination, dangerous behavior or destructive acts.

CAFETERIA RULES

General Rules Apply

The lunch line and cafeteria of Murray School will be a safe and clean environment where people interact with courtesy and respect.

RESPONSIBLE CAFETERIA BEHAVIOR

1. Students will use quiet voices when talking.
2. Students will keep hands, feet, and objects to themselves.
3. Students will stay in their seats and raise their hands to get help.
4. Students will eat quietly and use good manners.
5. Students will walk in the cafeteria.
6. Everyone will treat others with dignity and respect.
7. Classroom teachers will accompany and supervise their students to/in the lunchroom until all the students in their class are seated.

CONSEQUENCES FOR INFRACTIONS

1. Verbal reprimand.
2. Positive practice.
3. Misbehavior in the lunch line—have the student go to the end of the line.
4. Misbehavior at table
 - a. Verbal reprimand
 - b. Removal from cafeteria.
5. Excessive noise from any given class—loss of recess at teacher discretion.
6. Use of office referral only for physical dangerous behavior, illegal behavior, or for overt insubordination.
7. Complete a Behavior Improvement Form and give it to the classroom teacher.

ENCOURAGEMENT PROCEDURES

Staff will consistently encourage responsible behavior through positive interactions. Suggestions are:

1. Initiate positive attention and friendly interactions.
2. Provide verbal praise for following cafeteria rules and expectations.
3. The principal will congratulate the student body when students demonstrate responsible behavior during lunches.
4. When students demonstrate responsible behavior during lunches over a long period of time, the principal may provide a special treat.

SUPERVISION RESPONSIBILITIES

1. The principal will assist with cafeteria supervision at least two days per week.
2. Teachers and associates will be assigned lunch duty as their schedule permits.
3. If a student violates a rule, supervisors will use a firm, respectful voice to tell the student what he/she should be doing
4. For repeat infractions, supervisors will implement a mild consequence such as positive practice or time-out.
5. If a student refuses to follow directions or argues, the student will be calmly told he/she can choose to follow the direction or be referred to the office for insubordination.
6. If a student refuses to go to the office, no attempt should be made to physically move him/her. Simply inform the principal of the incident.

ASSEMBLY RULES

General Rules Apply

Murray School students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

RESPONSIBLE ASSEMBLY BEHAVIOR

NOTE: The following list of expectations is designed to help staff increase consistency while supervising common areas, and to provide teachers with a basis for teaching and reteaching responsible behavior. Given the complexity of expectations, students should not be asked to memorize or verbalize these expectations.

1. When the leader's hand goes up, students become quiet and attentive.
2. Listen carefully.
3. Students will follow their teacher's directions regarding where to sit.
4. Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program is ready to begin.
5. Communicate with the performers with your eyes and ears.
6. When asking or responding to the performer(s) the students will stand up and speak clearly.
7. Never boo, whistle, yell, or put someone down.
8. At the end of the program, the leader will conclude the assembly by thanking the performers.
9. Students will remain seated until the teacher gives them the signal to stand and follow the teacher from the assembly area.

CONSEQUENCES FOR INFRACTIONS

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate. Suggestions are:

1. Nonverbal warning.
2. Move close to the student and give a quiet verbal warning.
3. Quietly remove the student from the assembly.

SECONDARY GENERAL RULES OF CONDUCT

Teachers may issue a detention for poor behavior or conduct. The student and teacher will arrange a time for the student to remain before or after school for a designated amount of time. The detention will be served within 2 school days of issue. Parents will be notified when a detention is issued. Failure or refusal of the student to be present at the time of the detention will earn a second detention of equal length. Failure to satisfy the detention consequence with the teacher will result in detention time to be served with the principal. Failure to serve the principal's detention will result in an in-school suspension.

STUDENT SUSPENSION The Iowa Code gives the Board of Directors the power to suspend students and to confer this power on members of the professional staff. The principal of each building may suspend a student for up to three (3) days for disciplinary reasons by following the due process procedures:

1. Students are given oral and/or written notice of the charges.
2. Students are given the opportunity to admit or deny such charges.
3. Student is given an explanation of the evidence against the student if he/she denies the charges.
4. Students are given an opportunity to explain the situation.
5. Parents will be informed at the time of the suspension and a letter will be sent by the principal.

6. The superintendent may extend the suspension upon the principal's request, for a total of no more than ten (10) days. Readmission of the student after short term suspension will be done by the building principal. Readmission, after extended suspension, will follow after an informal hearing by the superintendent, attended by the superintendent, principal, student, parents, and any other persons deemed appropriate by the superintendent or requested by the parents or the student. Parents and students should be aware that under certain circumstances, school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

IN-SCHOOL SUSPENSION OFFENSES

1. Excessive tardiness.
2. Being removed from a class more than once per semester.
3. Failing to report to the principal when removed from a classroom.
4. Reports of disruptive behavior.
5. Violation of school policy or rules.
6. Any other misbehavior, as determined by the principal.
7. Swearing directed toward others/using obscene language/gestures in the classroom/building or on school premises.

OUT OF SCHOOL SUSPENSION OFFENSES

1. Blatant disrespect toward staff, bus drivers, janitors, students, etc.
2. Fighting.
3. Instances of bullying or attacking others.
4. Possession of an instrument that may cause physical injury whether or not used in a threatening manner.
5. Possessing/using tobacco, alcohol, drugs or look-alikes while on school property or while at a school sponsored function.
6. Exiting a classroom without permission except in emergency situations.
7. Destruction/vandalism of school or personal property.
8. Stealing.
9. Threats to life or personal safety.
10. Any other misbehavior, as determined by the principal.

EXPULSION The Board may, by a majority vote of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are:

1. Violation of rules and regulations set or approved by the Board.
2. Evidence that the presence of the student is detrimental to the best interests of the school.
3. Possession of a weapon, or other instrument or that is capable of causing physical injury.
4. Physically attacking/harming any member of the Murray Community School District staff: including teachers, teacher aides, cooks, administrators, secretaries, bus drivers, custodians, coaching staff members, or any other person(s) assigned to duties of the Murray Community School District.

The expulsion of a student will be considered only after a thorough investigation of the facts, with procedural due process observed. Disciplinary hearings shall be scheduled by the superintendent when, in the superintendent's opinion, expulsion of the student is one of the alternatives in dealing with the case under consideration.

Students expelled from school shall be considered for readmission only by the Board of Directors. The procedures for reconsideration shall be forwarded to the student in the letter of expulsion.

STUDENT COMPLAINTS Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed in extreme cases.

1. If an employee is involved, the principal will discuss the complaint with the employee within two (2) school days of the incident
2. If there is no employee involved, the student should talk to the principal within two (2) school days of the incident
3. If unsatisfied with the principal's response, the student should talk to the superintendent within two (2) school days of the principal's response
4. If unsatisfied with the superintendent's response, students may request to speak to the school board within five (5) school days of the superintendent's response. The school board determines whether it will address the complaint.

ABOVE AND BEYOND THE CLASSROOM

SPECIAL EDUCATION SERVICES (SPED) Students who require special education are offered individually designed programs (IEP) consisting of special interventions to meet the unique needs of handicapped students. These programs are designed to provide the least restrictive intervention as outlined by a diagnostic-educational team, which includes the parents, and is defined in each pupil's Individual education program.

The local education agency, in conjunction with the Area Education Agency, shall ensure that a continuum of services are available to the extent necessary to implement the IEP for each eligible student.

The continuum of services is:

- General Class, No Support
- General Support, Support Services
- Special Education Services, Levels 1, 2, 3
- Self-Contained Special Class with Little Integration
- Self-Contained
- Hospital-Homebound
- Residential

STUDENT SUCCESS COORDINATOR will monitor attendance and work with students, parents, and the school to ensure academic success. The Student Success Coordinator will lead the Student Assistance Team (SAT) which addresses the needs of students who, for a variety of reasons, are identified as at risk of failing or dropping out of school.

Under special circumstances a 504 plan may be written for at-risk students by the At-Risk Coordinator. Examples of these situations include but are not limited to:

- Pregnancy
- Fire
- Short-term disability
- Parental separation
- Death of a family member

SCHOOL COUNSELING School Counseling services are an integral part of each school's educational program. The school counseling program is designed to assist all students in the areas of academic, social/emotional, and career development.

The School Counseling Program includes:

1. School Counseling Curriculum - lessons presented to help students attain the desired Grade Level Expectations (GLEs) in the areas of academic, social/emotional, and career development
 - a. Classroom Units & Lessons - example topics include:
 - i. Goal setting, career planning and exploration
 - ii. Knowledge of self and others
 - iii. Coping skills and emotional awareness
 - iv. Drug and alcohol abuse education
 - v. Communication and listening skills
 - b. Educational Activities - examples of these activities include:
 - i. Red Ribbon Week
 - ii. Self-Care/Stress Management Day
 - iii. College & Career Week
2. Individual Planning - ongoing systemic activities designed to assist students in establishing personal goals, transitioning through school, and developing future plans
 - a. Post-Secondary Planning
 - i. Goal setting
 - ii. Scholarship assistance
 - iii. Visits from college, military, and career representatives
 - b. Transition Activities
 - c. Appraisal For Decision Making
3. Responsive Services - activities designed to meet the immediate needs and concerns of students
 - a. Brief Individual Counseling
 - b. Small Group Counseling
 - c. Crisis Intervention
 - d. Consultation
4. System Support - This area consists of management activities that establish, maintain, and enhance the total school counseling program
 - a. Program Management
 - b. Evaluation
 - c. Professional Development
 - d. Staff and Community Relations
 - e. Consultation and Collaboration
 - f. Committee Participation
 - g. Community Outreach
 - h. Program Advocacy
 - i. School Support

These efforts will make Murray Elementary School a warm and exciting place where new learning occurs each and every day. The motto is meant to show the students that they have responsibility for their own behavior. By always being their best and following the guidelines they are helping remind others of appropriate behaviors.

STUDENT ATHLETE/PERFORMER STANDARDS, ELIGIBILITY AND REQUIREMENTS

MURRAY COMMUNITY SCHOOL ATHLETIC CODE Murray Community School District boys/girls athletic teams are before the public eye throughout the school year. In order to avoid adverse public reaction, prevent dissension within the various teams, and for the general welfare of all participants and the school, it is imperative that quality standards of conduct, appearance, dress, training and eligibility be established as part of the athletic program.

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES With the adoption of the Scholarship Rule 36.15(2) if a student does not pass all classes at the end of a semester, he/she will be ineligible for a period of 30 calendar days after the first meet or game of said sport or event. The student will not be allowed to ride the game bus or be on the sidelines of the event until eligible.

WEEKLY EXTRACURRICULAR ELIGIBILITY Student Athletes/Performers follow the same eligibility rules as the regular student body. If they are failing a class two weeks in a row, they are ineligible to participate in extracurricular activities.

While ineligible, student athletes/performers may practice, ride the bus and be on the sidelines provided they do not miss any school time.

FACTORS FOR STUDENT ATHLETIC ELIGIBILITY

1. Students must have a doctor's certificate of fitness for the current school year.
2. Students must not have attended high school for more than eight (8) semesters.
3. Students must not be twenty (20) years of age or older.
4. Students must pass all subjects the previous semester.
5. Students must have been in school the previous semester and must have entered school this semester no later than the second (2nd) week of school.
6. Students must never have accepted an award for high school athletic participation other than the unattached letter of the school or other inexpensive, unmounted, unframed paper certificate of recognition.
7. A student must have never received money, expenses, for participation in any athletic activity.
8. Students must not have trained with a college squad or have participated in a college contest.
9. Student must not have changed schools in the current semester except a residence change with parents/guardians
10. Student's habits and conduct, both in and out of school, must make him/her worthy to represent the ideals, principles and standards of your school
11. Students must not have been trained in any sport by their own coach outside the season as established by their State Association.
12. Students are not eligible for any extracurricular activity during any period of suspension from school.
13. Student dress will conform to the coach's or sponsor's request for game or contest days and for travel.

ATTENDANCE FOR PARTICIPATION An athlete/participant (grades 7-11) must be in attendance during the last half of the school day immediately prior to the scheduled event in which the athlete/participant is performing, unless the school is notified of extenuating circumstances (example: death in family, unavoidable health care appointment) and the student is excused by the principal.

Practice is required if the student is in attendance at school, unless excused by the coach/sponsor. Penalty shall be suspension from competition.

QUITTING AN ACTIVITY Any student wishing to quit an extracurricular activity should have a conference with the coach involved for that particular activity.

SCHOOL TRANSPORTATION All team/organization members will travel to and from competition on school provided transportation. Exceptions will be considered if arrangements are made in advance and parents/guardians sign a release form, provided by the school, for alternative transportation. The coach/sponsor carries the necessary form for the parents/guardians signature.

MAKEUP SCHOOL WORK All school work missed because of athletic competition/extra curricular activities must be made up or arranged with the teacher prior to departure. The coaching staff shall have the authority to establish any other rules which will aid in the administration of their sport /organization during the sport season/school year with the approval of the principal. The standards have been developed for the purpose of establishing a quality athletic/co-curricular program at Murray Community School. Adherence to the athletic/co-curricular code, will foster a sense of pride and self-discipline which will greatly aid the participant in future goals and endeavors.

STUDENT INSURANCE Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parent(s) stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance, should contact their coach.

SCHOOL SPONSORED STUDENT ORGANIZATIONS

School sponsored student organizations are those which are recognized by the school district and board. Participation in school sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

SCHOOL ACTIVITY OR PEP BUS The school district may sponsor a school activity or pep bus to transport students to school activities. A fee may be charged to students riding the bus. Riding on the bus is a privilege that can be rescinded. Students who ride to a school activity on a bus must ride home on the bus unless prior arrangements have been made with the principal or the student's parent personally appears and signs a request form to transport their student home.

STUDENT FUNDS OR FUND RAISING Students may raise funds for school activities upon approval of the principal at least three (3) weeks prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in control of the school district and the school board. School sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

USE OF SCHOOL FACILITIES BY STUDENT ORGANIZATIONS School district facilities are available during non-school hours to school sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor and the superintendent to reserve a room. School district policies, rules and regulations are in effect during these meetings.

The Student Council is in charge of planning and carrying out Homecoming festivities. During Homecoming Week, special dress-up themes, pep rallies, etc. and other contests may be planned with the approval of the administration.

Clubs and Extracurricular:

STUDENT COUNCIL The student council provides student activities, serves as a training experience for student leaders, gives the student a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the principal. Representatives are elected annually from each class and from various student organizations.

FUTURE FARMERS OF AMERICA (FFA) The purpose of the Murray Agricultural Education Program and FFA is to provide students grades nine through twelve the opportunity to learn agricultural content, gain work experience through their Supervised Agricultural Experience, and soft skills/21st Century Skills necessary for their future careers and endeavors. The FFA Organization is "dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. More specifically, the Murray FFA Chapter is enhanced by the following activities (these are just a few, not all of the annual activities): community service, National and State Conventions, Skill and Career/Leadership Development Events, fundraising, and agricultural advocacy.

FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA, INC. (FBLA-PBL) is the largest career student business organization in the world. Each year, FBLA-PBL helps over 230,000 members prepare for careers in business. FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

FBLA-PBL's programs focus on:

- **Leadership Development**—members develop essential soft skills by holding chapter officer positions at the local, state, and national levels; by networking with accomplished business professionals; and by participating in business-focused workshops, seminars, and academic competitions.
- **Academic Competitions**—members demonstrate their business expertise at high-profile regional, state, and national competitive events. The top students are recognized with trophies and cash awards.
- **Educational Programs**—members create career portfolios, enhance their knowledge with world-recognized skills certifications, and have access to select college scholarships.
- **Membership Benefits**—members receive exclusive discounts and enhanced benefits for travel, education, and more.
- **Community Service**—members work with the March of Dimes to help end premature births by participating in awareness campaigns and the March for Babies fundraiser.
- **Awards & Recognition**—members build a portfolio of accomplishments with a wide range of awards programs.

www.fbla-pbl.org

HOSA is open to all grade levels at Murray High School, you just have to have an interest in pursuing a health-related career. Students have multiple opportunities to gain insight into the world of healthcare and participate in volunteer opportunities. Students in FNA are also encouraged to participate in HOSA, an extracurricular organization that provides students with the opportunity to compete at the state and national level in health-related

competitions and provides multiple scholarship and learning opportunities. Students interested in joining FNA/HOSA are encouraged to visit with current members or the school nurse about joining.

Other clubs and opportunities include:

ART CLUB

ROBOTICS CLUB

NHS

CCOPS

DANCES

Several dances are school sponsored during the year. Any other dances must be approved by the principal at least three (3) weeks prior to the dance date. All guests must be 20 years or younger. People bringing guests from out of town must have approval from school administration.

GENERAL RULES FOR DANCES

- Students who leave are not allowed to reenter a dance.
- School district policies, rules and regulations apply to students as well as guests at school dances.
- Students and guests violating school district policies, rules or regulations will leave the dance and school grounds.

Homecoming Dance

- Sponsored by the Student Council following the Homecoming Football game. The sponsor(s) must be present to chaperone.
- Students in grades 9-12, and guests of the Murray Community School District are invited.
- Admission will be charged.

Sweetheart Dance

- Sponsored by FFA
- The sponsor(s) must be present to chaperone.
- Attendance is limited to Murray 9-12 students and their guests.
- Admission will be charged.

Junior-Senior Prom

- Sponsored by the Junior class in honor of the Seniors.
- The Junior/Senior class sponsors must be present to chaperone. All Juniors/Seniors must have met all class duty requirements, including but not limited to concessions requirements, fundraising obligations, and any other duties as stated by the classes.
- No person younger than 9th grade is permitted to attend the JUNIOR/SENIOR PROM or any PROM related activities. 9th graders may attend only as guests of upperclassmen. Dual enrolled students who are age-eligible may attend prom and all of the festivities.
- The dance is semi-formal.

- Outside guests must be signed up in advance with the Junior Class. All guests must be younger than 20 years old.
- Selected members of the Sophomore class will act as servers for the banquet and may attend the dance. Sophomores may bring a guest to the dance and After Prom activities provided the guest is a high school student.
- Sophomores may leave after the banquet to pick up dates. However, after the dance has begun, students may not leave and return. Parents may be notified if students leave the dance before 10:30 pm.
- Students must attend the dance to be able to participate in After Prom activities.
- After the dance, students may leave to change, they must return to the After Prom activities before the door is locked at the designated time. Parents may be notified if students leave the After Prom activities before 2 am.

Once students leave the dance, or After Prom, they are not allowed to return.

SENIOR TRIP

Senior graduating students will be permitted a Senior trip provided the following regulations are met. Exceptions to these regulations may be made by the principal.

1. On track for graduation: at least 70% in all classes at the end of 3rd quarter.
2. Financial obligations are met.
3. Good Attendance: 12 or fewer unqualified absences at the time of the Trip and all make-up time completed.
4. Enrolled in Murray CSD at least at the beginning of the Senior year and/or have attended Murray CSD in the past for at least 3 semesters.
5. Trip and accident insurance will be required.
6. The parent/guardian will sign an agreement relieving Murray Community School District of all liability.
7. The trip will be limited to three (3) school days and two (2) school nights and no more than four hundred (400) miles from home.
8. The superintendent, principal, class sponsor, or activities director will act as chaperone.
9. All school policies, rules and regulations will be in effect.
10. All class obligations are fulfilled (concession stand obligations, fundraising obligations, or any other duties the class has decided on have been fulfilled.)
11. Senior Trip attendees shall be subject to a search of personal belongings before going on Senior Trip. This can include bags, belongings and use of a BAC sensor.

NOTE: Students will be prohibited from attending the Senior Trip for the following reasons:

1. Enrolling in Murray CSD after the start of the Senior year. Exceptions may be made if the student is willing to finance his/her cost of the trip.
2. Dropping a class needed for graduation during the second semester will preclude a student from attending a senior trip.
3. Not possessing full-time status during the second semester.
4. Earning an out-of school suspension or two in-school suspensions for any reason during the Senior year.

If a student is not eligible for Senior Trip they will be expected to be in school the days the seniors are on senior trip. If they miss school these days, they will be considered absences and will be expected to make up the time before graduation, if absences are more than 8 total.

SPECIFIC RULES FOR ATHLETES AND MEMBERS OF CO-CURRICULAR ORGANIZATIONS

Each head coach or organizational sponsor will provide participants a list of training rules in addition to the general rules for the specific sport or organization. It is the responsibility of each participant to know these rules and adhere to them. A student may be dropped from the sport /activity for not following specific rules. Parents will be furnished with a copy of rules for a specific sport as well as the Athletic Code.

CONDUCT As representatives of Murray Community School District, participants are expected to conduct themselves properly in their own school and when visiting other schools.

GOOD CONDUCT RULES The following Good Conduct Rules as approved by the Murray Community School Board is in force.

1. Any student whose habits and/or conduct both in and out of school during the school year and/or during the summer months, are as such to make him/her unworthy to represent the ideals, principles and standards of the school, shall be ineligible and it shall be the duty of the superintendent or his delegated principal to exclude the student from extracurricular participation (to include sports) until reinstated to eligibility by the local school administration.
2. Any student who is found guilty, or admits to breaking the law, or is placed on official or unofficial probation status, whether it be voluntary or not, will be ineligible to participate in extracurricular activities until the school administration reinstates the student to eligibility.
3. Any student who is found guilty of, is witnessed by law enforcement, or a Murray School staff member, or admits to a first offense consumption, possession, acquiring, delivering or transporting of alcoholic beverages, tobacco, nicotine, including Vaping and E-Cigarettes, or controlled substances will be ineligible for a specific number of contests (listed below). The second (2nd) will result in a penalty of six (6) weeks of ineligibility. For a third (3rd) offense in the same school year, the student will be declared ineligible for twelve (12) calendar months.

FIRST OFFENSE PENALTIES FOR SPECIFIC ATHLETIC SEASONS

Senior High Football--2 games	Junior High Football- 2 games
Senior High Basketball-- 4 games	Junior High Basketball- 2 games
Senior High Volleyball- 4 games	Junior High Volleyball- 2 games
Senior High Track- 4 meets	Junior High Track- 2 meets
Senior High Baseball-4 games	Junior High Baseball- 2 games
Senior High Softball-4 games	Junior High Softball- 2 games
Cheerleaders/Managers-	Penalty according to sport

Penalties for Non-Athletic Activities: See rule #2.

Examples of possible “carryover”:

- Student A is charged with possession after the seventh senior high football game. Only one (1) game remains on the schedule. He would be Ineligible for the final football game and the first three (3) basketball games.
- Student B is charged with possession with only one (1) game, plus tournaments, left on the senior high basketball schedule. Student B wishes to participate in senior high track. The team plays only one (1) tournament game, Student B would have missed two (2) senior high basketball games and would now be ineligible for the first (1st) two (2) senior high track meets.

- If the offense occurs near the end of the season or during the summer months, and there is not sufficient time for a penalty to be worked off, the penalty will carry over into the next activity in which the student participates. If the student is not participating in an extracurricular program, the penalty will carry over into the next season in which the student wishes to participate.
- In order for an eligibility penalty to be worked off during a sports season, a student must report for that sport at the beginning of the season and the student must remain out for the sport until the end of the season. If the student does not participate for the entire season, the penalty will remain in force until the student stays out for a sport for an entire season.

DUE PROCESS PROCEDURE

INITIATION OF THE DUE PROCESS PROCEDURE The head coach/sponsor is responsible for the initiation of the Due Process Procedure when a violation of the athletic code occurs during his/her season. In the event of an alleged infraction for which suspension or expulsion will be enforced on the participant, the head coach/sponsor of that sport/organization shall promptly report to the principal and in the presence of the principal, state in detail the entire situation concerning the code violation and subsequent suspension or expulsion.

If a violation occurs on a weekend or vacation situation, then a call must be made by the coach/sponsor to the first available administrator in this order; 1. superintendent and 2. principal. The school administration may initiate the procedure when the violation occurs during the summer. The administration will then take the initiative to investigate the infraction and then, subsequently, file a statement of findings.

DUE PROCESS PROCEDURE The head coach/sponsor is responsible for initiating the Due Process Procedure through the administration when a violation of the athletic code occurs, but it may be initiated by the principal.

1. In the event of an alleged infraction for which suspension or expulsion may be enforced, an administrator of the school in which the student is enrolled shall investigate the alleged infraction.
2. If the investigation discloses the probability of an infraction, a hearing with the student and parent/guardian shall be held by the school administrator. Written notice of the hearing shall be given to the student. The notice should contain an outline of the alleged infraction. Witnesses may testify, the student will be given an opportunity to confront such witnesses. The student may be allowed counsel if he/she desires and the student will be given the opportunity to call witnesses.
3. The administrator should make a decision on the case and inform the student. A written statement of findings of fact from the hearing shall be compiled and the student and parent/guardian, if the student is under eighteen (18), provided a copy. This will include a statement stating that the decision may be appealed to the next higher administrative level.
4. No suspension or expulsion shall be enforced, except in an extreme instance of a seriously disruptive nature involving coach/sponsor and team, until after an administrator has made a decision in the case and informed the student.
5. If the athlete and his/her parent/guardian is not satisfied with the hearing findings, a second (2nd) hearing may be requested before the next highest level of the school system. The school administration must receive in writing a request for a second (2nd) hearing. Following receipt of such a request, a hearing will be held within five (5) days and the student and parent/guardian shall be given prompt notice of the time and place of such hearing.
6. The student will be provided with the opportunity to testify, question and present other evidence on his/her behalf at the hearing. Counsel may be present.
7. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the athlete and his/her parent/guardian, if under the age of eighteen (18).
8. The decision of the administration when received may be appealed for a hearing before the Murray Community School Board after all administrative appeals have been exhausted.

Any appeal procedure following the initial decision by the administrator shall not delay the suspension or expulsion as determined by the administrator and in such an instance the suspension or expulsion shall remain in effect until such time as the decision of the administrator has been reversed by one (1) of the appeal bodies.

CONCUSSION MANAGEMENT (RETURN TO PLAY PROTOCOL)

Returning to play following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including:

- A greater risk for a second concussion due to a lower concussion threshold.
- Second impact syndrome (abnormal brain blood flow that can result in death).
- Exacerbation of any current symptoms
- Increasing the risk of injury due to alteration in balance.
- No student-athlete should return to play while symptomatic.
- Students are prohibited from returning to play the day the concussion is sustained.
- “If there is any doubt – Sit them Out”

Once a student-athlete is symptom free at rest for 24 hours and has signed a release by the treating clinician, she/he may begin the return to play progression below:

Day 1: Light Aerobic Activity (walking or stationary bike, no resistance training)

Day 2: Sport-specific Activity (running – resistance training may begin)

Day 3: Non-contact Training Drills (Skill Drills)

Day 4: Full Contact Practice

Day 5: Return to Play Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

CONCUSSION IN THE CLASSROOM Students recovering from concussion can experience significant academic difficulties due to impaired cognitive abilities. Mental exertion and environmental stimulation can aggravate concussion symptoms such as headache and fatigue, which in turn can prolong recovery. Accordingly, academic accommodations should be available to the student recovering from concussion both to ensure academic progress and to set the conditions for optimal medical recovery. Academic stress and a sense that teachers or school staff don’t understand the student’s concussion-related problems can complicate recovery. Ensuring adequate rest, avoiding overexertion and overstimulation, reducing risk of re-injury and providing academic accommodations are the essential components of a return-to-school plan after concussion.

Depending on the severity and duration of concussion-related symptoms and associated academic difficulties, a 504 plan or IEP may need to be developed and implemented. Collaboration and communication with the medical providers treating the concussed student will foster development of an appropriate plan. Accommodations and activity restrictions will need to be modified according to the student’s particular symptoms and the speed of recovery from injury.

HONOR ROLL AND ACADEMIC-ATHLETIC HONORS

The Murray Community School District honors students who excel academically as well as athletically.

HONOR ROLL Student honor roll will be posted at the end of the first (1st) quarter, second (2nd) quarter and first (1st) semester, third (3rd) quarter, fourth (4th) quarter and second (2nd) semester. Honor roll is determined by assigning a numerical value to each letter grade on the report card. Any student receiving a grade of “F” in a class will be automatically disqualified from being selected for the “honor roll” or the “high honor roll.”

In order for a student to be on the Honor Roll a GPA of 3.0 must be obtained. High Honor Roll requires a point value of 3.67

To be eligible for “honor roll” or “high honor roll” students in grades nine (9), ten (10) and eleven (11) must carry six (6) classes plus PE or seven (7) classes with the PE class being waived because of a full academic schedule. Students in grade twelve (12) must carry five (5) classes plus PE or six (6) classes with the PE class being waived because of a full academic schedule.

ACADEMIC ACHIEVEMENT AWARD The Murray Community School District initiated in the fall of 1985, an award given to students who reached high levels of academic achievement. The award is in the form of the letter “M”. The letter is in contrasting colors to the chenille students already receive for extracurricular activities. Pins are presented for the second, third, and fourth years of achievement. The award is given to the student on the first (1st) day of school following the year of achievement. Seniors who earn the letter will receive their letter at graduation.

Two (2) levels of the award have been established: Academic Superiority (purple letter) and Academic Excellence (gold Letter). To receive the Academic Superiority letter, a student must maintain all B’s in all classes. If a student has all A’s and one B in their classes the student would be given the Academic Superior Letter. To be eligible for the Academic Excellence Letter, the student must maintain a grade of A- and above in all classes taken for credit.

Final calculations of grades will be done at the end of the school year. All grades are taken into consideration, quarter grades and semester grades. Semester exam grades are not considered in the award of Academic Superiority or Academic Excellence letters or bars.

ATHLETIC LETTERS Letters will be awarded for all sports in the school program. The following requirements will apply:

Football:

1. Play in at least one half (1/2) of the quarters.
2. Complete the season. Injured players will be considered to have completed the season even if they cannot play.
3. Be a positive influence on the team.

Volleyball, Basketball, Softball/Baseball:

1. Play in at least one third (1/3) of the quarters/innings.
2. Complete the season.

3. Be a positive influence on the team.

Track:

1. Score specified number of points in meets. Number of points to be determined by the coach.
2. Complete the season.
3. Be a positive influence on the team.

Shared Programs: Tennis, Golf, Cross Country, and Wrestling.

MUSIC LETTERS

Band

Letters will be awarded in Band if a student earns 50 or more points through non-required participation throughout the year. Following are the possible events and points:

All State Audition	= 20	Honor Marching Band Member	= 30
All State Member	= 50	Solo for Contest	= 20
SWIBA Honor Band Audition	= 10	Ensemble for Contest	= 10
Honor Band Member	= 30	Pep Band beyond the Required 3	= 5 ea
Honor Marching Band Audition	= 10	Attend Classical Music Concert	= 5

(Program/ticket stub and summary inc.)

Vocal Music

To letter in Vocal Music, students must:

1. Attend all required performances and practices, or be excused in advance
2. Show good character and leadership in rehearsal
3. Accumulate 100 points from participation in any of the choral activities listed below:
 - Perform at solo/small ensemble contest (50)
 - Receive a superior rating at solo/ensemble contest (100)
 - Perform a solo or small ensemble at dessert concert (25)
 - Acceptance into any honor choir (50)
 - Perform the national anthem for any Murray sports event (25)
 - Acceptance into All-State Choir (100)
 - Audition for All-State Choir (75)
 - Leading Role in the musical (50)
 - Supporting/Chorus role in the musical (25)

Students may only earn a letter ONCE per year. Each category may be counted only once to be considered for a letter.

