

NUMBER:	PS 401
EFFECTIVE:	04/13/1982
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Statement of.....

Policy and Responsibility

SUBJECT: ATTENDANCE

- A. Regular attendance at school increases the opportunities for students to benefit from their educational programs. Utah Compulsory Attendance Law directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process.

Special circumstances specified in the law allow the Board to grant parental requests for a child to permanently withdraw from school and therefore not graduate. This request must be made through the school principal and the Director of Student Services.

- B. Legitimate Absences are:

1. Personal illness of pupil (Principal may require a note from a doctor.)
2. Serious illness or death of a member of the family
3. Grave emergencies demanding the help of the pupil at home
4. Unavoidable delays or failure of transportation
5. Other circumstances that in the judgment of the principal constitute a justifiable absence from school and for which arrangements have been made with the principal in advance.

- C. Absences for reasons other than those listed above will be considered as unexcused absences.

- D. Verification shall be required of all pupils who are absent from school for an entire day for any cause within five school days following the absence. Failure to excuse any full day absence within five school days will result in an unexcused absence and any subsequent consequences. Students who miss part of a school day, are subject to school attendance policies as outlined in the school policy handbook. This includes adhering to all school check-in and check-out procedures. Murray High School students see PS 446.2. Students involved in the truancy process must include a doctor's note for all absences.

- E. Elementary teachers will be required to give students with an excused absent an opportunity to make up missed class work. Teachers must take care to be precise in assigning the work to be made up and to be clear and fair on deadlines.

- F. Secondary Requirements

1. Individual teachers will develop grading and credit guidelines that reward academic achievement (open disclosure policy IN 307). Teachers will be required at the beginning

of each grading period to disclose the specific criteria upon which the course grade/credit will be determined. A copy of the policy must be approved by and filed with the principal. Schools will communicate to the parent, student performance and attendance patterns throughout the term (parent notification PS 424).

2. It is the responsibility of students who have an excused absence to make up class work that can be made up (tests, quizzes, papers, daily assignments, etc.). Students should find out what they missed at a time that does not inhibit the teacher from teaching (before school, lunch, after school, during independent work, etc). Teachers are required to give these students an opportunity to make up class work missed. Secondary teachers will set fair and reasonable deadlines for completion.
3. When students are tardy for class, it is their responsibility to contact the teacher as soon as possible, without disrupting teaching, so that an absence will not be assessed. Students who are more than ten minutes late to class will be marked as absent. Additionally, students are subject to individual school tardy policies.
4. When students must leave school during the day for any reason, they must obtain a check-out slip from the Attendance Office.
5. Junior High schools are closed campuses. Students are expected to stay on campus from the time they arrive until dismissal. If a student leaves school grounds without formally checking out, s/he will be considered truant.
6. In the event of truancy (sluffing), the school will proceed from parent notification to a parent conference, to suspension and a parent conference to explore possible alternatives for the student (truancy policy PS 436.1).
7. Parents will be notified whenever a student has missed any class five times per term.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	PS 402
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Statement of.....

Policy and Responsibility

SUBJECT: ATTENDANCE AGE

Children who reside in Murray City and have reached the age of 5 years before September 2, will be admitted to Kindergarten in compliance with State law (53A-3-402). The law makes no exceptions.

NUMBER:	PS 404
EFFECTIVE:	01/25/1995
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Statement of.....

Policy and Responsibility

SUBJECT: STUDENT COMPUTER POLICY

- I. Computers are provided to students for educational purposes.
 - A. Unauthorized use of computers is prohibited. This use would result in suspension/expulsion, loss of computer privileges forever at any Murray District school, and referral to the Murray Police Department.
 - B. Utah Criminal Code 76-6-703 states: A person who gains access without authorization to a computer or a computer network to alter, damage, modify, or destroy any computer program, computer, data, or computer network is guilty of a third degree felony. A person who intentionally and without authorization interferes with or interrupts computer services is guilty of a Class A misdemeanor.
- II. Students are not authorized to enter grades or attendance for teachers.
- III. Any violation of Murray School District's Acceptable use policy will result in disciplinary action (including a suspension of privileges for up to 60 days) and may terminate student use of district computer services.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	PS 405
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Statement of.....

Policy and Responsibility

SUBJECT: INTERNET ACCEPTABLE USE POLICY

The Murray School District utilizes a Local Area Network (LAN) and the Internet for use by faculty and students in conjunction with Utah Education Network (UEN). The District shall encourage students to use such tools by establishing individual internet accounts, which may be used at the discretion of the schools. Such use shall be limited to times and circumstances that will not interfere with the scheduled education programs of schools and consistent with acceptable use policies of the district.

Any person who is granted an Internet account shall be referred to herein as an "account holder". Unless transmitted to others by the account holder or with the account holder's permission, the information created by the Internet account holder shall be deemed confidential information of the account holder. However, the School District reserves the right to monitor the information contained in any user account.

Murray School District refers to the Building Administrators, Murray School District Network Operations Center, the Superintendent, and the School Board.

Internet accounts are for educational purposes. Any use of an Internet account inconsistent with such educational purposes shall be grounds for terminating the account and/or confiscating the information saved in the account.

CONDITIONS AND RULES FOR USE

I. Privilege

- a) The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Murray School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holders or users.
- b) Students in grades 4-12 may obtain a school email account. Outside e-mail accounts such as Hotmail are not permitted while on school computers. Note that electronic mail (e-mail) is not guaranteed to be private.
- c) Each user shall sign an AUP every school year before an account is activated (new AUP each year).

II. Acceptable Use

- a) The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as designated by Murray School District. Murray School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
- b) Transmission or reception of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c) Use for commercial activities, product advertisement or political lobbying is prohibited.
- d) Internet access will be filtered and logged as per Utah state law.

III. Monitoring

Murray School District reserves the right to review any material on user-accounts and to monitor fileserver space in order for the District to make determinations on whether specific uses of the network are appropriate. **DOWNLOADING 'EXE', 'COM', 'ZIP', AND 'MP3 OR OTHER COPYRIGHTED SOUND OR VIDEO FILES FOR USE ON SCHOOL COMPUTERS IS STRICTLY PROHIBITED. THIS INCLUDES STORING THEM ON SCHOOL SERVERS OR COMPUTERS.** These files will be deleted without notification of the user. In reviewing and monitoring user-accounts and fileserver space, MSD Technology Office shall respect the privacy of user-accounts; however action will be taken if necessary.

IV. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law. Messages and activities relating to or in support of illegal activities shall be reported to the authorities and could result in the loss of user privileges.
- c) Do not reveal your personal address or phone numbers, or those of students or colleagues.
- d) Do not use the network in such a way that you would disrupt the use of the network by other users.
- e) All communications and information accessible via the network should NOT be assumed to be private property.

V. No Warranties

Murray School District and UEN make no warranties of any kind, whether expressed or implied, for the services they provide. Murray School District and UEN will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the District or UEN 's negligence or by the user's own risk. Murray School District and UEN specifically deny any responsibility for the accuracy or quality of information obtained through this service. All users need to consider the source of any information they obtain, and evaluate how valid that information may be.

VI. Security

- a) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. All account activity is logged.
- b) If you feel you can identify a security problem on the Internet, you must notify a system administrator.
- c) Do not demonstrate the problem to other users.
- d) Do not use another individual's account.
- e) Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
- f) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by Murray School District or UEN.
- g) Students will comply with all District security and technology policies.

VII. Vandalism and Harassment

- a) Vandalism and harassment will not be tolerated.
- b) Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses or malware (malicious software).
- c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail.

VIII. Procedures for Use

- a) Students will follow written and oral classroom instructions.

- b) Students may not install software.
- c) All media (CDs, USB drives, etc) must be scanned for viruses before use in district computers.
- d) Use of games and activities played on the Internet and LAN shall be educationally related. These activities will be approved and monitored by a staff member, or listed on the building site. In addition, users shall not waste nor take supplies, such as paper, printer ribbons, and diskettes that are provided by the District. All users agree to talk softly and work in ways that will not disturb other users.

IX. Encounter of Controversial Material

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data, and users may discover controversial material. Users must notify the instructor, or MSD Technology Office, or an Administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by Murray School District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

X. PENALTIES FOR IMPROPER USE

1. Any user violating these rules, applicable state and federal laws, and posted classroom rules, particularly accessing pornographic materials, is subject to loss of network privileges and any other district/building disciplinary actions.
 - a) First offense - 10 school days suspension of network privileges.
 - b) Second offense - one term (trimester) suspension from network privileges.
 - c) Third offense - student will lose network privileges for up to one full school year. Student offenses will be cumulative for each school.
2. In addition, pursuant to State of Utah law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the Utah Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

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Statement of.....

Policy and Responsibility

SUBJECT: FUNDRAISING POLICY

A. PURPOSE

The purpose of this policy is to establish Murray City School District policy and procedures governing the initiation, authorization, and review of all fundraising activities of the district and individual schools. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

The district encourages community and business partnerships that enhance and supplement the public education system. The district also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

B. SCOPE

This policy applies to all Murray City School District administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events. It is expected that in all dealings, district and school employees will act ethically and consistent with the district's ethics training, the Utah Educators Standards, the Public Officers' and Employees' Ethics Act, and State procurement law.

C. GENERAL POLICY STATEMENTS

1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including districts or other public bodies (Utah Code 51-7-3[26]).
2. Fundraising is permitted within the district to allow the district and schools to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by the district or individual school(s) that support the district or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria. The activity:
 - a. Is managed or supervised by a district or public school, or district or public school

- employee.
 - b. Uses the district or public school's facilities, equipment, or other school resources.
 - c. Is supported or subsidized, more than inconsequently, by public funds, including the public school's activity funds or minimum school program dollars.
 - d. Does not include non-curricular clubs specifically authorized and meeting all criteria of Utah Code 53A-11-1205 through 1208.
4. The district recognizes that fundraising efforts, donations, and public support vary among schools. The district is committed to appropriate distribution of unrestricted funds and the management of fundraising to ensure that the educational opportunities of all students are equal and fair.
 5. Murray City School District is committed to principles of gender equity and compliance with Title IX guidance. The district commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The district reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
 6. All fees for school-sponsored activities must be properly noticed and approved by the local board of education and are subject to fee waiver provisions in R277-407.
 7. Principals, consistent with district policy, have the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive board-approved fees.
 8. Annually, each district department or program and individual school will review all planned camps, clinics, activities, and fundraisers and determine those designated as school-sponsored. Those not designated as school-sponsored will follow the non-school-sponsored criteria in Section E.
 9. All monies raised through fundraisers for school-sponsored activities are considered public funds. The LEA and individual schools are ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school-organized fundraising.
 10. The collection of money associated with fundraisers for school-sponsored activities will comply with the LEA cash receipting policies.
 11. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with the LEA cash disbursement policies.
 12. Properly approved school-sponsored activities may:
 - a. Use the school's name, facilities, and equipment.
 - b. Utilize LEA employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - c. Be insured under the district's risk management policy (pending approval by the district Risk Manager) or general liability policy.
 - d. Provide additional compensation or stipends for district employees with the approval of the principal or immediate supervisor and under district payroll policies.
 13. School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules. Murray City School District may be responsible for providing student transportation for these activities.
 14. Authorization and supervision of fundraising for school-sponsored activities:
 - a. Fundraising at the district level shall be approved in writing, prior to the activity, by the superintendent or applicable assistant superintendent/director

and supervised by district employee(s) designated by the approver. The approver shall ensure that the activity is appropriately classified as a school- or district-sponsored activity.

- b. Fundraising at individual schools shall be approved in writing, prior to the activity, by the principal and supervised by a member of the faculty or other district employee designated by the principal. The approver shall ensure that the activity has been appropriately classified as a school-sponsored activity. Principals may approve fundraisers or activities where the expectation is to earn up to \$10,000. Fundraisers expected to earn more than \$10,000 and up to \$50,000 must be approved in writing by the superintendent. Fundraisers expected to earn more than \$50,000 must be approved by the LEA's board.
- c. Donations from individuals or organizations will follow the LEA's gift and donation policy.
- d. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the principal before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.
- e. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the business administrator, the superintendent, and the LEA board. (See capital fundraising section below.)

D. GENERAL FUNDRAISING STANDARDS FOR DISTRICT- AND SCHOOL-SPONSORED ACTIVITIES

1. Murray City School District reserves the right to prohibit, restrict or limit any fundraising activities associated with the district or individual schools.
2. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment. Students, including fee-waiver-eligible students, may be required to participate fully in school, team, or group-wide fundraisers in order to benefit from fundraisers.
3. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group, except as to fee waiver requirements.
4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other district employee or volunteer.
5. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items, or pay for goals not met.
6. Door-to-door sales are prohibited for all students in elementary and middle schools. High school students may participate in one door-to-door campaign per sport, club, or group per year. Suitable procedures must be used by the schools, administrators and supervising faculty to safeguard students and funds collected. Procedures must be clearly communicated to parents.

7. Approval may be denied for fundraising activities that would expose the school or Murray City School District to risk of financial loss or liability if the activity is not successful.
8. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
9. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the accounting office to be included with the deposit detail.
10. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
11. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

E. NON-SCHOOL-SPONSORED ACTIVITIES & FUNDRAISERS

1. Activities, clubs, groups and their associated fundraisers or other activities that are not school-sponsored or groups, clubs, sports, and programs that are not managed by Murray City School District employees are deemed to be non-school-sponsored. Non-school-sponsored activities may:
 - i. NOT use the school's or district's name without express district permission.
 - ii. NOT use the district's facilities, equipment, and other assets or staff unless a facilities use agreement is initiated and approved. These agreements should follow district policy for other facilities use agreements.
 - iii. NOT utilize district employees (in their official capacity) and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - iv. NOT be insured under the district's risk management or insurance policy. Non-school-sponsored activities must provide their own insurance through a third-party insurer.
 - v. NOT provide additional compensation or stipends for district employees, if the activity is not substantially different from a district employee's regular job functions and duties and outside of employee's contract hours. (See district employee disclosure agreement below.)
 - vi. Not co-mingle public funds and private fundraising proceeds or expenditures.
 - vii. Not use school records to contact parents or students.
2. Parental notification by a district employee is required if district employees are involved in the planning, administration, advertising, or serving as staff for a non-school-sponsored activity and if district students are involved. This notification shall occur using the "Non-School-Sponsored Parent Notification" form. A copy of this form shall be submitted to the principal by the district employee prior to the event.
3. Funds, donations, or gifts generated through non-school-sponsored activities or events may be donated to the district or to an individual school to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow the guidance established in the district's donations and gifts policy. (BU 714)
4. Non-school-sponsored activities may work in conjunction with the district or an individual school to raise funds. The district may allow these groups to use district facilities at little or no charge in exchange for contributions or percentages of proceeds. The district may choose to provide some level of support or pay for portions of these activities. These arrangements shall be set forth in a written

agreement or contract, and all transactions will be conducted as “arm’s-length transactions.” These agreements shall take into consideration the district’s fiduciary responsibility for the management and use of public funds and assets. The terms of these contracts will be approved by the principal, the facilities use agreement approver, and the business administrator. The district will consult with its insurer or legal counsel to ensure risks are adequately considered and managed.

5. Non-curricular clubs specifically authorized under Utah Code 53A–11–1205 through 1208 are not considered school-sponsored. (See the chart: “Is it School-Sponsored?”)

F. EMPLOYEE RELATIONSHIPS & DISCLOSURE

1. Participation in Private or Non-School-Sponsored Events

i. Murray City School District Employees:

1. May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
 2. Must ensure that personal participation in activities is separate and distinguishable from the employee’s public employment, official job title, or job duties.
 3. May not contact students in the LEA using education records or information obtained through public employment unless the records or information are available to the general public.
 4. May not use school time to discuss, promote, or prepare for a private or non- school-sponsored activity.
 5. May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
 6. May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
 7. May not require private or non-school-sponsored activities for credit or participation in school programs.
 8. Must satisfy all requirements of Utah Code 53A-1-402.5, regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator’s regular employment.
2. Murray City School District employees may purchase advertising space to promote private or non-school- sponsored events in the same manner as the general public. The district employee’s employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-5 through 6.)
 3. Murray City School District employees may engage in outside employment with a private entity or other separate organizations that does not interfere with district duties or job functions. Employees must complete the district disclosure agreement annually when engaging in outside employment that is similar to the employee’s official job duties or functions.
 4. Parental notification is required if district students are recruited to participate in these activities.
 5. District employees may not set up bank accounts for activities or fundraisers associated with district responsibilities or job functions.
 6. District employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
 7. District employees may not direct operating expenditures to outside funding sources or groups to avoid district procurement rules (such as equipment, uniforms, salaries,

- or stipends, improvements, maintenance for facilities, etc.)
8. District employees must comply with district procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

G. CAPITAL/LARGE FUNDRAISING PROJECTS

1. All fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the business administrator, the superintendent, and the Murray City School District Board of Education. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business administrator for evaluation and recommendation to the superintendent:
 - i. Prospective construction, maintenance or renovation plans and estimated costs
 - ii. Proposed naming opportunities
 - iii. Proposed fundraising timeline
 - iv. Loans or financing agreements
 - v. Maintenance or upkeep requirements and costs
 - vi. Assurances of compliance with Title IX (e.g., available for use by both male and female students and/or for several purposes or activities)
2. The superintendent will make a recommendation to the district's board. The board reserves the right to tentatively approve plans, pending fundraising, donations, equity, or other conditions.

H. CONTRIBUTIONS

Every fund raiser will include a component to allow for a fully recognized direct contribution in place of purchasing the product.

I. COMMERCIALISM

1. No individual or organization, public or private, shall be given the names, addresses and/or phone numbers of students or employees for and commercial or charitable use without approval from the board.
2. Sales representatives and agents shall not be permitted to contact students, teachers or other personnel at the school, without the knowledge and approval of the school [and district] administration.
3. Sales representatives cannot present sales information to students.

J. FUND RAISING FOR ELEMENTARY AND JUNIOR HIGH SCHOOLS

1. Student pictures will be used as a school fund raising project only once a year.
2. The sale of food items in the school will be in compliance with the Salt Lake County Board of Health.
3. Each school will be allowed one additional opportunity per academic year to participate in an activity that results in an income to the school.
4. Each school will be allowed one opportunity to fund raise for a charitable cause (Quarters for Christmas, Sub for Santa, Jump Rope for Life, etc.) The charitable fund raiser will be selected by the school community group.

5. Fund raising activities will remain sensitive to community needs. The principal will present a complete list (including PTA fund raisers) of fundraising activities to the school community group for approval.

K. FUND RAISING AT SENIOR HIGH SCHOOLS

1. All fund raising projects must be in compliance with the individual high school's Fund Raising Policy.
2. The Murray School Board will be informed of any additions or changes in the individual high school's Fund Raising Policy.

L. NONCOMPLIANCE TO ANY PORTION OF THE FUND RAISING POLICY WILL RESULT IN ACTION TAKEN AT THE APPROPRIATE LEVEL.

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: STUDENT PATROLMEN

The primary responsibility for policing the highways belongs to the traffic officers. No student shall serve as a traffic patrol officer unless he/she is under the direction of an adult and, in all cases, shall remain a safe distance from the regular lane(s) of traffic.

A student appointed to a safety patrol shall be at least 10 years old and have written parental consent. (Utah Code 53A-3-402)

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Statement of.....

Policy and Responsibility

SUBJECT: ADVERTISING OR ANNOUNCEMENTS

1. To avoid disruption of students' instructional activities, schools shall not be used for distribution of partisan, religious, or commercial advertisements, fliers, bulletins, newspapers, etc.; nor shall such items be placed on vehicles parked on school grounds.
2. The Superintendent or designee may permit the school distribution of fliers, bulletins, newspapers, etc. with information regarding nonprofit community youth programs such as Boy Scouts of America, Girl Scouts of America, county and municipal programs, and little league-type recreation programs.
3. Students and employees of the district, including teachers and administrators, shall not act as agents for commercial agents during school hours or contract time.
4. A district employee's participation in a private, but education-related, activity must be separate and distinguishable from the employee's public employment. Murray City School District employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. The district employee's employment and experience can be used to demonstrate qualifications. The advertisement must clearly state that the activity is not school sponsored. See R277-107 for specific direction.

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Statement of.....

Policy and Responsibility

SUBJECT: DRUG TESTING OF STUDENTS

I. BOARD POLICY

It is appropriate that schools establish procedures to insure protection of individual rights against excessive and unreasonable intrusion. However, school authorities are charged with protecting the health and safety of all students and promoting an atmosphere free from unnecessary disruption. A student's legitimate expectation of privacy must be balanced against the substantial interest of school authorities in maintaining discipline and a drug free environment in the classroom and on school property. The following policy shall be observed to assure the privacy of individuals and the safety and welfare of all students, staff and patrons.

II. POLICY

A. School authorities shall follow and enact the Safe Schools Policy (PS416) when there is reasonable suspicion predicated on one or more of the following:

- 1) Observation of physical signs/symptoms of controlled substance usage, possession of a drug or controlled substance, an imitation controlled substance or drug paraphernalia.
- 2) Reliable reports and/or information from credible sources made known to school authorities of use, sale, or distribution of a drug or controlled substance, an imitation controlled substance or drug paraphernalia. If the source is anonymous, the information must show that the informant has a relationship to the school or with the student to ensure credibility.
- 3) Observation of suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of a drug or controlled substance, an imitation controlled substance or drug paraphernalia.
- 4) Observation of a student engaging in prohibited acts while being in a restricted area (see Section VI. Definitions).

B. If a student disagrees with the implementation of the enforcement provisions of the Safe Schools Policy, he/she may voluntarily submit to a drug test upon notification of his/her parents.

C. School authorities may require random testing of students participating in all secondary

interscholastic athletics with prior notification of participants and their parents.

D. Drug testing in accordance with this policy shall be:

- 1) at the district's expense unless the student disputes the results of the initial drug test and he/she requests an additional drug test of the remainder of the split sample. The second drug test shall be administered with procedures acceptable to the District but at the expense of the student.
- 2) performed at a National Institute of Drug Abuse (NIDA) certified, approved testing laboratory/facility.
- 3) all positive results will be immediately reviewed by a medical review officer for possible mitigating circumstances.
- 4) held in strict confidentiality.

III. GROUNDS FOR SUSPENSION OR EXPULSION FROM SCHOOL

- A. The possession or use of a drug or controlled substance, an imitation controlled substance or drug paraphernalia;
- B. The sale, control, or distribution of a drug or controlled substance, an imitation controlled substance or drug paraphernalia;”

IV. CONSEQUENCES

IMPLEMENTATION OF AND DISRUPTION FREE SCHOOLS

(See Section IV. CONSEQUENCES of PS 416)

Consequences of a school safety violation described in section IV of this policy are outlined below. All students will be provided an opportunity for due process. Violations of this section carry over from year to year.

A. First Violation

1. Law enforcement or juvenile court referral.
2. Immediate notification of parent/guardian. The student and/or parent(s)/guardian(s) will be given the opportunity to respond to the allegation.
3. Suspension not to exceed 10 school days.
4. Mandatory parent/guardian conference and behavioral contract drawn up by parents, student, and school personnel.
5. Parent/guardian and student must attend and complete an intervention program set up by the school district or show written evidence that an equivalent program has been completed.
6. Exclusion from participation in elected or appointed office or extracurricular activity for six school weeks.

B. Second Violation

1. Law enforcement or juvenile court referral.
2. Immediate notification of parent/guardian. The student and/or parent(s)/guardian(s) will be given the opportunity to respond to the allegation.
3. Student will be placed on alternative study or expelled from school for 60

- school days.
4. Exclusion from extracurricular activities and elected or appointed office activities during the suspension.
 5. A student suspended for 60 school days may have his/her suspension reviewed after 30 school days (see Section IX)

C. Third Violation

1. Law enforcement or juvenile court referral.
2. Immediate notification of parent/guardian. The student and/or parent(s)/guardian(s) will be given the opportunity to respond to the allegation.
3. Student will be placed on alternative study or expelled from school for 180 school days.
4. Exclusion from extracurricular activities and elected or appointed office activities during the suspension.
5. A student suspended for 180 school days may have his/her suspension reviewed after 90 school days (see Section IX)”

V. REDUCTION OF 180 SCHOOL DAY SUSPENSION

IMPLEMENTATION OF SAFE AND DISRUPTION FREE SCHOOLS

(See Section VII. REDUCTION OF SCHOOL DAY SUSPENSION/EXPULSION of PS 416)

A student who is participating in a treatment program and is making sufficient progress (as determined by the student’s therapist) or has successfully completed a treatment program may have the school day suspension reviewed and reduced upon completion of the following process:

- 1) Written request submitted to the Director of Student Services.
- 2) Submission of documentation which verifies the student’s participation in a treatment program including a record of his/her progress (as determined by the student’s therapist) or verification that he/she has successfully completed a treatment program.
- 3) A hearing panel, chaired by the Director of Student Services and consisting of district administrators and a representative of the student’s neighborhood school (principal, vice principal, or counselor) will convene to review the request.
- 4) The hearing panel shall submit a recommendation to the superintendent of schools.
- 5) The superintendent shall determine, on a case by case basis, that a reduction in the suspension is appropriate. The superintendent’s decision is final.

VI. DEFINITIONS

As used herein, the following terms shall mean:

(a) “prohibited acts” shall mean to possess with intent to use or dispense a substance defined as a controlled substance in § 58 37 4 Utah Code Annotated or drug paraphernalia as defined in §58 37a 5 Utah Code Annotated; or knowing and intentionally being present where controlled substances are being used or possessed,

(b) “restricted area” means on school grounds, to and from school, at school sanctioned activities (including summer, week end, and after school activities and/or when students are being transported in vehicles dispatched by the district.

- (c) "controlled substance" shall mean a drug, substance, or immediate precursor included in Schedules I, II, III, IV, or V of the Federal Controlled Substances Act, Title II P.L. 91 513,
- (d) "drug paraphernalia" means any equipment, product, or material used, or intended for use, to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, conceal, inject, ingest, inhale, or to otherwise introduce a controlled substance into the human body and
- (e) "interscholastic athletics" means any athletic or sports activity (including cheerleading) in which the competition is between or among different schools.

NUMBER:	PS 416.1
EFFECTIVE:	10/09/1996
REVISION:	04/14/2016
PAGES:	3

Statement of.....

Policy and Responsibility

SUBJECT: DRUG TESTING OF STUDENTS

I. BOARD POLICY

It is appropriate that schools establish procedures to ensure protection of individual rights against excessive and unreasonable intrusion. However, school authorities are charged with protecting the health and safety of all students and promoting an atmosphere free from unnecessary disruption. A student's legitimate expectation of privacy must be balanced against the substantial interest of school authorities in maintaining discipline and a drug free environment in the classroom and on school property. The following policy shall be observed to assure the privacy of individuals and the safety and welfare of all students, staff and patrons.

II. POLICY

A. School authorities shall follow and enact the Safe and Orderly Schools Policy (PS 416) when there is reasonable suspicion predicated on one or more of the following:

- 1) Observation of physical signs/symptoms of controlled substance usage, possession of a drug or controlled substance, an imitation controlled substance or drug paraphernalia.
- 2) Reliable reports and/or information from credible sources made known to school authorities of use, sale, or distribution of a drug or controlled substance, an imitation controlled substance or drug paraphernalia. If the source is anonymous, the information must show that the informant has a relationship to the school or with the student to ensure credibility.
- 3) Observation of suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of a drug or controlled substance, an imitation controlled substance or drug paraphernalia.
- 4) Observation of a student engaging in prohibited acts while being in a restricted area (see Section VI. Definitions below).

B. If a student disagrees with the implementation of the enforcement provisions of the Safe Schools Policy, he/she may voluntarily submit to a drug test upon notification of his/her parents.

C. School authorities may require random testing of students participating in all secondary interscholastic athletics with prior notification of participants and their parents.

D. Drug testing in accordance with this policy shall be:

- 1) at the district's expense unless the student disputes the results of the initial drug test and he/she requests an additional drug test of the remainder of the split sample. The second drug test shall be administered with procedures acceptable to the District but at the expense of the student.
- 2) performed at a National Institute of Drug Abuse (NIDA) certified, approved testing laboratory/facility.
- 3) all positive results will be immediately reviewed by a medical review officer for possible mitigating circumstances.
- 4) held in strict confidentiality.

III. GROUNDS FOR SUSPENSION OR EXPULSION FROM SCHOOL

A. The possession or use of a drug or controlled substance, an imitation controlled substance or drug paraphernalia;

B. The sale, control, or distribution of a drug or controlled substance, an imitation controlled substance or drug paraphernalia;

IV. CONSEQUENCES

IMPLEMENTATION OF AND DISRUPTION FREE SCHOOLS

Consequences of a school safety violation described in section II of this policy are outlined in Policy PS 416 – Safe and Orderly Schools IV. CONSEQUENCES Possession or Use of a Drug or Controlled Substance / Repeated Threats to the Same Individual and V - CONSEQUENCES - Distribution of Illegal Substances. All students will be provided an opportunity for due process. Violations of this section carry over from year to year.

V. REDUCTION OF SCHOOL DAY SUSPENSION

A student who is participating in a treatment program and is making sufficient progress (as determined by the student's therapist) or has successfully completed a treatment program may have the school day suspension reviewed and reduced upon completion of the process that is described in policy PS 416 – Safe and Orderly Schools, VII: REDUCTION OF SCHOOL DAY SUSPENSION/CHANGE OF PLACEMENT/EXPULSION

VI. DEFINITIONS

As used herein, the following terms shall mean:

1. "Prohibited acts" shall mean to possess with intent to use or dispense a substance defined as a controlled substance in § 58-37-4 Utah Code or drug paraphernalia as defined in §58-37a-5 Utah Code; or knowing and intentionally being present where controlled substances are being used or possessed,
2. "Restricted area" means on school grounds, to and from school, at school sanctioned activities (including summer, week end, and after school activities and/or when students are being transported in vehicles dispatched by the district.)
3. "Controlled substance" shall means a drug, substance, or immediate precursor

included in Schedules I, II, III, IV, or V of the Federal Controlled Substances Act, Title II Sec 202,

4. "Drug paraphernalia" means any equipment, product, or material used, or intended for use, to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, conceal, inject, ingest, inhale, or to otherwise introduce a controlled substance into the human body and
5. "Interscholastic athletics" means any athletic or sports activity (including cheerleading) in which the competition is between or among different schools.

NUMBER:	PS 417.1
EFFECTIVE:	11/17/1992
REVISION:	01/10/2001
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: PROHIBITION OF CORPORAL PUNISHMENT

This policy is authorized by Section 53A-3-401(14)(a) which allows the Board to make and enforce rules necessary for the control and management of the district schools.

The following policy and procedure governs the prohibition of corporal punishment as outlined in 53A-11-801, U.C.A. 1953. The procedures for use of appropriate behavior reduction interventions for students with disabilities are contained in the Murray School District Rules and Regulations for Special Education.

1. Definitions: the following terms shall be defined as:
 - A. Student: a person who is receiving educational services from a district school.
 - B. Corporal punishment: the intentional infliction of physical pain upon the body of a student as a disciplinary measure.
 - C. School: any public or private elementary or secondary school, pre-school, pre-school center, Nursery school, or business which receives compensation for supervising or educating a child.
 - D. Employee: each person employed part-time, full-time, or intermittently by the District whose wages or salary are paid by the District.
2. A school employee may not inflict or cause the infliction of corporal punishment upon a student receiving services from the school.
3. This section does not prohibit the use of reasonable and necessary physical restraint or force in self -defense or otherwise appropriate circumstances to:
 - A. obtain possession of a weapon or other dangerous object in the possession or under the control of a student,
 - B. protect a student, employee, or another person from physical injury,
 - C. remove from a situation a student who is violent, or
 - D. protect property from being damaged.
4. No other rule, policy, or practice, may require an employee to use corporal punishment under any circumstances. An employee may not be sanctioned for failure or refusal to use corporal punishment.

5. Violations of this policy are to be reported immediately to the employee's supervisor. The supervisor will investigate the incident, requesting written statements from students and other school personnel observing the event, and report his/her findings to the Director of Personnel. Violations will also be reported to the Division of Child and Family Services. If a violation is confirmed, the following sanctions shall be imposed:
 - a. Verbal warning followed by written memorandum.
 - b. Report to Utah Professional Practices Advisory Commission (UPPAC) as required by Utah State Code 53A-6-306.
 - c. Unpaid leave for up to 5 days.

In addition, an employee may be placed on formal probation as per the Employee Orderly Termination Policy.

6. An employee's use of corporal punishment that is deemed severe, or multiple incidents of corporal punishment by an employee may result in termination of employment. The District will follow the Employee Orderly Termination Policy and Procedure (SP 908) found in the Policies, Rules, and Regulations of the Murray City School district when terminating an employee.
7. An employee placed on probation or terminated may appeal the decision following the procedures described in the Orderly Termination Policy.

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EFFECTIVE:	09/27/2006
REVISION:	06/14/2010
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: INTERFERING AND ELECTRONIC COMMUNICATION DEVICES

This policy gives guidelines concerning interfering and electronic communication device use in schools. School administrators have the authority to enforce reasonable rules relating to such devices. Interfering devices are those which, if used, may interfere with the educational process for the student or for other students. These devices include, but are not limited to, cameras, lasers in any form, radios, portable CD players, iPod's and other music or video players, and any other electronic equipment or device that is not of educational necessity. Electronic communication devices include cell phones, two-way radios, video cameras, pagers, and any other device that allows a student to record or transmit, either real time or delayed, sound, video, pictures, text, or other information.

Guidelines

1. Parents and students shall be given notice of policy. This may be done in a school manual, written or online registration, school newsletter, or other forms of communication.
2. The school and the Murray School District take no responsibility for the loss or damage of any interfering or electronic communication device. Lost or stolen devices will not be investigated by school authorities. Students who choose to bring them for use before or after school take sole responsibility for those devices.
3. Schools may prohibit all use of interfering and electronic communication devices during instructional time. Instructional time includes class time, assemblies, and field trips. Schools may prohibit use from the first bell until the final bell, including class breaks, recess, and lunch time.
4. Schools may allow specific devices for curricular purposes only. Teachers may not allow interfering or electronic communication devices as part of a "reward" or "free time."
5. Schools may confiscate interfering and electronic communication devices when they are used in violation of school and/or district policy. Teachers who confiscate such items should give them to a school administrator as soon as possible. Schools may require a parent meeting prior to the return of any device.
6. Cell phones, cameras, and any device which can compromise personal privacy, such as in a locker room and/or bathroom are prohibited. The violation of one's privacy in such a manner will result in school and/or district consequences, including a law enforcement referral.
7. Any device used in a way that might reasonably create an impression of being threatened, humiliated, harassed, embarrassed, or intimidated is prohibited. Any use in this manner will result in school and/or district consequences, and possibly a law enforcement referral.
8. Cell phones, palms, pocket PC's, or any device used for cheating will result in school consequences, which may include suspension, as well as academic and citizenship consequences.
9. The use of lasers in any form will result in immediate school consequences. Repeated offenses may result in district consequences.

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PAGES:	4

Statement of.....

Policy and Responsibility

SUBJECT: STUDENT DISCIPLINE

This policy defines rights and responsibilities of students, parents, teachers, and administrators and sets forth a basic philosophy of student discipline. Discipline should be regarded as a cooperative endeavor between home and school with the goal of helping students:

- develop self-direction and self-discipline
- attend school regularly
- work diligently and productively
- conduct themselves appropriately.

All disciplinary action taken in a school setting must comply with the Safe and Orderly Schools Policy which includes the "Due Process" provision of the Fourteenth Amendment to the United States Constitution. Due process is the procedure followed by the Board and the school administration to protect the rights of the students and employees when a problem arises. This procedure is an administrative, not judicial, one and requires "fairness" and "reasonableness" in all actions taken.

STUDENT RESPONSIBILITIES

Students have the responsibility to:

1. attend school on a regular basis and be in class on time prepared with books, pencils, and other necessary materials.
2. dress in attire that complies with the student dress standards. (PS 426 – Student Dress Code)
3. make an honest effort to learn, follow classroom instructions, complete assignments, and do homework to the best of their ability.
4. communicate with all students, faculty, staff, and visitors at all times in a courteous and respectful manner without any use of profanity, vulgarity, sarcasm, or ridicule.
5. respect and protect school facilities, property, and materials.
6. conduct themselves in a way that the rights and property of others are protected. defiance of authority, fighting, stealing, lying, and cheating are not acceptable.
7. understand and comply with all school rules, Board policies, and procedures which are applicable to students, as well as the corrective action(s) that will be taken when they fail to comply.

8. understand that the following acts of misconduct are federal and/or state offenses. School personnel will implement the Safe and Orderly Schools Policy (PS 416) and contact the proper authorities concerning these offenses:
 - a. possession, distribution, or use of alcohol, tobacco, electronic cigarettes, or drugs
 - b. threatening or assaulting school personnel.
 - c. possessing a weapon
 - d. threatening or assaulting any person with a weapon.
 - e. unlawful interference with school personnel by force or violence.
 - f. arson, burglary, destruction, or robbery on or against school property.
 - g. bomb threats, false fire alarms or possession of explosives on or against school property.

B. PARENT RESPONSIBILITIES

Parents have the responsibility to:

1. see that their children get to school on time, appropriately dressed, properly nourished, emotionally prepared, and ready to learn.
2. provide a social-emotional climate in the home that promotes a wholesome attitude towards learning.
3. keep an open line of communication with the school, especially when student conduct is not acceptable.
4. understand school rules and board policies as they relate to discipline.
5. support the school and its personnel both by precept and example.
6. make an appointment with the appropriate person before visiting the classroom.
7. notify the teacher about any problems concerning their child.
8. discuss with the principal and/or superintendent any problems concerning school or district policies.
9. attend Parent-Teacher Conferences, Individual Educational Program Conferences (IEP), (Student Education Plan (SEP) meeting, Student Education and Occupational Plan (SEOP) meeting, and all other meetings set by the school pertaining to their child.
10. understand class requirements and homework assignments of their children, assist whenever appropriate, and hold students accountable for their actions in school.
11. work to develop positive, caring relationships with their children and assist them in acquiring self-discipline.

C. TEACHER RESPONSIBILITIES

A teacher has the responsibility to:

1. provide a sound educational program with adequate teacher planning and preparation and provide learning experiences which are stimulating, interesting, and appropriate to the individual needs and abilities of the student.
2. communicate to all students that the teacher genuinely cares for them.
3. maintain a classroom environment conducive to the students' learning experiences.
4. make every effort to handle personally the problems of maintaining classroom order and discipline and in the case of disruptive students, try to redirect student interest and energy away from disruptive behavior toward productive involvement.

5. maintain the highest professional and ethical standards in appearance, conduct, and language.
6. assist with school discipline throughout the day and in all activities.
7. work directly with parents to support students through activities such as Parent-Teacher Conferences, IEP's, SEP's, and SEOP's.
8. notify the principal and the parent as soon as possible when a student is temporarily removed from class.
9. communicate with the principal of the action taken when a student is temporarily removed from class or has a serious discipline problem in the class.
10. understand school and district policies concerning achievement, attendance, discipline, and support and enforce them.
11. communicate and consult with counselors to meet the social-emotional needs of students.
12. make sure all individual rights, including due process, are protected under the law.

D. PRINCIPAL RESPONSIBILITIES

A principal has the responsibility to:

1. set the tone for a positive and constructive atmosphere in the school.
2. form a committee of teachers (consisting of one person from each department and/or grade level), parents, and students, where appropriate, to develop and implement a school discipline plan. Each school is encouraged to examine and incorporate progressive programs and procedures when implementing this policy. The committee should review the school discipline policy annually and update it as necessary.
3. support the teacher in providing a sound educational program, which is stimulating, interesting, and appropriate to the individual needs and abilities of the student.
4. maintain the highest professional and ethical standards in appearance, conduct, and language.
5. fully implement all individual educational programs through the collaborative effort of teachers, parents, and students.
6. assist the faculty members in the development and implementation of positive teaching methods to improve the behavior of students in the classroom.
7. support the teacher in disciplining and upholding the school and district discipline policies.
8. actively assist the staff with students who misbehave in the school.
9. suggest to the teacher alternative actions that can be used in the classroom to help maintain discipline.
10. provide a place where supervision is available for students who exhibit extreme misconduct.
11. secure and review a written report from the involved teacher of a student who has been temporarily removed from class for serious misbehavior.
12. notify the parents and student of any disciplinary action taken and keep an accurate record relative to steps taken in resolving the student's problem. The principal will determine and take whatever action is necessary within the guidelines of board policy and school rules.
13. maintain a school discipline log or record.
14. publicize and make available copies of school and district policies to parents and teachers at the beginning of each school year and discuss and review the policies with the students. Any new student registering after general distribution shall be given copies. A copy shall be given to the superintendent annually.
15. notify the Director of Personnel and Student Services when a student is suspended from school and/or its related activities.

16. make recommendations, through the Superintendent, to the Board for release of a student from school.
17. make sure all individual rights, including due process, are protected under the law.

E. ADMINISTRATOR RESPONSIBILITIES

District administrators and supervisors have the responsibility to:

1. assure all students, regardless of race, color, creed, national origin, or economic background the right to a free public education, and the right to fair and nondiscriminatory treatment and recognition while they are pursuing their education within the district.
2. maintain the highest professional and ethical standards in appearance, conduct, and language.
3. support and encourage principals, teachers, parents, and students to follow the district Student Discipline Policy.
4. make every effort to work cooperatively with the parent, student, teacher, and/or principal, in order to arrange for the education of the student who has been suspended from school.
5. recommend to the Board the release of students who have been recommended for this action by the principal.
6. ensure that proper procedures are followed when an appeal is requested:
 - a. conduct an impartial investigation and prepare a written report of the findings.
 - b. confer with parent, student, teacher, and school administrator.
7. make sure all individual rights, including due process, are protected under the law.

F. DISCIPLINARY ACTION

It is important that discipline and control be maintained in the school to provide an environment conducive to learning.

School administrators, teachers, and staff should balance disciplinary action with meaningful reinforcement of appropriate behaviors. In situations where student behavior becomes disruptive to the extent that it interferes with the learning and teaching process, the teacher and/or principal will take appropriate disciplinary action such as:

1. ignoring.
2. removing privileges.
3. isolating.
4. retaining student after school and/or assigning special work tasks (see PS 419.1. - Detaining Students After School).
5. having parent conference.
6. removing from class.
7. in-school suspension.
8. suspending from school.
9. charging for damages.
10. discipline measures which are addressed in the Safe and Orderly Schools Policy (PS 416).
11. other actions as appropriate.

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Statement of.....

Policy and Responsibility

SUBJECT: BULLYING, CYBERBULLING, HARASSMENT, HAZING AND RETALIATION

I. PURPOSE

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by Murray School District and its schools. Murray School District 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. Murray School District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in Murray School District.

School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a student’s educational performance and involvement in school activities. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. §53A-11-904 and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If, after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

II. DEFINITIONS

A. “Bullying” means intentionally or knowingly committing an act that:

1. endangers the physical health or safety of a school employee or student;
 - a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves other physical activity that endangers the physical health and safety of a school employee or student; or

- d. involves physically obstructing a school employee's or student's freedom to move; and
 - 2. is done for the purpose of placing a school employee or student in fear of:
 - a. physical harm to the school employee or student; or
 - b. harm to property of the school employee or student.
 - 3. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
 - 4. In addition to the above, Murray School District considers bullying to be aggressive behavior that:
 - a. is intended to cause distress and harm;
 - b. exists in a relationship in which there is an imbalance of power and strength; and
 - c. is repeated over time.
- B. "Civil rights violation" means bullying (including cyberbullying), harassing, or hazing that is targeted at a federally protected class.
- C. "Cyberbullying" means:
 - 1. using the Internet, a cell phone, or another device to:
 - a. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- D. "Federally protected class" means any group protected from discrimination under federal law.
 - 1. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of **race, color, or national origin**.
 - 2. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of **sex**.
 - 3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of **disability**.
 - 4. Other areas included under these acts include **religion, gender identity, and sexual orientation**.
- E. "Harassment" means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. This includes rumor spreading and social aggression intended to demean and disparage another individual and that contributes to a hostile environment for that individual.
- F. "Hazing" means intentionally or knowingly committing an act that:
 - 1. endangers the physical health or safety of a school employee or student;
 - a. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - b. involves consumption of any food, liquor, drug, or other substance;
 - c. involves other physical activity that endangers the physical health and safety of a school employee or student; or
 - d. involves physically obstructing a school employee's or student's freedom to move; and
 - 2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued

- membership or acceptance, in any school or school sponsored team, organization, program, or event; or
 - 3. if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.
 - 4. The conduct described in Subsection "F" constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- G. "Parent" means a student's guardian.
- H. "Retaliation" means an act of communication intended:
- 1. as retribution against a person for reporting bullying, cyberbullying, harassment, or hazing; or
 - 2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.
- I. "School" means any public elementary or secondary school or charter school.
- J. "School board" means:
- 1. a local school board; or
 - 2. a local charter board.
- K. "School employee" means:
- 1. school teachers;
 - 2. school staff;
 - 3. school classified employees;
 - 4. school administrators; and
 - 5. all others employed, directly or indirectly, by the school, school board, or school district.
- L. "Volunteer" means a person working under direct supervision of a licensed educator.

III. PROHIBITIONS

- A. No school employee or student may engage in bullying or harassing a school employee or student:
- 1. on school property;
 - 2. at a school related or sponsored event;
 - 3. on a school bus;
 - 4. at a school bus stop; or
 - 5. while the school employee or student is traveling to or from a location or event described above in Subsection A(1) – (4).
- B. No school employee or student may engage in hazing or cyberbullying a school employee or student at any time or in any location.
- C. No school employee or student may engage in retaliation against:
- 1. a school employee;
 - 2. a student; or
 - 3. an investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation.
- D. No school employee or student may make a false allegation of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee or student.
- E. Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

IV. ACTIONS REQUIRED IF PROHIBITED ACTS ARE REPORTED:

- A. Each reported complaint will include:
 - 1. name of complaining party;
 - 2. name of offender (if known);
 - 3. date and location of incident(s);
 - 4. a statement describing the incident(s), including names of witnesses (if known).
- B. Each reported violation of the prohibitions noted previously will be promptly investigated by a school administrator or an individual designated by a school administrator. A report of bullying, cyberbullying, hazing, harassment, and retaliation may be made anonymously, but Murray School District will not take formal disciplinary action based solely on an anonymous reports.
- C. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:
 - 1. student suspension or removal from a school-sponsored team or activity including school sponsored transportation;
 - 2. student suspension or expulsion from school or lesser disciplinary action;
 - 3. employee suspension or termination for cause or lesser disciplinary action;
 - 4. employee reassignment; or
 - 5. other action against student or employee as appropriate.
- D. The school will notify a parent if the parent's student threatens to commit suicide, or if the student is involved in an incident of bullying, cyberbullying, harassment, hazing, or retaliation.
 - 1. Murray School District or the school in the district will produce and maintain a record that verifies that the parent was notified of the incident or threat.
 - 2. Murray School District or the school in the district will not disclose the record described in D1 to anyone unauthorized to receive it and will not use the record for purposes not allowed under the law.
- E. Compliance with the Office for Civil Rights when Civil Rights Violations Occur:
 - 1. Once any Murray School District school knows or reasonably should know of possible student-on-student bullying, cyber-bullying, harassment or hazing, the school must take immediate and appropriate action to investigate or otherwise determine what occurred.
 - 2. If it is determined that the bullying, cyber-bullying, harassment or hazing occurred as a result of the student-victim's membership in a protected class, the Murray School District school shall take prompt and effective steps reasonably calculated to:
 - a. end the bullying, cyber-bullying, harassment, or hazing
 - b. eliminate any hostile environment, and
 - c. prevent its recurrence.
 - 3. These duties are the Murray School District school's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment or hazing as a form of discrimination.
- F. Actions must also include, as appropriate:
 - 1. procedures for protecting the victim and other involved individuals from being subjected to:

- a. further bullying, cyberbullying, harassment, or hazing, and
 - b. retaliation for reporting the bullying, cyberbullying, harassment, or hazing.
2. prompt reporting to law enforcement of all acts of bullying, cyberbullying, harassment, hazing, or retaliation that constitute suspected criminal activity.
 3. prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying, cyberbullying, harassment, hazing, retaliation that may be violations of student(s)' or employee(s)' civil rights.
 4. procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline.
 5. procedures for providing due process rights under Section §53A-8-102 (licensed staff) and local employee discipline policies prior to employee discipline or Section §53A-11-903 and local policies (students) prior to long term (more than 10-day) student discipline.

V. INVESTIGATIONS

Schools in the Murray School District will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The school level investigators as designated by the principal will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing as outlined in the Administrative Guidelines.

It is Murray School District's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's internet system, and routine monitoring or maintenance may lead to discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

VI. TRAINING

- A. All students, staff, and volunteers at Murray School District will receive annual training from a qualified professional regarding bullying, cyberbullying, harassment, hazing. This training will address:
 1. overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior
 2. relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
 3. bullying, cyberbullying, harassment or hazing of a sexual nature or with sexual overtones;
 4. cyberbullying, including use of email, web pages, text messaging, instant messaging, three-way calling or messaging or any other electronic means for aggression inside or outside of school;
 5. civil-rights violations including training and education specific to bullying based upon students' actual or perceived identities, and conformance or failure to conform to stereotypes. Training on civil rights violations will include compliance when civil rights violations are reported;

6. awareness and intervention skills such as social skills training.
- B. Volunteers are under direct supervision of a licensed educator who is responsible for ensuring the volunteer is trained in the above areas. Volunteers are required to report to their supervising licensed educator if they are notified of a bullying, cyberbullying, hazing, harassment, or retaliation incident among students or if they reason to suspect such an incident. Volunteers are prohibited from engaging in bullying activities themselves and will be asked to leave Murray School District if in violation of this policy.
- C. Pursuant to §53A-15-1301, Murray School District will implement a youth suicide prevention program for students.
- D. Pursuant to §53A-1-603, all licensed educators must complete 2 hours of professional development of youth suicide prevention training once every license renewal cycle. To the extent possible, other programs or initiatives designed to provide training and education regarding the prevention of bullying, cyber-bullying, harassment, hazing, and retaliation will be implemented.
- E. In addition to training for all school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:
 1. participate in bullying and hazing prevention training prior to participation in the extra-curricular activity;
 2. repeat bullying, cyberbullying, harassment, and hazing prevention training at least every three years;
 3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

VII. ADDITIONAL NOTES

- A. §53A-11a-301 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies.
- B. All information received in a complaint, names of complainants shall be treated with the utmost confidence to the extent possible. Administrators shall notify complainant before revealing his name.
- C. A student assessment of the prevalence of bullying in Murray School District or its schools, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas, will be provided on a bi-annual basis.
- D. This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber-bullying, hazing, or harassment incident creates a substantial disruption to the school environment, under *Tinker v. Des Moines*, Murray School District or its schools may take disciplinary action against the student who initiated the speech. Factors that Murray School District or its schools may consider in determining whether a substantial disruption has occurred are:
 1. whether there is a verbal or physical confrontation over the incident at school;
 2. whether there is likely to be a verbal or physical confrontation based on evidence of a prior relationship between the victim and the student who initiated the speech;
 3. whether any part of the speech that gave rise to the incident was repeated at school;
 4. whether students are discussing the incident during class or if it otherwise is disrupting school work;

5. whether there is a widespread whispering campaign sparked by the off-campus incident that disrupts the school environment and students' abilities to focus on school;
6. whether administrators who dealt with the incident were pulled from their ordinary tasks to address the incident and how much time it took out of an administrators' day to do so;
7. whether speech similar to the off-campus speech in this incident has occurred in the past and has resulted in violence or near violence at school;
8. whether there is a negative effect on classroom activities as a result of the off-campus incident;
9. whether the speech was violent or whether there is a history of violence from the student(s) who initiated the speech; (Note: true threats are not protected by the First Amendment if it advocates "imminent" violence or unlawful conduct. Thus, a message that threatens physical harm, even if it isn't meant to be serious, may not be protected by the First Amendment and the person who utters such a message may be disciplined by Murray School District or its schools.)

Keep this on file until one year after all students involved are no longer students at Murray District

Bullying, Cyberbullying, Harassment, Hazing, or Retaliation Complaint Form

Date of Complaint: _____

Complainant Information

Name: _____

Address: _____

Telephone Number: _____ E-mail (parent): _____

Position/school (if employee): _____

School (if student, or parent): _____

Alleged Offender Information

Name of Alleged Offender: _____

Building/School/other affiliation of Alleged Offender: _____

Grade/Position of Alleged Offender: _____

Describe incident or occurrence as accurately as possible:

(Attach additional sheet if necessary)

Signature of Person Filing Complaint

Date

*By signing above, the complainant affirms that the information included is accurate and true.

Date received by Building Administrator: _____

Disposition by Building Administrator (check one):

_____ FOUNDED

_____ NOT FOUNDED

_____ INCONCLUSIVE

Disposition date: _____

Keep this on file until one year after all students involved are no longer students at Murray District

**Bullying, Cyberbullying, Harassment, Hazing, or
Retaliation Witness Form**

Confidential: Please do NOT share this information with Complainant, Reporter, or
Offender.

Date of Interview: _____

Name of Witness: _____

Building/School of Witness: _____

Grade/Position of Alleged Offender: _____

Description of Incident: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Witness

Date

Disposition by Building Administrator of Witness (check one):

_____ Allegation supported _____ Allegation not supported _____ Inconclusive

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Statement of.....

Políticas y responsabilidad

ASUNTO: INTIMIDACIÓN, CIBERACOSO, EL ACOSO, NOVATADAS Y REPRESALIAS

I. FINALIDAD

La intimidación, el ciberacoso, el acoso y hostigamiento de los estudiantes y los empleados están en contra de federal, la política estatal y local, y no son tolerados por el Distrito Escolar Murray y sus escuelas. Distrito Escolar Murray se ha comprometido a proporcionar a todos los estudiantes un ambiente escolar seguro y civil en la que todos los miembros de la comunidad escolar sean tratados con dignidad y respeto. Distrito Escolar Murray cuenta con políticas, procedimientos y prácticas que están diseñados para reducir y eliminar la intimidación, el acoso cibernético, acoso y hostigamiento, incluyendo pero no limitado a los derechos civiles violaciones, así como los procesos y procedimientos para hacer frente a este tipo de incidentes. La intimidación, el ciberacoso, el acoso y hostigamiento de los estudiantes y / o empleados por los alumnos y / o empleados no serán toleradas en el Distrito Escolar Murray.

Las autoridades escolares tienen la autoridad para disciplinar a los estudiantes para el habla fuera del campus que causa o amenaza causar una interrupción sustancial en las actividades del campus o en la escuela, incluso altercados violentos, o una interferencia significativa con el rendimiento y la participación en las actividades escolares de educación de un estudiante. Si después de una investigación, el estudiante se encuentra en violación de esta política, el estudiante será disciplinado con medidas apropiadas hasta, e incluyendo, la suspensión y expulsión, de acuerdo a Utah Code Ann. § 53A-11-904 y de acuerdo con la Oficina del Departamento de Educación de EE.UU. para los Derechos Civiles, la pérdida de participación en actividades extracurriculares y / o libertad condicional. Si después de una investigación, un empleado de la escuela se encuentra en violación de esta política, el empleado deberá ser sancionado con medidas apropiadas hasta e incluyendo el despido.

II. DEFINICIONES

- A. "Acoso" significa intencionalmente y con conocimiento cometer un acto que:
1. involucre la salud física o seguridad de un estudiante o empleado de la escuela;
 - a. que incluya cualquier brutalidad física como azotar, pegar, marcar, ejercicio forzoso, moretear, corriente eléctrica, poner el cuerpo en contacto con una sustancia dañosa, o exponerlo a los elementos;
 - b. que incluya consumo forzoso de alimentos, licor, drogas u otras sustancias;

- c. que incluya acciones forzosas u obligadas de actividades de naturaleza sexual o con connotaciones sexuales;
 - d. que incluya actividades físicas que pongan en peligro la salud física del estudiante o empleado; o
 - e. que incluya obstrucción física de un estudiante o empleado de la escuela cuartando su libertad para moverse libremente; y
 - 2. que sea hecho con el propósito de poner al estudiante o el empleado en temor de:
 - a. daño físico al estudiante o empleado de la escuela; o
 - b. daño a la propiedad del estudiante o empleado de la escuela.
 - 3. La conducta descrita arriba constituye Acoso, sin importar quien es la persona en contra la conducta sea cometida, ni el lugar donde sea cometida.
 - 4. Además de lo anterior, el Distrito Escolar Murray considera bullying como un comportamiento agresivo que:
 - a. está destinado a causar angustia y daño;
 - b. existe en una relación en la que hay un desequilibrio de la energía y la fuerza; y
 - c. se repite en el tiempo.
- B. "Violación de derechos civiles" significa acoso (incluido el acoso cibernético), de acoso, y las novatadas que se dirige a una clase protegida por el gobierno federal.
- C. "Cyberbullying" significa:
- 1. el uso de Internet, un teléfono móvil u otro dispositivo para:
 - a. enviar o publicar texto, vídeo o una imagen con la intención o el conocimiento, o con temerario desprecio, que el texto, vídeo o imagen lastimarán, avergonzar, o amenazar a un individuo, independientemente de si el individuo dirige, consentido o aquiescencia a la conducta, o voluntariamente accedido a la comunicación electrónica.
- D. "Federalmente protegido clase" significa cualquier grupo protegido de la discriminación bajo la ley federal.
- 1. Título VI del Acta de Derechos Civiles de 1964 prohíbe la discriminación por motivos de raza, color u origen nacional.
 - 2. Título IX de las Enmiendas de Educación de 1972 prohíbe la discriminación por razón de sexo.
 - 3. Sección 504 de la Ley de Rehabilitación de 1973 y el Título II de la Ley de Estadounidenses con Discapacidades de 1990 prohíbe la discriminación por motivos de discapacidad.
 - 4. Otras áreas incluidas en estos actos incluyen la religión, la identidad de género y orientación sexual.
- E. "Acoso" significa comunicación en repetidas ocasiones a otro individuo, de una manera humillante o denigrante objetivamente, las declaraciones que contribuyen a un ambiente de aprendizaje hostil o ambiente de trabajo para el individuo. Esto incluye la difusión de rumores y la agresión social destinada a degradar y menospreciar a otra persona y que contribuye a un ambiente hostil para el individuo.
- F. "Novatada" significa intencionalmente oa sabiendas la comisión de un acto que.
- 1. Pone en peligro la salud física o la seguridad de un empleado o estudiante.
 - a. implica cualquier brutalidad de naturaleza física como latigazos, golpes, marcas, calistenia, moretones, impactantes eléctricos, colocación de una sustancia peligrosa en el cuerpo o la exposición a los elementos.
 - b. implica el consumo de cualquier alimento, licor, droga u otra sustancia.
 - c. implica otra actividad física que pone en peligro la salud física y la seguridad de un empleado escolar o estudiante, o
 - d. implica obstruir físicamente a un empleado de la escuela o la libertad del estudiante para moverse, y
 - 2. se hace con el propósito de la iniciación o admisión en la, la afiliación con, ocupar un cargo o como condición para, la pertenencia o la aceptación, o la continuación de adhesión o

- aceptación, en cualquier escuela o de la escuela patrocinada por el equipo, la organización, programa o evento, o
3. si la persona que comete el acto en contra de un empleado o estudiante sabía que el empleado de la escuela o el estudiante es miembro o candidato, la pertenencia a una escuela o equipo patrocinado por la escuela, organización, programa o evento para el que la persona que comete el acto pertenece a o participa en.
 4. La conducta descrita en el inciso "F", constituye novatadas, independientemente de si la persona contra la cual la conducta se haya cometido dirigida, consintió o aceptó en la conducta.
- G. "Padre" significa el tutor de un estudiante.
- H. "Represalia" es un acto de comunicación destinado:
1. como represalia contra una persona por reportar la intimidación, el acoso cibernético, acoso o ritos de iniciación, o
 2. para influir indebidamente en la investigación, o la respuesta a un informe de la intimidación y las novatadas
- I. "Escuela" significa cualquier escuela primaria o secundaria pública o escuela charter.
- J. "consejo escolar" significa:
1. una junta escolar local, o
 2. un tablero carta local.
- K. "Empleado de la escuela" significa:
1. maestros de escuela;
 2. personal de la escuela;
 3. empleados clasificados escolares;
 4. administradores de la escuela, y
 5. todos los demás empleados, directa o indirectamente, por la escuela, la junta escolar o del distrito escolar.
- L. "Voluntario" significa una persona que trabaja bajo la supervisión directa de un educador licenciado.

III. PROHIBICIONES

- A. Ningún empleado escolar o estudiante puede participar en la intimidación o acoso de un empleado escolar o estudiante:
1. en la propiedad escolar;
 2. en una escuela relacionada o evento patrocinado;
 3. en un autobús escolar;
 4. en una parada del autobús escolar, o
 5. mientras que el empleado de la escuela o el estudiante está viajando hacia o desde un lugar o evento descrito anteriormente en la subsección A (1) - (4).
- B. Ningún empleado o estudiante puede participar en novatadas o ciberacoso un empleado escolar o estudiante en cualquier momento o en cualquier lugar.
- C. Ningún empleado o estudiante puede participar en represalia contra:
1. un empleado de la escuela;
 2. un estudiante, o
 3. un investigador, o testigo de, un presunto incidente de intimidación, hostigamiento, acoso cibernético, hostigamiento o represalias.
- D. Ningún empleado escolar o estudiante puede hacer una falsa acusación de acoso, hostigamiento, acoso cibernético, hostigamiento o represalia contra un empleado o estudiante.
- E. Cualquier intimidación, acoso o ritos de iniciación que se encuentra para ser dirigido a una clase protegida por el gobierno federal está prohibido aún bajo las leyes federales contra la discriminación y está sujeta al cumplimiento de las regulaciones de la Oficina de Derechos Civiles.

IV. ACCIONES NECESARIAS Si no se informa ACTOS PROHIBIDOS

- A. Cada queja informada incluirá
 1. nombre de la parte reclamante;
 2. nombre del autor (si se conoce);
 3. fecha y lugar del incidente (s);
 4. una declaración que describe el incidente (s), incluyendo los nombres de los testigos (si se conoce).
- B. Cada violación informada de las prohibiciones se señaló anteriormente serán investigadas rápidamente por un administrador de la escuela o una persona designada por un administrador de la escuela. Un informe de la intimidación, el acoso cibernético, hostigamiento, acoso y represalias puede hacerse anónimamente, pero Distrito Escolar Murray no tomará acción disciplinaria formal basado únicamente en un informe anónimo.
- C. Violaciones verificadas de las prohibiciones se señaló anteriormente dará lugar a consecuencias o sanciones. Las consecuencias o sanciones pueden incluir, pero no están limitados a:
 1. suspensión del estudiante o la retirada de un equipo patrocinado por la escuela o actividad incluyendo el transporte patrocinado por la escuela;
 2. suspensión del estudiante o expulsión de la escuela o la acción disciplinaria menor;
 3. suspensión empleado o terminación por causa o acción disciplinaria menor;
 4. reasignación de los empleados, o
 5. otra acción contra el estudiante o empleado, según corresponda.
- D. La escuela notificará a los padres si el estudiante del padre amenaza con suicidarse, o si el estudiante está involucrado en un incidente de intimidación, el ciberacoso, el acoso, hostigamiento o represalias.
 1. Distrito Escolar Murray o de la escuela en el distrito producir y mantener un registro que verifique que el padre fue notificado del incidente o amenaza.
 2. Distrito Escolar Murray o de la escuela en el distrito no divulgar el expediente descrito en D1 a cualquier persona no autorizada para recibirla y no utilizar el registro para fines no permitidos por la ley.
- E. Cumplimiento de la Oficina de Derechos Civiles al Violaciones Derechos Civiles ocurrir:
 1. Una vez que cualquier escuela del Distrito Escolar Murray sabe o debería saber de la posible estudiante-a-estudiante de la intimidación, el ciberacoso, el acoso y las novatadas, la escuela debe tomar medidas inmediatas y apropiadas para investigar o determinar lo que ocurrió.
 2. Si se determina que el bullying, cyber-bullying, el acoso o el hostigamiento se produjeron como resultado de la pertenencia del alumno-víctima en una clase protegida, la escuela del Distrito Escolar Murray tomará medidas rápidas y eficaces calculados razonablemente:
 - a. poner fin a la intimidación, el acoso cibernético, hostigamiento y las novatadas
 - b. eliminar cualquier ambiente hostil, y
 - c. prevenir su repetición.
 3. Estas funciones son las responsabilidades de la escuela del Distrito Escolar Murray incluso si la mala conducta también está cubierto por una política anti-bullying separada e independientemente de si el estudiante presenta una queja, pide a la escuela para tomar medidas, o identifica el acoso escolar, el ciberacoso, el acoso y las novatadas como una forma de discriminación.
- F. Las acciones también deberán incluir, según corresponda:
 1. procedimientos para la protección de la víctima y otras personas involucradas sean objeto de:
 - a. aún más la intimidación , el acoso cibernético , acoso o ritos de iniciación y
 - b. represalias por denunciar la intimidación , el acoso cibernético , hostigamiento y las novatadas.

2. solicitará información a las autoridades de todos los actos de intimidación, acoso cibernético, acoso, hostigamiento o represalias que constituyen una supuesta actividad criminal.
3. solicitar informes a la Oficina de Derechos Civiles (OCR) de todos los actos de intimidación, acoso cibernético, acoso, hostigamiento, represalia que puede ser violaciones de estudiante(s)' o empleado(s)' los derechos civiles.
4. procedimientos de una oportunidad justa y oportuna de los acusados para explicar las acusaciones y defender sus acciones antes de la estudiante o disciplina de los empleados.
5. los procedimientos para la concesión de derechos de debido proceso bajo las políticas de disciplina de empleados locales de la Sección § 53A -8- 102 (personal autorizado) y antes de la disciplina de los empleados o la Sección § 53A- 11-903 y las políticas locales (estudiantes) antes de larga duración (más de 10 - día) disciplina de los estudiantes.

V. INVESTIGACIONES

Las escuelas en el Distrito Escolar de Murray será prontamente y razonablemente investigar las denuncias de intimidación, acoso cibernético, acoso y / o hostigamiento. El equipo de investigadores a nivel de escuela como designadas por el director será responsable de manejar todas las quejas de los estudiantes y empleados que alegan hostigamiento, acoso cibernético, acoso o ritos de iniciación como se indica en las directrices administrativas.

Es la política del Distrito Escolar de Murray, de conformidad con las leyes estatales y federales, que los estudiantes tienen una expectativa limitada de la vida privada en el sistema de internet de la escuela, y el seguimiento y el mantenimiento de rutina puede conducir al descubrimiento de que un usuario ha violado la política o la ley del distrito. Además, búsquedas específicas individuales se llevarán a cabo si existe una sospecha razonable de que un usuario ha violado la política o la ley. Los dispositivos electrónicos personales de un estudiante con posible violación de la política anterior serán confiscados para la investigación y pueden ser entregados a la policía.

VI. FORMACIÓN

- A. Todos los estudiantes, el personal y los voluntarios en el Distrito Escolar Murray recibirán capacitación anual de un profesional cualificado en relación con la intimidación, el ciberacoso, el acoso, las novatadas. Esta formación se dirigirá
 1. agresión abierta que puede incluir enfrentamientos físicos, como golpes, empujones, patadas, y el comportamiento amenazante verbal, como insultos o agresiones tanto físicas como verbales o conducta amenazante
 2. agresión relacional o indirecta, encubierta, o social agresión, incluyendo la difusión de rumores, la intimidación, la incorporación a un amigo que asalto a un niño, y el aislamiento social;
 3. la intimidación, el ciberacoso, el acoso y las novatadas de naturaleza sexual o con connotaciones sexuales;
 4. cyberbullying, incluyendo el uso de correo electrónico, páginas web, mensajes de texto, mensajería instantánea, llamadas de tres vías o la mensajería o cualquier otro medio electrónico para la agresión dentro o fuera de la escuela;
 5. violaciones de los derechos civiles, incluida la formación y la educación específica para el acoso basado en identidad de los estudiantes actuales o percibidas, y la conformidad o el incumplimiento de los estereotipos. Capacitación sobre violaciones de derechos civiles incluirá el cumplimiento cuando se reportan violaciones de derechos civiles;
 6. conocimiento y habilidades de intervención, tales como entrenamiento en habilidades sociales.

- B. Los voluntarios están bajo supervisión directa de un educador certificado, responsable de velar por el voluntario está capacitado en las áreas antes mencionadas. Los voluntarios están obligados a informar a su supervisor educador licencia si se notifican de un acoso escolar, acoso cibernético, hostigamiento, acoso o represalias incidente entre los estudiantes o si sospecha de un incidente. Los voluntarios tienen prohibido participar en actividades de intimidación a sí mismos y se les pedirá que deje Distrito Escolar Murray en caso de violación de esta política.
- C. De conformidad con el § 53A -15- 1301, del Distrito Escolar Murray pondrá en marcha un programa de prevención de suicidios entre los jóvenes de los estudiantes.
- D. De conformidad con el § 53A -1- 603, todos los educadores con licencia debe completar 2 horas de desarrollo profesional de formación en prevención de suicidios entre los jóvenes, una vez cada ciclo de renovación de la licencia. Hasta donde sea posible, a otros programas o iniciativas destinadas a proporcionar formación y educación en materia de prevención de la intimidación, el ciberacoso, el acoso, hostigamiento y represalias se llevarán a cabo.
- E. De conformidad con §53A - 13-302 , el Distrito Escolar Murray proporcionará capacitación para maestros y administradores en relación con la intervención necesaria para los estudiantes que están en riesgo de intento de suicidio , auto- daño físico o daño a los demás . Como mínimo , se requiere que todos los empleados de la escuela a informar de inmediato a la administración del edificio ningún conocimiento de los estudiantes que están en riesgo de intento de suicidio , auto- daño físico o daño a los demás . Empleados de la escuela , agentes u oficiales de recursos escolares pueden hacer las preguntas " alumno en riesgo " con respecto a los pensamientos suicidas del estudiante , el comportamiento físico o auto-daño antes de referir al estudiante al servicio de prevención adecuada y antes de informar a los padres del estudiante o jurídica guardián . El personal responsable de los programas de prevención del suicidio también puede pedir a un estudiante preguntas relacionadas con la prevención del suicidio juvenil , la intervención y los problemas post- vención de la LEA.
- F. demás de la formación para todos los empleados de la escuela, estudiantes, empleados, voluntarios y entrenadores que participan en cualquier actividad extra-curricular deberá:
 1. participar en la intimidación y la formación en prevención de novatadas antes de participar en la actividad extra-curricular;
 2. repetir la intimidación, el ciberacoso, el acoso y capacitación para la prevención novatadas al menos cada tres años;
 3. ser informados anualmente de la lista de actividades prohibidas proporcionado anteriormente en esta Política y las posibles consecuencias para la violación de esta Política.

VII. NOTAS ADICIONALES

- A. § 53A -11A -301 requiere que esta política se desarrolló con el aporte de (1) los estudiantes , (2) los padres , (3) los profesores , (4) los administradores de la escuela , (5) personal de la escuela , o (6) aplicación de la ley agencias.
- B. Toda la información recibida en una queja, los nombres de los denunciantes serán tratados con la máxima confianza en la medida posible. Los administradores deberán notificar denunciante antes de revelar su nombre.
- C. Una evaluación de los alumnos de la prevalencia del acoso escolar en el Distrito Escolar Murray o sus escuelas , especialmente los lugares donde los estudiantes no son seguros y la supervisión adicional de adultos pueden ser necesarios , tales como patios , pasillos y áreas de almuerzo , se proporcionará en una bi - anual base .
- D. Esta política no prohíbe la actividad expresiva protegida por la Primera Enmienda de la Constitución de los Estados Unidos. Sin embargo, si el habla fuera del campus que pueden constituir una intimidación , el acoso cibernético , hostigamiento , acoso o incidente crea una perturbación considerable del entorno escolar , en Tinker v Des Moines , el Distrito Escolar Murray o sus escuelas puede tomar medidas disciplinarias en contra de la estudiante que inicia el discurso. Los factores que el Distrito Escolar Murray o sus escuelas pueden considerar para determinar si se ha producido una interrupción sustancial son:

1. si hay una confrontación verbal o física por el incidente en la escuela;
2. si es probable que haya una confrontación verbal o física basada en la evidencia de una relación previa entre la víctima y el estudiante que inicia el discurso;
3. si alguna parte del discurso que dio lugar al incidente se repitió en la escuela;
4. si los estudiantes están discutiendo el incidente durante la clase o si de otra manera está afectando el trabajo escolar;
5. si existe una campaña de rumores generalizada provocada por el incidente fuera del campus que interrumpa el ambiente escolar y habilidades de los estudiantes para concentrarse en la escuela;
6. si los administradores que se ocupan de los hechos fueron sacados de sus tareas ordinarias para resolver estos incidentes y la cantidad de tiempo que se sacaron de un día " administradores de hacerlo;
7. si el discurso similar al discurso fuera de la escuela en este incidente ha ocurrido en el pasado y ha dado lugar a la violencia o la violencia cerca de la escuela ;
8. si hay un efecto negativo en las actividades de clase como resultado del incidente fuera de la escuela;
9. si el discurso era violento o si hay una historia de la violencia por parte del estudiante(s) que inició el discurso, (Nota : verdaderas amenazas no están protegidos por la Primera Enmienda si se aboga por la violencia "inminente " o conducta ilegal tanto, a.mensaje que amenaza un daño físico, incluso si no está destinado a ser grave, puede no estar protegida por la Primera Enmienda y la persona que profiere ese mensaje puede ser disciplinado por el Distrito Escolar Murray o sus escuelas).

Formulario de queja por Acoso y Ritos de paso (Mechoneo)

Fecha de la queja: _____

Información de la queja

Nombre: _____

Dirección: _____

Numero de teléfono: _____ E-mail _____

(padre): Cargo/Escuela (si es empleado): _____

Escuela (si estudiante o padre): _____

Información del supuesto agresor

Nombre del supuesto agresor: _____

Edificio/Escuela/otra afiliación del supuesto agresor: _____

Grado/Cargo del supuesto agresor: _____

Describe el incidente o acontecimiento de la forma más precisa posible:

(Adjunte una hoja adicional si es necesario)

Firma del quejante

Fecha

*Al firmar arriba, la queja afirma que la información incluida es precisa y verdadera.

Fecha recibido por el administrador del edificio: _____

Disposición del administrador del edificio (ponga un check):

_____ JUSTIFICADO _____ NO JUSTIFICADO _____ NO CONCLUYENTE

Fecha de disposición: _____

Mantenga esto en archivo un año después que todos los estudiantes involucrados dejaron la escuela

Formulario de testigo de Acoso y Ritos de paso (Mechoneo)

Confidencial: Por favor NO comparta ésta información con el quejante, el reportante o el agresor

Fecha de la entrevista: _____

Nombre del testigo: _____

Edificio/Escuela del testigo: _____

Grado/Cargo del supuesto agresor: _____

Descripción del incidente: _____

Aseguro que toda la información es este formulario es precisa y verdadera en mi conocimiento

Firma del testigo

Fecha

Disposición del administrador del edificio al testigo (ponga un check):

_____ JUSTIFICADO _____ NO JUSTIFICADO _____ NO CONCLUYENTE

NUMBER:	PS 419.1
EFFECTIVE:	06/21/1988
REVISION:	03/13/2014
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: DETAINING STUDENTS AFTER SCHOOL

An elementary school student (grades kindergarten through six) cannot be detained after regular school hours without the teacher first notifying the parents or guardians of the pupil and receiving permission for that detention. If, after making every effort to contact parents or guardians, the principal or his/her designee determines that detention is necessary for the student's health and safety, the student may be detained. The parents/guardians and teacher must ensure that the detained child has a safe method of returning home.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	PS 419
EFFECTIVE:	
REVISION:	
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: STUDENTS ARRIVING EARLY

Pupils should not report to school before the first bell unless requested to do so by a teacher or principal. In cold and wet weather, the principal shall be responsible to provide a space in the building for pupils at least 30 minutes prior to the school starting time or at the arrival time of the school bus, whichever occurs first. Principals may make arrangements for special cases not covered above.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	PS 420
EFFECTIVE:	
REVISION:	12/12/1984
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: STUDENT ERRANDS

Students not to be Sent off School Grounds on Errands

Students should not be sent on errands off school grounds by teachers except on urgent matters and only after having received approval from the principal.

NUMBER:	PS 423
EFFECTIVE:	
REVISION:	09/12/2007
PAGES:	6

Statement of.....

Policy and Responsibility

SUBJECT: SCHOOL CLUBS

I. Definitions

- A. "Club" means any student organization that meets during non instructional time.
- B. "Curricular club" means a club that is school sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during non instructional time. An elementary school curricular club means a club that is organized and directed by school sponsors at the elementary school. A secondary school curricular club means a club:
 - (1) whose subject matter is taught or will soon be taught in a regular course;
 - (2) whose subject matter concerns the body of courses as a whole;
 - (3) in which participation is required for a particular course; or
 - (4) in which participation results in academic credit.
- C. "Noncurricular club" is a student initiated group that may be authorized and allowed school building use during non instructional time in secondary schools by a school and school governing board in accordance with the provisions of this part. A non curricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by a school governing board, the school, or by school or school district employees.
- D. "Instructional time" means time during which a school is responsible for a student and the student is required or expected to be actively engaged in a learning activity. "Instructional time" includes instructional activities in the classroom or study hall during regularly scheduled hours, required activities outside the classroom, and counseling, private conferences, or tutoring provided by school employees or volunteers acting in their official capacities during or outside of regular school hours.
- E. "Discretionary time" means school-related time for students that are not instructional time. "Discretionary time" includes free time before and after school, during lunch and between classes or on buses, and private time before athletic and other events or activities.
- F. "Exempt Club": A school governing board may exempt a club whose membership is determined by student body election or a club that is governed by an association that regulates interscholastic activities from the authorization requirements under this section.

II. Application

- A. Application may be submitted for curricular clubs (grades K-12) or non curricular clubs (grades 10-12).
- B. Applications for non curricular clubs are due September 30th of the current school year.
- C. Applications for curricular clubs will be considered year round.
- D. Applications can be picked up in the administrative office. They are to be delivered to a school administrator for consideration.

III. Use of School Buildings and Resources

- Rooms, equipment, and facilities should be arranged by the club advisor (staff member).
- Club members are responsible to maintain order and to clean up after all meetings and activities.
- School resources (paper, paint, etc.) may only be used for curricular clubs. Noncurricular clubs must pay for resources used.
- Clubs may recruit and announce activities in reasonable ways under the guidance of the club supervisor.

IV. Faculty Oversight of Authorized Clubs

- A. A school shall approve the faculty sponsor, supervisor, or monitor for each authorized curricular, noncurricular, and religious club to provide oversight consistent with this part and the needs of the school to ensure that the methods of expression, religious practices, or other conduct of the students or advisors involved do not:
 - (1) unreasonably interfere with the ability of school officials to maintain order and discipline;
 - (2) unreasonably endanger or threaten the well-being of persons or property;
 - (3) violate concepts of civility or propriety appropriate to a school setting; or
 - (4) violate applicable laws, rules, regulations, and policies.
- B. A school shall annually approve faculty members as sponsors of curricular clubs. Faculty sponsors shall organize and direct the purpose and activities of a curricular club.
- C. A school shall approve faculty members to serve as supervisors for authorized noncurricular clubs. A faculty supervisor shall provide oversight to ensure compliance with the approved club purposes, goals, and activities and with the provisions of this part and other applicable laws, rules, and policies. The approval of a faculty supervisor or monitor does not constitute school sponsorship of the club. A faculty monitor approved for a religious club may not participate in the activities of the religious club, except to perform the supervisory role required by this section.
 - (1) Without the prior approval by the school, a person who is not a school faculty member or a club member may not:
 - (a) make a presentation to a noncurricular club; or
 - (b) direct, conduct, control, or regularly attend the meetings of a noncurricular club.

V. Parent Consent

- A. Written parent/guardian consent is required for all students participating in all clubs.

VI. Procedures for review of applications, including approval and denial

- A. Timeline for review
 - 1. Schools shall approve or deny all applications within 30 calendar days.
 - 2. Elementary and Junior High Schools may submit only curricular club applications.
- B. If application is denied; a written explanation must accompany denial including suggestions for rebutting denial.
 - 1. Denial could also include denial of building use
 - 2. Denial must be accompanied by factual and legal basis for denial

VII. Appeals

- A. (1) Each completed application or complaint shall be approved, denied, or investigated by the school within 30 days following the receipt of an application or complaint.
 - (2) If an application or complaint is denied, written reasons for the denial or results of the investigation shall be stated and, if appropriate, suggested corrections shall be made to

remedy the deficiency.

(3) Each club that is denied school building use shall be informed at the time of the denial of the factual and legal basis for the denial, and, if appropriate, how the basis for the denial could be corrected.

B. (1) If a club is denied, suspended, or terminated, a student desirous of participating or speaking, or a complaining parent or guardian has fifteen calendar days from the date of the denial, suspension, or termination to file a written appeal from the denial, suspension, or termination to the Murray School District Director of Student Services.

(2) The designee shall issue a determination within a reasonable amount of time from receipt of the appeal, which decision is final and constitutes satisfaction of all administrative remedies.

Murray School District
CURRICULAR CLUB APPLICATION
 Grades K-9

Proposed Club Name: _____ Date: _____

Individual(s) submitting application: _____

1. Purpose of proposed club

- a. Describe educational value of the proposed club: _____
- b. Describe club goals: _____
- c. Proposed club activities: _____
- d. The Club proposes the following meeting schedule for the current school year (list time and place):

- e. Proposed location/facilities for club use: _____

2. Membership

- a. What are the requirements to be a member? _____
- b. Proposed cost of membership: _____

3. Officers

- a. List the offices to be filled: _____
- b. How will officers be selected? _____
- c. List the eligibility requirements for officers: _____

4. Finances

- a. Proposed cost of membership dues: _____
- b. Will the membership dues cover complete cost of operating this club? Yes No
- c. If the answer is no, please explain how additional monies will be obtained:

5. Advisor

I support the purpose of this club and will dedicate the time necessary to make the club successful.

Name: _____
 (Signature of advisor)

Club approval: Administration _____

Club denial: Rationale: _____

Signed: _____
 Parent/Guardian

_____ Date

_____ Student

_____ Date

"Curricular club" means a club that is school sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during non instructional time. An elementary school curricular club means a club that is organized and directed by school sponsors at the elementary school. A secondary school curricular club means a club:

- (1) whose subject matter is taught or will soon be taught in a regular course;
- (2) whose subject matter concerns the body of courses as a whole;
- (3) in which participation is required for a particular course; or
- (4) in which participation results in academic credit.

Murray High School
CLUB APPLICATION

Proposed Club Name: _____ Date: _____

Students submitting application (minimum 3): _____

Type of Club (circle one): Curricular Non-Curricular (specify): _____

1. Purpose of proposed club

- a. Describe educational value of the proposed club: _____
- b. Describe club goals: _____
- c. Proposed club activities: _____
- d. The Club proposes the following meeting schedule for the current school year (list time and place):

- e. Proposed location/facilities for club use: _____

2. Membership

- a. What are the requirements to be a member? _____
- b. Proposed cost of membership: _____

3. Officers

- a. List the offices to be filled: _____
- b. How will officers be selected? _____
- c. List the eligibility requirements for officers: _____

4. Finances

- a. Proposed cost of membership dues: _____
- b. Will the membership dues cover complete cost of operating this club? Yes No
- c. If the answer is no, please explain how additional monies will be obtained:

5. Advisor

I support the purpose of this club and will dedicate the time necessary to make the club successful.

Name: _____
(Signature of advisor)

Club approval: Student Government _____
Administration _____

Club denial: Rationale: _____

- The following assurances must be included as part of the application if club is not curricula club:
- Assurance that all materials distributed in club meetings will be delivered to Murray High School's administration no later than 24 hours after each club meeting and given to parents who request so they may have the opportunity to review the materials.
 - Assurance that club membership will be limited to students who attend the school.

Signed: _____
Parent/Guardian

_____ Date

_____ Student

_____ Date

Murray High School
Club Application Procedure

In order to charter a club at Murray High School, the following procedure will be followed. All clubs must be approved annually. Prior approval does not guarantee future approval.

1. Initial interview with the assistant principal – be ready to explain the following:
 - A. Educational value of Club
 - i. Supplements academic courses
 - ii. Promotes character building activities
 - iii. Provides valuable service to school and/or community
 - B. Liability and safety concerns for club activities
2. Complete the club application form and submit to the assistant principal indicating:
 - A. Purpose of club
 - B. Membership requirements and cost of membership
 - C. Eligibility requirements and selection procedure for the club officers
 - D. Club constitution attached to application
 - E. National affiliation and/or guidelines to be met
 - F. Signature of teacher that will be the advisor to the club
3. Application will be submitted to officers in student government who will:
 - A. Review the application
 - B. Discuss the application. Students representing the proposed club may be invited to an information gathering hearing.
 - C. Vote to accept or deny application for the proposed club.
4. Final approval/denial by MHS administration. For information on appeals see Murray School Board Policy PS423.

"Curricular club" means a club that is school sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during non instructional time. An elementary school curricular club means a club that is organized and directed by school sponsors at the elementary school. A secondary school curricular club means a club:

- (1) whose subject matter is taught or will soon be taught in a regular course;
- (2) whose subject matter concerns the body of courses as a whole;
- (3) in which participation is required for a particular course; or
- (4) in which participation results in academic credit.

"Noncurricular club" is a student initiated group that may be authorized and allowed school building use during non instructional time in secondary schools by a school and school governing board in accordance with the provisions of this part. A non curricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by a school governing board, the school, or by school or school district employees.

NUMBER:	PS 424
EFFECTIVE:	01/24/1996
REVISION:	03/12/2003
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: REPORTING OF STUDENT PROGRESS

I. Parent/Student Access to Grades and Progress Reports

- a. Teachers in grades K-12 will provide secure access by parents and students to student grades and progress reports (Utah Code Section 63D-1-105-2). Access will be provided through use of the District's student information system (SIS 2000).
- b. Teachers in grades K-6 will update their electronic grade book at a minimum, every other week.
- c. Teachers in grades 7-12 will update their electronic grade book each week.

II. Students Failing

Teachers in grades K-12 will provide notice to parents/guardians when a student is failing or is at risk of failing. For grades 7-12, notices will be reported a minimum of three times during the term. Minimum reporting periods will be prior to midterm, at midterm, and two weeks before the end of the term.

NUMBER:	PS 426
EFFECTIVE:	
REVISION:	06/12/2014
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: MURRAY CITY SCHOOL DISTRICT STUDENT DRESS CODE POLICY

- A. Dress should never interfere with the learning environment of a school, be overly distracting, suggestive, revealing, or prove hazardous to the student's safety or the safety of others and should be age appropriate. The following is the Student Dress Code for the Murray City School District:
1. Clothing will not denigrate others on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation or disability.
 2. Clothing, jewelry, accessories, or mode of appearance that denotes affiliation in any gang or violent group is prohibited.
 3. Clothing, jewelry, or accessories that advertise or advocate drugs, alcohol, or tobacco/nicotine are prohibited. Clothing, jewelry or accessories that pose a risk to self or others are not allowed.
 4. Clothing with obscene or suggestive images and/or messages is prohibited.
 5. Clothing shall cover undergarments, midriff, back, shoulders and cleavage at all times. Any cuts/holes in clothing may not expose these or other revealing areas. Pants sagging below the hips are prohibited. Sleeveless garments may be worn but must extend to the end of the shoulders and fit closely under the arms.
 6. Short shorts, short skirts, and short dresses are prohibited. When seated, the length of shorts, skirt, or dress must be closer to the knee than the hip.
 7. Any clothing item that obscures the identification of a student or poses a hazard is prohibited. While clothing such as hoodies, shirts/sweatshirts or coats may be worn, the hood portion may not be pulled up over or worn on the head in the building.
 8. Hats, visors, and bandanas shall not be worn in the building except for medical or religious purposes.

9. Shoes must be worn during school at all times. Due to various daily physical activities, flip flops, bedroom slippers, or any footwear that may cause injury are prohibited in elementary schools.

B. Consequences for violating the dress code

When dress becomes disruptive to the educational process, appropriate action will be taken. A student may be counseled, asked to remove an article of clothing, change into suitable attire, or return home to change (with parental approval). Repeat offenders will be subject to a parent conference and/or suspension.

NUMBER:	PS 427
EFFECTIVE:	
REVISION:	09/30/1998
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: PERFORMING SERVICES FOR PRIVATE GROUPS

A. Presenting Programs

Students may represent the school in presenting programs to private groups when permission has been granted in advance by the principal. Such programs shall be under wholesome situations and not later than 10:00 p.m. on school nights and 11:00 p.m. on weekends.

B. Student Participation at Worship Services

A school or the district should not be represented at a worship service. Student participation is voluntary and no extra credit or penalty will be issued.

C. Preparing Materials

Students may prepare materials for private groups as an educational experience providing all materials are furnished by the private groups and the experience will fit within the scope of the class defined by the core curriculum. Permission must be secured in advance from the principal.

NUMBER:	PS 428
EFFECTIVE:	01/23/1991
REVISION:	05/12/2016
PAGES:	5

Statement of.....

Policy and Responsibility

SUBJECT: FEES, TEXTBOOKS, AND SUPPLIES

A. GENERAL PROVISIONS

1. No fees may be charged in kindergarten through sixth grades for materials, textbooks, supplies, or any class or activity, including assemblies and field trips.
2. Textbook fees may only be charged in grades seven through twelve.
3. Any class established or approved which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grade will be subject to fee waivers.
4. Students who choose optional projects may be required to pay for the additional cost of that project.
5. Student supplies will be provided by the district for elementary students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior.
6. The official uniform for each organization shall be selected by a committee which includes students, parents, sponsors and administrators.
7. If students desire to participate in a summer clinic, they would do so at their own expense. No one will be required to attend or be penalized for non-participation.

B. DEFINITIONS

1. STUDENT SUPPLIES

Items which are used in the instructional process, i.e., papers, scissors, crayons.

2. TEXTBOOK

Book, workbook, and materials similar in function which are required for participation in the course of instruction.

C. FEES

The Board wishes to hold fees to a minimum. In some classes a fee or a charge for materials may be made. Textbook, student body, and class fees may be charged in the junior and senior high schools. The amount of all fees will be set by the Board annually and will be reviewed by the end of February.

Student Fees Senior High School

Student fees for Murray High School are as follows:

A. REGISTRATION FEES (ALL STUDENTS)

1. Student body Activity Fee \$45.00
2. Book Fee* \$25.00 (Refundable \$10.00)
3. Drivers Education \$130.00
4. Late Registration \$5.00
5. Yearbook (Optional) \$54.00 (\$59.00 after December 1)
6. Student Parking Sticker (Optional) \$10.00
7. SLCC Textbook - Concurrent enrollment classes** \$25.00 Textbook Rental paid to SLCC
\$40.00 Admission (one-time fee) =
(\$5.00 per credit hour) May require additional fees for
textbooks, workbooks, supplies, software, etc.
8. AP Classes May require additional fees for textbooks, workbooks,
supplies, software, etc.
9. Schedule Change Fee*** \$10.00
10. Late Fee for past due accounts \$20.00
11. Canvas Learning Management System \$10.00

* If a student does not claim the \$10.00 book deposit at the end of the year, it will be assumed that the student is donating the \$10.00 to the school.

** Concurrent enrollment classes are non-waivable fees because they are college classes

*** Assessed to a student requesting a schedule change that is not due to administrative error.

B. PARTICIPATION FEES

(To be paid prior to participation) Individual Maximum \$95.00 Family Maximum \$175.00

Individual and Family Maximums fees apply only to participation fees.

Baseball	\$50.00
Basketball	\$50.00
Cheerleading	\$40.00
Cross Country	\$40.00
Debate	\$45.00
Drill Team	\$40.00
Football	\$55.00
Football Helmet	\$30.00
Golf	\$40.00

Men's Choir	\$30.00
Women's choir	\$30.00
A Capella	\$30.00
Madrigals	\$30.00
Bell Choir	\$30.00
Bell Canto	\$30.00
Music (Instrumental)	\$30.00
Softball	\$50.00
Soccer	\$50.00

Swimming	\$45.00
Tennis	\$40.00
Theater II, III	\$15.00
Theater IV, V	\$25.00
Track	\$45.00
Volleyball	\$50.00
Wrestling	\$50.00

C. CLUB MEMBERSHIP FEES

Membership fees for clubs will follow this schedule.

- Cheer Club Fee \$20.00
- All Local Affiliated Clubs \$15.00
- All National Affiliated Clubs \$20.00
- Thespian Club \$15.00
- HOSA Club \$30.00

D. CLASS FEES

AP Studio Art (per semester)	\$25.00	Music (1010) E Text Fee	\$55.00
Art Foundations	\$15.00	Painting	\$35.00
Automotive ***	\$40.00	Peer Leadership	\$20.00
Baseball **	\$300.00	Photo I/II/III/Photo Print	\$30.00
		Photo, Digital with personal camera	\$15.00
Basketball Club Fee (Girls)**	\$360.00		
Basketball (Boys) **	\$150.00	Photo, Digital without personal camera	\$45.00
		Physics (AP)	\$15.00
Basketball Tournament Fee (Boys)	\$25.00	Physics with Technology	\$10.00
Biotechnology	\$40.00	Printmaking	\$30.00
Ceramics I & II	\$30.00	Sculpture	\$30.00
CNA	\$40.00	Soccer Club Fee (boys)	\$28.50
Commercial/Computer Art I & II	\$15.00	Soccer Club Fee (girls) **	\$70.00
Credit Recovery	\$45.00	Softball Club Fee ** (returning players \$300)	\$370.00
Day Care Lab	\$10.00	Sport Skills	\$20.00
		Swimming **	\$140.00
Design Technology	\$5.00	Technical Theater	\$10.00
Drawing	\$20.00	Tennis (boys) **	\$90.00
Drivers Ed	\$130.00	Tennis (girls) **	\$150.00
Early Childhood Edc. 1	\$20.00		Up to
		Theater 4 & 5	\$50.00
Foods 1 & 2	\$10.00	Track Club Fee	\$15.00
Foods Occ – Spartan Cove Pro Start	\$40.00	TV/Film Production	\$30.00
Football **	\$600.00	Volleyball Club Fee **	\$375.00
Golf Fees (**option to fundraise \$150.00)	\$300.00	Weightlifting fee per class	\$10.00
Guitar Class	\$15.00	Woodworking Tech I, II, III	***
House & Interior Design	\$15.00	Wrestling **	\$130.00
Intro, Health Occupation	\$5.00	Zoology	\$7.00
Latinos In Action	\$65.00		
Math Technology	\$10.00		

**Majority of fees covered by team fundraisers. Students may pay the fees in full or participate in school sponsored fundraisers.

*** Based on Student’s project choice this cost could increase

E. UNIFORMS

Music Choral Uniforms	
a. Boys, A Cappella	\$180.00

MOS	\$180.00
Orchestra, Boys	****

b. Girls, A Cappella	\$120.00
c. Bell Choir	\$110.00
d. Madrigals	\$110.00
Bell Canto Choir	\$120.00
Dance	\$400.00
***Student Body Officers	\$220.00
Class Officers	\$220.00
MAG Officer (first year)	\$150.00
MAG Officer (2 nd and 3 rd year)	\$25.00

Orchestra, Girls	****
Band (Boys, Girls)	****
Percussion Ensemble	****
Guitar Ensemble	****
Jazz Band	****
* Cheerleaders	\$750.00
**Spartonians	\$1,550.00
Theater Costume	\$50-\$170
PLT (Sweater)	\$175.00

*This fee does not include travel or summer camp expenses. There has been a limit of \$425 for camp related expenses.

**This fee does not include travel or summer camp expenses. There is a limit of \$300 for camp related expenses, camp fees and a rehearsal uniform.

***This fee does not include the summer camp fee. There is a limit of \$100.00 for summer camp fee.

****Students will be asked to provide their own uniform for class under specific guidelines. This way students can use clothing they already own or can purchase items within their own price range.

F. RENTALS

Calculator	\$35.00 no refund
Uniform	\$15.00 no refund
Instrumental	\$35.00 no refund

Student Fees Junior High School

Student fees for junior high students are as follows:

A. REGISTRATION FEES (ALL STUDENTS)

1. Student Body Fee	\$17.00
2. Book Fee	\$25.00 (\$10.00 refundable)
3. Yearbook (optional)	\$30.00
4. Class Change Fee	\$5.00
5. Canvas Learning Management System	\$10.00

B. VOCAL MUSIC

Concert Choir Girls Uniform	\$70.00
Concert Choir Boys Uniform	\$20.00
Girls' Choir and Girls' Jr. Choir Skirt	\$24.00*

C. INSTRUMENTAL MUSIC

Uniforms Maximum of \$15 per student.

Beginning Band	Materials	\$6.00 per semester
Concert Band	Materials	\$15.00
Honors Band	Materials	\$15.00
Orchestra	Materials	\$15.00
Instrument Rental		\$45.00

D. RENTALS

Uniforms \$15.00 (\$5.00 refundable)

E. CLASS FEES

3-D Design	\$10.00
Art I	\$10.00
Art II	\$10.00
Biology	\$5.00
Choir Field Trip Fee	\$3.00
Construction Intro A	\$27.00
Construction Intro B	\$33.00
Construction 1	\$33.00**
Government & Law	\$6.00
Gym Uniform – Shirt	\$6.00 (if required)
Gym Uniform – Shorts	\$9.00 (if required)
Painting	\$10.00

Other Fees

Peer Leadership Team Sweatshirt	\$25.00
Remediation	\$45.00/credit
Student Body/Class Officer Uniform	\$25.00
Optional High School Activity Fee	\$20.00
(Pass to allow 9 th grader in to all high school games. Regular price is \$4.00 per event)	

* Skirt can be used for multiple years

** Students pay for additional projects of their choosing

Ninth grade students who participate in activities at the high school are required to pay the same participation fees as students in the high school.

THE FEE AS LISTED IS NOT TO BE EXCEEDED BY THE PARTICIPANT.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	PS 428.1
EFFECTIVE:	07/09/1986
REVISION:	06/09/2010
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: WAIVER OF FEES

This provision is provided so that no student will be denied the opportunity to participate in class or school sponsored activities because of an inability to pay fees.

GUIDELINES

- A. The principal is designated in each of Murray's schools to administer the policy on granting waivers.
- B. A list of school fees will be sent to all homes when registration materials are mailed or will be posted as part of an online registration.
- C. This fee waiver policy shall be administered fairly, objectively, and without delay. No stigma or unreasonable burden will be placed on students as a result of this policy.
- D. Students receiving fee waivers will not be treated differently from other students or identified to persons who do not need the information on fee waivers.
- E. Fee waivers will be available to the following students: 1. those who are in State custody, 2. those who receive public assistance in the form of aid to dependent children, those who are eligible for free lunch, general relief, or supplement security income, 3. those who are in foster care, or those whose parents/guardians are financially unable to pay.

Students or parents/guardians applying for a fee waiver must provide current pay stubs, earning statements, or income tax returns to verify the current income level. After the income level verification is recorded, the school will promptly destroy the provided documentation.

- F. All fees will be waived for all eligible students based on the criteria listed in this subsection.
- G. There is no such thing as a "non-waivable or optional" fee, and alternatives to fee waivers may be arranged in some cases. Acceptable alternatives are:
 - 1. a reasonable work assignment or
 - 2. installment payments.
- H. An appeals process shall be available beginning with an appeal to the building level principal and then to the superintendent of schools or his designee.
- I. Nothing in this section shall cause inequities to occur among the district's schools as it relates to per-pupil allocations for textbooks, supplies, or to other educational materials.

NUMBER:	PS 429
EFFECTIVE:	
REVISION:	10/27/1998
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: STUDENT ACTIVITIES

A. STUDENT ACTIVITIES

1. The Board accepts the standards outlined in the current Utah High School Activities Association (UHSAA) handbook. All activities are under the direction of the principal.
2. The principal or designee will accompany students on all off-campus activities.
3. Student activities outside the regular school program
 - a. All requests for activities outside the regular school program must be cleared and approved by the principal. This applies to summer activities as well as activities during the regular school year.
 - b. Whenever student groups are participating under the direction of a teacher, the teacher will not accept an honorarium or special fee. All monies, prizes, etc., are to be placed immediately in the school account.
4. Regular district maintenance and operation funds shall not be used for these programs except upon special action by the Board.
5. For information on applicable fees refer to policy number PS428.

B. OVERNIGHT TRIPS

1. As a general rule, students representing the school should not remain overnight away from home if reasonable transportation arrangements can be made to bring the students home.
2. All overnight trips must have Board approval. The request for overnight trips shall include detailed plans, procedures, costs, programs and the parental survey results if taken.
3. Additional funds needed for overnight trips may be raised by students through prior approved fund raising activities. Door-to-door solicitations are to be discouraged. Money secured by students through fund raising (PS409) is to be deposited in the school account as soon as it is collected.

4. Prior to participation in the activity each student must have a parental permission form.

C. TRAVEL TOURS

1. Requests for approval of such tours shall be made by the school principal and must include detailed plans.
2. District employees affiliated with private tour sponsors are prohibited from using students as captive audiences for tour advertising during the school day. School facilities may not be used for soliciting tour participants without a building rental agreement approved through the Community Education Office. Only Board approved travel tours may be promoted.
3. Students granted release time to participate in approved travel tours, during the school year, will receive credit for attendance.
4. Teachers granted release time, during the school year, to oversee approved student travel tours will be considered on contract as if performing regular classroom duties.
5. Participating students are responsible for expenses incurred for travel.

NUMBER:	PS 430
EFFECTIVE:	04/10/2001
REVISION:	11/09/2011
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: OVERNIGHT EXCURSIONS

It is the policy of the board to permit student overnight/extended trips or activities, subject to the following criteria.

I. Criteria

- a. The overnight/extended trip activity shall have a specific educational purpose which has a strong connection with the curriculum and which the anticipated educational benefits warrant the required expenditures;
- b. Comparable experiences are not available at the local school or within the local area;
- c. The overnight/extended trip does not result in the absence of any student for more than two consecutive school days per trip (trips which may require more than two consecutive school days due to extenuating circumstances may be presented to the board for approval);
- d. Penalties may not be imposed for non-participation if a student chooses not to participate in the activity, for any reason;
- e. Students granted permission to participate in approved overnight/extended trips, during the school year, will receive credit for attendance as if they were in class. However, students are responsible for making up missed work;
- f. There shall be one adult chaperone per every 10 students participating in the activity. In addition, in overnight/extend trip activities which involve groups of mixed gender, the chaperones will be of mixed gender;
- g. Overnight/extended trips shall be limited to the continental U.S.A.; and
- h. Post high school overnight/extended trips are prohibited unless specifically approved by the board.
- i. Parents must be informed and give written consent for students to participate in the overnight/extended trip activity.

II. Approval of Overnight/Extended Trips

- a. Teachers/coaches will complete the "Request for Overnight/Extended Trip" form and submit to the principal.
- b. The high school administration will review the "Requests for Overnight/Extended Trip" and submit its recommendation to the Assistant Superintendent of Curriculum and Instruction.
- c. The district curriculum team will review the high school's recommendations for overnight/extended trips and present their recommendations to the board.
- d. The board will give its final approval/disapproval of all overnight/extended trips.

- e. A parent meeting is required when the cost of the trip exceeds \$300. At the parent meeting an anonymous vote is taken in which 80% of the parents of students who will participate must choose and approve of the overnight/extended trip. Parents must have the option of at least two locations. The purpose of multiple locations is to provide options with varying costs. The results of the vote are forwarded for final board approval (including destination and estimated cost).

III. Other

Overnight/extended trips are prohibited for elementary and jr. high school students unless they are a member of a high school team. Under special circumstances, overnight/extended trips for elementary or jr. high school students will be considered by the board.

NUMBER:	PS 432
EFFECTIVE:	
REVISION:	06/06/2013
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: LIBRARY BOOKS

Elementary library books may be checked out by students for their use.

Reference books in both elementary and secondary schools cannot be checked out by students or faculty but must remain in the library.

A. Elementary Schools

1. If a student has lost or damaged a book, then the student's privileges to check out books will be suspended until the book is either paid for or replaced.

B. Junior High Schools

1. Books are checked out for a 3-week period.
2. Late fees are .10 per day. The late fee cap is \$5.00. If the student does not return the book, then the student is only charged for the book (late fees are erased if the book is lost or damaged). If the student does return the book, then they would only owe the late fee charge.
3. Damaged or lost books are replaced at current cost, plus a \$2.00 fee for replacement of bar code, book cover, and due date slips.
4. Students may check out three books at a time. If late fees reach \$5.00, then no books may be checked out until the fine is reduced.
5. Students are notified at least quarterly of any fines that are due. Letters are sent home to parents requesting payment of library fines when they reach \$15.00.
6. At the end of the years, fines are transferred to the financial office.
7. The cost of the book is added to the student's account and must be paid for like all other school fees before the end of the year.

C. High School

1. Students may check out a maximum of three books at a time.
2. For the high school level, there is a daily late fee of \$.25, not including weekends and holidays. The late fee cap is \$9.00. If the student does not return the book, then the

student is only charged for the price of the book. If the student does return the book, then they would only owe the late fee charge.

3. If a student reaches \$1.00 in fines, check-out privileges are suspended.
4. Fine notices are sent through the TEAM classes to the students at least twice a term.
5. If a book is lost, then the student's privileges to check out books will be suspended until the book is either paid for or replaced.
6. At the end of the year, the fines are consolidated by each student and the lists are transferred to the financial office.
7. The cost of the book is added to the student's account and must be paid for like all other school fees before the end of the year.

NUMBER:	PS 433
EFFECTIVE:	1/11/1978
REVISION:	04/09/2008
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: STUDENT RECORDS

Custodial and non-custodial parents of children attending school in the District have the right to inspect and review all official records, files, and data pertaining to their children except when a court order specifically limits access to records and the school has a copy of the court order on file. A request by the parent(s) to see such records will be honored by the school within a reasonable period of time, but in no case more than 45 days after request has been made.

The records will be reviewed with the parent(s) by the school administrator or designee.

The parent(s) shall have an opportunity for a hearing to challenge the content of the child's record. The hearing will be held, upon the written request by the parent(s), with the school administrator and the Director of Student Services. If the problem is not resolved to the parent(s)' satisfaction, the parent(s) may request a hearing before the Board.

- A. No personally identifiable record or files of students will be released without written consent of the parent(s) to any individual, agency, or organization, other than to the following:
 - 1. Other school district officials, including teachers within the educational institution or local educational agency who have a legitimate educational interest.
 - 2. Officials of other school systems in which the student seeks or intends to enroll.
 - 3. Authorized representatives of (a) the Comptroller General of the United States, (b) the Secretary of Health, Education, and Welfare, (c) an administrative head of an educational agency, or (d) state educational authorities. All such persons should have a signed Record of Access indicating the date and purpose of inspection.

- B. No other person, agency or institution should have access to education records of students except under the following conditions:
 - 1. With written consent from the parent(s) of the student. This written consent will specify the records to be released and to whom they are to be released. Each request for consent will be made separately. No blanket permission for examination or release of records will be allowed. A copy should be provided to the parent(s) of the student if requested.
 - 2. In compliance with judicial order or pursuant to any lawfully issued subpoena. Parent(s) will be notified of all such orders prior to the school's compliance.

3. In an emergency situation when the parent(s) cannot be contacted, the principal or Superintendent may, at their discretion, release information as needed for the health and/or safety of individuals.
4. When data for outside research purposes are released in such a form that no individual student is identifiable.

C. Publication of Directory Information

1. The principal may authorize the release of certain directory information for the purpose of publishing school directories, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes which would not normally be considered an invasion of privacy. The principal may authorize the release of certain student directory information for use by U.S. Military Forces and other authorized agencies.
2. Directory information may include a student's name, address, telephone listing, email address, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by a student.
3. Requests for the release of student directory information must be made to the Director of Students Services.
4. Parents who object to their student's directory information being published may block publication by submitting a written notification to the school principal.

Requests for information from sources not specifically identified should be processed under the direction of the Director of Student Services and in accordance with safe guards established by the District and/or the school.

When a student has attained 18 years of age, is attending an institution of post secondary education, or is married, the permission or consent required and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

NUMBER:	PS 434
EFFECTIVE:	03/10/1977
REVISION:	05/14/1997
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: LAW ENFORCEMENT INTERVIEW AND INTERROGATION OF STUDENTS

It is the policy of the school district to cooperate with law enforcement agencies in the interest of the welfare of all citizens. At the same time schools have the responsibility to parents/guardians for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials shall observe the following:

- I. THE SCHOOL RESOURCE OFFICER
 - A. The School Resource Officer may conduct an interview without submitting the Notice of Investigative Interview/Interrogation form.
 - B. If, in the course of an interview, it is apparent that the interview is becoming an interrogation, then the School Resource Officer must complete the Notice of Investigative Interview/Interrogation form and follow the procedure outlined in section II. B and C.
- II. INVESTIGATIVE INTERVIEWS/INTERROGATIONS BY LAW ENFORCEMENT OFFICER.
 - A. Before a student may be interviewed/interrogated on school premises during school hours by law enforcement officers, the officer must complete **Section 1** of the Notice of Investigative Interview/Interrogation and submit it to school officials.
 - B. Upon submission of the Notice of Investigative Interview/Interrogation form and contact with the student, the law enforcement officer will have responsibility for the student until the student is returned to a school official. Upon completion of the interrogation/interview, the officer must complete **Section 2** of the form.
 - C. Notification of parents/guardians regarding the interview/interrogation is the responsibility of the law enforcement officer.

NUMBER:	PS 435
EFFECTIVE:	02/09/1977
REVISION:	03/13/2014
PAGES:	3

Statement of.....

Policy and Responsibility

SUBJECT: SEARCH AND SEIZURE

I. BOARD POLICY

It is appropriate that schools respect students' need for and right to privacy. However, school authorities are charged with protecting the health and safety of all students and promoting the effective operation of the schools. The interest of individual members of society in securing personal privacy must be balanced against the collective interest of society in obtaining the results of the search. The following guidelines shall be observed to assure the privacy of individuals and the safety and welfare of all students.

II. GUIDELINES

1. Searches of students shall only be conducted when a school official has reasonable suspicion predicated on one or more of the following:
 - Reliable reports and/or information from credible sources made known to school officials. If the source is anonymous, the information must show that the informant has a relationship to the school or student to give it credibility.
 - Observation of suspicious or evasive behavior suggesting violation of a school policy or law, or concealment of contraband, weapons, or stolen property.
 - Observation of a student engaging in prohibited conduct or being in a restricted area.
2. Any search conducted in accordance with this policy shall be carried out by the principal or the principal designee.
 - A. Student
 - (1) A student shall be free from searches by school officials of his/her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to the student or to other students or the staff. School officials may request a student to remove all items from pockets or other personal property.

- (2) Failing compliance by a student to the foregoing request, and in the absence of immediate danger, the school officials shall refrain from searches and shall call in the parents or, in possible criminal activity, the police.
- (3) In the case of perceived immediate danger, school officials may require a student to remove all items from pockets or other personal effects. In such instances and as a last resort, force may be used if necessary.

B. Lockers

- (1) Lockers remain the property of the school and are provided to students. The rights of personal property, however, as well as the rights of the school, must be afforded consideration. The school principal or other faculty member designated is authorized to open lockers and to examine their contents including personal belongings of students only when such school official has reasonable suspicion to believe that the contents threaten to adversely affect the safety, health or welfare of students or include stolen property.
- (2) If the student is present, the school official shall advise him of the circumstances justifying the search and seizure of the objects which the official believes the search may disclose. If the student is not present, he/she shall be informed as soon as reasonably possible of the search. Stolen items and items which are inherently dangerous or specifically prohibited by law, Board Policy, or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded.

C. Vehicles

- (1) The school administration regulates admission to parking lots and the parking of vehicles on these lots.
- (2) School principals have the right and the duty to inspect and search any vehicle parked on the parking lot of their school when such official has reasonable suspicion to believe that the contents threaten to affect adversely the safety, health, or welfare of students, or if they reasonably suspect, upon information received from police or otherwise, that drugs, weapons, dangerous, illegal or prohibited matter, or stolen goods from the school are likely to be found therein.
- (3) If the student is present, the school official shall advise him of the circumstances justifying the search and seizure of the object which the officials believe the search may disclose. If the student is not present, he/she shall be informed as soon as reasonably possible of

the search. Stolen items and items which are inherently dangerous or specifically prohibited by law, Board Policy, or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded.

3. The school principal may turn the fruits of such search over to the police for inspection or examination. These may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.
4. Impounded Property

Any property impounded by school authorities pursuant to this Policy shall be treated as follows:

- A. Any items which are specifically prohibited by law shall be turned over to the appropriate law enforcement agency.
- B. Any items which the school authorities have reasonable grounds to believe are stolen shall be turned over to the appropriate law enforcement agency unless the school authorities are directed by the law enforcement agency to turn the items over to the owner thereof.
- C. Any items which though not specifically illegal, are inherently dangerous, specifically prohibited by Board Policy or school regulations, may, in the discretion of the school authorities, be turned over to the appropriate law enforcement agency or to the parent or legal guardian of the student.
- D. School authorities may retain possession of any impounded items until such time as the school authorities have concluded any discipline of the student associated with the possession of the items.

NUMBER:	PS 436.1
EFFECTIVE:	08/23/1989
REVISION:	02/09/2012
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: TRUANCY

Rationale:

The Board believes that regular attendance and participation in class are essential for students to be successful and prepare themselves for the best quality of life and therefore establishes the following procedure as mandated by Utah State Board of Education rule R277-607.

Truancy Procedure for Elementary and Secondary Schools

School principals and counselors will follow these guidelines to assist parents/guardians and their children in achieving regular school attendance. While this policy is generally applied on an annual basis, prior attendance patterns may be considered and reported when making a referral to the District's Attorney's Office or Third District Juvenile Court.

1. Send the Student Absence & Compulsory Attendance Laws to parent/guardian at the start of each school year.
2. Following 5 Total Unexcused Absences in a school year, student and parent/guardian shall be counseled over the phone regarding the importance of attendance and the legal implications of truancy. Compulsory Education Violation/Truancy Citation Notification Letter #1 will be sent home by mail or through personal service.
3. Following 7 Total Excused Absences in a school year, Notice Requiring a Medical Doctor's Note to Excuse School Absence shall be sent home. Also, parent/guardian will provide a signed Medical Verification for Students with Excessive Absences from the student's physician explaining the student's previous absences.
4. Following 10 Total Unexcused Absences in a school year, Compulsory Education Violation/Truancy Citation Notification Letter #2 shall be sent home by mail or through personal service. Student and parent/guardian shall attend a meeting at school to discuss the student's attendance problem. School-based interventions or adjustments to the student's schedule and/or curriculum may be made as needed.
5. Following 15 Total Unexcused Absences in a school year, Compulsory Education Violation/Truancy Pre-Court Citation Notification Letter #3 shall be sent by certified mail or through personal service from two school representatives requiring signature of parent/guardian indicating receipt. Student and parent/guardian shall be required to attend the pre-court hearing noted on the citation. Failure to attend shall result in an immediate referral to the District Attorney's Office or Third District Juvenile Court.
6. Following 15 Total Unexcused Absences in a school year, "Compulsory Education/Juvenile Court Habitual Absenteeism/Truancy Citation Notification #4 shall be sent by mail or through personal service, notifying student and parent/guardian that the student is a habitual truant.

For Elementary schools, the following Compulsory Education documents will be completed and forwarded electronically to the Director of Student Services:

- 1) Compulsory Education Form
- 2) Compulsory Education Fact Sheet
- 3) Request for Compulsory Education Action form
- 4) Social Summary
- 5) Documentation of attendance and academic achievement
- 6) Copies of all Compulsory Education Violation Notification letters issued and evidence that the third letter was sent by certified mail or through person service accompanied by recipient's signature.

For Secondary Schools, the Third District Juvenile Court Truancy Referral documents will be completed electronically and forwarded to the Director of Student Services:

- 1) Third District Juvenile Court Referral form
- 2) Request for Juvenile Court Action form
- 3) Social Summary
- 4) Documentation of attendance and academic achievement
- 5) Copies of all truancy citation notification letters issued and evidence the third letter was sent by certified mail or through personal service accompanied by recipient's signature.

Secondary Truancy Citation Procedure

In accordance with Utah State Board of Education rule R277-607, a principal, assistant principal, or his/her designee shall issue truancy citations to students who are truant from classes during the school day. Truancy is defined as a student being out of class without an appropriate excuse.

Commencing each year, a first citation will carry a fine of \$5.00. Subsequent truancy citations will be increased in increments of \$5.00 to a maximum of \$25.00. For example, a first citation would cost the student \$5.00, second \$10.00, third; \$15.00, fourth; \$20.00, fifth \$25.00. All citations after the fifth will carry a fine of \$25.00 each.

Any student who receives a truancy citation and believes it is unwarranted will have the opportunity to appeal. An appeal committee will consist of a counselor, teacher, student, and administrator. If, in the opinion of the committee, the student is warranted in being out of class the fee for the citation in question and any citizenship reduction will be waived.

NUMBER:	PS 437.1
EFFECTIVE:	01/27/1999
REVISION:	09/12/2001
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: HEAD LICE

Children deemed by school personnel to have head lice should be dealt with in such a manner as to avoid undue embarrassment of the child and yet provide protection to classmates and other staff members. Parents or guardians are responsible to treat head lice on their children and other infested family members residing in the home.

- A. In order to protect classmates and faculty members the following steps will be taken.
 - a. Parents or guardian of a student determined by the school nurse or designee to have head lice will be notified by the principal that they must pick up their child from school and begin a prescribed treatment for that child and other siblings. Head lice are communicable through direct contact or shared articles of clothing, bedding or furniture; therefore the school nurse or a trained designee will check every student in a classroom where a student is found to be infested.
 - b. Parents will be given written information on removing nits, using special shampoo and cleaning their home, including clothes, bedding, carpet and toys.
 - c. The teacher of the identified child will be informed by the principal or designee as soon as possible
 - d. If siblings are found to be infested that same process will be followed.
 - e. Re-admittance of the infested child to school will occur when the student is found to be nit free by the school nurse or trained designee. Absence from school should not exceed 3 days.
 - f. Other parents will be notified if their child is in a class where head lice are detected. The entire grade level will be notified when three unrelated cases of head lice are confirmed the same day. The entire school will receive written notification if cases of head lice are confirmed in different grade levels.
 - g. In the instance that a parent or guardian cannot be located, the child will remain in school and perform appropriate activities planned by the administration.

- B. Elementary schools will distribute head lice information to parents at the beginning of each school year.

NUMBER:	PS 437
EFFECTIVE:	04/09/1980
REVISION:	09/10/2015
PAGES:	4

Statement of.....

Policy and Responsibility

SUBJECT: STUDENT MEDICATION

Assistance with student medication will be provided by the District as follows:

1. Upon receipt by the school principal or designated school official of a complete written authorization, documented on a specific form furnished by the District (see attached forms), and signed by the student's parents/guardian, the school will provide a safe storage place for the medication to be dispensed to the student, with the exception of self-administered inhaled asthma medication, self-administered diabetes medication, and self-administered epinephrine auto-injector. The written authorization shall contain the following information:
 - Name of student and date of birth;
 - Written consent from the parent or guardian to dispense the medication;
 - Name, address, and office telephone number of the physician prescribing the medication;
 - Name, address, and home and business telephone numbers of parent/guardian;
 - Name of drug, dosage, and time to be administered;
 - List of any side effects, provided by the doctor or pharmacist, which can or may occur due to the use of the drug with the necessary procedures to follow in case of a reaction.
2. The parent request and prescriber's statement must be resubmitted each school year the medication is to be continued. The school may dispense medication based on previous year's request for up to ten school days, if necessary, to allow the student's parent/ guardian time to obtain the prescriber's signed statement for the current school year.
3. The prescription drug to be dispensed must be delivered in the original container with the date it was dispensed, name, address, and telephone number of the pharmacy printed on the container.
4. All over-the-counter medication must contain instructions and a signature from the attending physician, written consent to dispense the medication from the parent/guardian.
5. The school will not accept or dispense any medication delivered to the school by the student, without the correct signed and authorized paperwork.

6. No changes in the dosage or medication will be allowed unless authorized in writing by the physician. The authorization must be dated and signed by the prescribing physician and include any instructions necessary for administering the medication.
7. All medication shall be furnished by the parent or guardian without cost to the district or any district personnel.
8. If there is an emergency and the student's parent/guardian and/or student's physician is unavailable, district personnel are requested to notify the nearest public emergency authority and to notify the District Office.
9. The school will follow these procedures for dispensing medications:
 - a. The school will maintain all medication under lock and key, or in a refrigerator not accessible to students, at all times, with the exceptions of self-administered inhaled asthma medication, self-administered diabetes medications, and self-administered epinephrine auto-injector.
 - b. All school personnel administering prescribed medication will receive in-service training from the school nurse or authorized representative.
 - c. A record of all medication given to a student will be documented by dosage, time, day, month, and signed by the individual giving the medication on the attached 'Individual Student Medication Log';
 - d. A binder or folder will be kept at each individual school to hold all of the authorization forms and the Individual Student Medication Log.
 - e. The authorization form and Individual Student Medication Log(s) will be left in the binder/folder at the end of each school year. This binder/folder is then archived according to the most recent record retention guidelines in the Utah Code.
10. Elementary students will not be allowed to carry any medications at any time, except for self-administered inhaled asthma medication, insulin pumps, and insulin pens. In order to carry self-administered inhaled asthma medication, insulin pumps, or insulin pens, students must fully comply with the requirements identified in the next sections of this policy.
11. Secondary students will be allowed to carry one or two doses of non-prescription medication on their person. No prescription or over-the-counter containers will be allowed to be in the possession of the student. In order to carry self-administered inhaled asthma medication, self-administered diabetes medication, or self-administered epinephrine auto-injector, secondary students must fully comply with the requirements identified in the next sections of this policy. Any other exceptions to this procedure need to be approved by the school principal or designee.
12. Authorization for administration of medication by school personnel may be withdrawn by the school principal after consultation with the school nurse any time following actual notice to the student's parent or guardian.
13. All medication delivered to the school pursuant to this Student Medication Policy that remains in the possession of the school, must be reclaimed by the parent or legal guardian by the last day of the school year. No unused medication will be released to the student. The school secretary will notify parents by phone one week prior to the last day of school to pick-up unused medication. All unclaimed medication shall be destroyed by the principal or authorized school representative.

Self-Administered Inhaled Asthma Medication:

Students are permitted to possess and self-administer inhaled asthma medication under the following conditions:

1. The student's parent/guardian provides written authorization and an acknowledgment that the student is responsible for and capable of self-administering the inhaled asthma medication on a form provided by the Utah Department of Health ~~and USOE~~.
2. The student's health care provider provides a written statement indicating it is medically appropriate for the student to self-administer inhaled asthma medication and to be in possession of an inhaled asthma medication at all times on a form provided by the Utah Department of Health ~~and USOE~~.

Possession of and Self-Administration of Diabetes Medication

Students are permitted to possess, or possess and self-administer diabetes medication under the following conditions:

1. The student's parent/guardian provides to the school principal a complete written authorization, authorizing the student to possess or possess and self-administer diabetes medication; and acknowledges that the student is responsible for, and capable of possessing or possessing and self-administering diabetes medication. This must be completed on form(s) provided by the Utah Department of Health ~~and USOE~~; and
2. The student's health care provider provides to the school principal a complete written authorization indicating it is medically appropriate for the student to possess or possess and self-administer diabetes medication and that the student should be in possession of diabetes medication at all times; and the name of the diabetes medication prescribed or authorized for the student's use, on a form provided by the Utah Department of Health ~~and USOE~~.

Administration of Glucagon

Glucagon, an emergency diabetic medication used to raise blood sugar, may be administered during school hours under the following conditions:

1. The student's parent/guardian and the student's health care provider provide to the school principal the complete written Murray School District Standard Medication Authorization Form, certifying that glucagon has been prescribed for the student and requesting the administration of glucagon in an emergency to the student.
2. The student's parent/guardian provide to the school principal the complete written Glucagon Authorization Form provided by the Utah Department of Health ~~and USOE~~.
3. The student's parent/guardian and the student's health care provider provide to the school principal the complete written authorization Diabetes Medication Form provided by the Utah Department of Health ~~and USOE~~.
4. The principal shall designate a minimum of two employees who volunteer to be responsible for administering glucagon to the student.
5. District nurses may delegate glucagon administration to employees who are not licensed as health professionals, as permitted by the rules of the Utah Nurse Practice Act and in accordance with the standards of the nursing professionals.

6. School personnel who provide or receive training and act in good faith are not liable in a civil or criminal action for an act taken or not taken in respect to the administration of glucagon, according to Code 52 A-11-603.
7. Employee volunteers will be trained by district school nurses, following state guidelines from the health department.
8. The person who administers the glucagon shall direct a responsible person to call 911 and make every effort to contact the parents or guardians.

Emergency Injection for Anaphylactic Reaction – Epinephrine Auto-Injector

School personnel are permitted to be trained in the use of an epinephrine auto-injector under the following conditions:

1. Upon receiving written request from a parent/guardian, elementary and secondary school principals shall designate two or more school personnel who volunteer to receive initial and annual refresher training from the school nurse regarding the storage and emergency use of an epinephrine auto-injector.
2. Employee volunteers will be trained following state guidelines.
3. The trained employee who administers the epinephrine auto injector shall ensure initiation of emergency medical services and make every effort to contact parents/guardian.
4. School personnel who receive training and act in good faith are not liable in any civil or criminal action for act taken or not taken in respect to an anaphylactic reaction.

School personnel trained in the use of an epinephrine auto-injector may administer an epinephrine auto-injector to a specified student under the following conditions:

1. The student's parent/guardian provide to the school principal a complete written authorization for administration documented on the Murray School District Student Medication Authorization Form.
2. Procedure concerning assistance with student medication is followed as outlined in board policy.

Students are permitted to possess and self-administer epinephrine auto-injectors under the following conditions:

1. The student's parent/guardian provide written authorization and an acknowledgement that the student is responsible for and capable of being in possession of and self-administering the epinephrine auto-injector medication on a form provided by Murray School District.
2. The student's health care provider provides a written statement indicating it is medically appropriate for the student to be in possession of the epinephrine auto-injector at all times and self-administer the epinephrine auto-injector on a form provided by Murray School District.

NUMBER:	PS 438
EFFECTIVE:	
REVISION:	03/14/2007
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: HOME CENTERED EDUCATIONAL POLICY

RATIONALE

Recognizing that a meaningful education is the legal right of each student of school age, Murray City School District is committed to serving all of the students that are legally under its jurisdiction. Recognizing also that some parents within the district may believe that the best opportunity to assure the education of their children lies, not in the public school system but in a home setting, the following policy is promulgated and adopted as binding within the confines of the district.

BOARD POLICY

Students may be released from the educational programs of the Murray City School District at parent request and placed in a program in which their education takes place in the home under parent tutelage and supervision, under the following conditions:

- A. The parent or guardian submits a notarized Annual Home School Affidavit to the Murray City Board of Education, declaring:
 - 1. S/he accepts full responsibility for the education of the child(ren).
 - 2. S/he understands that the child(ren) may not qualify for a Murray District high school diploma.
 - 3. S/he understands that if the child is in special education, they do not have the rights to those services.
- B. Parents or guardians who receive an exemption for home school instruction will receive:
 - 1. An exemption certificate for the applicable school year.
 - 2. Notice that the Murray School District has no obligation to review a home schooled student's work.
 - 3. Information concerning the responsibilities and expectations for students who are home schooled, according to Utah State Law.
 - 4. Information for parents or guardians who may wish to consider Murray School District schools for dual enrollment or testing purposes.

Home School Affidavits are required each school year.

NUMBER:	PS 441
EFFECTIVE:	05/09/2007
REVISION:	04/10/2014
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: ADULT EDUCATION PROGRAM

Murray School District Adult Education empowers individuals to become self-sufficient, with the skills necessary for future employment and personal success. The program serves students whose class has graduated or who are married. (Exception: Those who are at least 16 years of age and released from compulsory attendance by the local School Board or are an emancipated adult.) Adult learners will be placed in the appropriate educational program based on the results of USOE approved academic assessments.

There are four options for the adult student:

- I. Adult Basic Education (ABE).
 - a. ABE is provided to students who have/ or have not obtained a high school diploma but pretest at an educational functioning level less than a post-secondary level.
 - b. The curriculum is basic reading, writing and math computation.
 - c. Credit toward a high school diploma is not generated in the ABE courses.
- II. General Educational Development (GED) test preparation.
 - a. A GED Certificate is frequently used as an alternative for a high school diploma by most post-secondary institutions, financial aid applications, and/or employers.
- III. Adult High School.
 - a. All courses required for a Murray School District Adult Diploma are offered by the Adult Education Program.
 - b. A student must complete twenty-four (24) units of credit as outlined in Policy PS 449 – Murray School District Adult Graduation Requirements in order to receive a Murray School District Adult Diploma. Transfer credits toward graduation must be earned from institutions accredited by Advanced Ed and are subject to prior approval and review by the Murray District Credit Review Committee.
- IV. English as a Second Language (ESL).
 - a. ESL is offered to adults who lack sufficient mastery of basic educational skills or English language communication skills to enable them to function effectively in society.
 - b. Credit toward a high school diploma is not generated in the ESL course.

NUMBER:	PS 442
EFFECTIVE:	11/17/1993
REVISION:	08/25/1998
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: INDUCTION/INITIATION POLICY

It is the policy of Murray School District Board of Education that hazing activities are not to be a part of any school organization's activities.

Activities that are carried out by clubs and organizations are the responsibility of the advisors of those clubs and organizations. Induction ceremonies and dinners sponsored by groups under the direction of an advisor are appropriate and acceptable. Parties or banquets should not be financed by fund raisers unless approved by the school principal. Advisors are not to plan activities or dinners that begin before 6:00 a.m. or continue later than 10:30 p.m.

Faculty advisors, students or a group of students are not to carry out hazing activities.

Students seeking entrance to a club or organization are not to participate in any hazing activities. Failure to comply with this regulation will jeopardize a student's involvement, and could jeopardize the existence of the club or organization.

The decorating of yards, porches, houses, lockers, etc., shall be closely supervised by the principal through the sponsor of the activity. Decorating shall be limited to banners and streamers in good taste and only when approved by the principal.

All groups, clubs and organizations in the Murray School District are subject to this policy. This policy will be in effect wherever/whenever a club or organization, sponsored by Murray School District, is participating.

Definition:

- Induction: The act of inducting; act or ceremony of installing a person in office.
- Initiation: Formal admission into a group or society, the ceremonies by which one is admitted to a group or society.
- Hazing: The forcing of humiliating, ridiculous or unsafe tasks/situations upon students.

NUMBER:	PS 443
EFFECTIVE:	07/11/1990
REVISION:	05/12/2016
PAGES:	3

Statement of.....

Policy and Responsibility

SUBJECT: NON-RESIDENT STUDENTS ENROLLMENT & GRADUATION

I. INTER- AND INTRA-DISTRICT RECIPROCITY

- A. A student's legal residence is the domicile of the student's parent or court-appointed guardian.
- B. Students from another district may attend Murray District schools only after written permission is granted by the District.
- C. Permission for a non-resident student to attend a Murray school will be granted under the following conditions:
 - 1. The Murray City School District Non Resident or Intra-District Application form is filled out correctly.
 - 2. The current enrollment indicates that space is available in special programs if warranted and/or in the grade and school requested.
 - 3. The student and parent/guardian agree to abide by all the district and school policies, rules, and regulations.
 - 4. The student and parent/guardian sign a contract with the school in which is delineated the conditions by which the student may remain a student at the school. (This contract is on the back of the application. By signing the application the parent/guardian and student agree to the terms of the contract.)
 - 5. The parent/guardian agrees to transport the student to and from school in a timely manner.
 - 6. A \$5.00 fee per application is paid, whether or not the student is non-resident or intra-district.
- D. Students must re-apply for non-residency status when progressing into a junior high school and when progressing into the high school. The \$5.00 fee must be paid each time the student applies for non-residency status.
- E. The Open Enrollment period for Non-Resident and Intra-District transfers is every year beginning Dec 1st (or the first Monday thereafter) through the third Friday in February in order to transfer to the new school the following school year.
 - 1. Parent/Guardian will be notified of acceptance or denial on or before March 31 of the current school year.
- F. Any application submitted after Open Enrollment is considered a Late Enrollment application.
 - 1. Parent/Guardian will be notified of acceptance or denial on or before the Friday prior to the beginning of the next school year.
- G. Applications are reviewed on a first come-first served basis.

- H. Priority will be given to intra-district transfers over inter-district transfers during the enrollment period to which they have applied.
- I. This policy also adheres to the additional requirements and stipulations as listed in the Utah Code 53A-2-201-209.
- I. Permission for a non-resident student to attend a Murray school may be revoked for any or all of the following:
 - 1. Failure on the part of the student and/or parent/guardian to comply with items I.C. 1-6 listed above.
 - 2. Any repeated or consistent patterns of severe behavior that are deemed extremely disruptive or a significant threat to the well-being and safety of students and school personnel.
 - 3. Unsatisfactory attendance and/or tardiness.
 - 4. Academic performance is determined to be unsatisfactory given the student's abilities and/or special circumstances.
 - 5. Falsification of information in the application process.

If permission for a non-resident student to attend a Murray school is revoked, the parent/guardian may appeal the decision to the Director of Student Services.

- J. When appropriate, charges for enrolling students still under the jurisdiction of another school district or agency will be paid by the school district or agency involved.

II. STUDENTS WITH DISABILITIES

- A. The current space available for students with disabilities will be determined through the following process:
 - 1. The special education team at the school that the enrollment is being requested will have the parent sign a release of records form from the school that the student is currently attending.
 - 2. The school will request the student's current Individual Education Plan (IEP) and their previous IEP.
 - 3. Upon receiving the IEPs, the special education team will review the goals, placement, and current services provided under the students' current IEP. If the student's current IEP has been in place for less than 90 school days, their previous IEP will also be reviewed.
 - 4. Upon review of the appropriate IEPs the special education team at the receiving school will determine how the student would be served at their school based on the goals, placement, and services identified through the review.
 - 5. If the student can be served based on the current staffing pattern without the addition of staff or services, the student will be accepted for enrollment if space is available at the school and at the student's grade level at the school.
 - 6. If the student cannot be served based on the current staffing pattern without the addition of staff or services, the student will not be accepted for enrollment and will be placed on a waiting list based on the date of their submission of the application.

III. FOREIGN EXCHANGE STUDENTS

- A. The Murray City School District can issue an I-20 to students seeking to obtain an F-1 student visa for the purpose of attending Murray High School (Grades 10 – 12).
 - 1. All F-1 students must apply by August 1st for fall semester and by December 1st for Spring Semester

- B. The Murray City School District can also accept J-1 students through a cultural exchange program if the state has allocated funds to subsidize these students. The state will inform the district in March of each year if funds for J-1 students are available and the number of slots allocated to the district. These students are accepted on a first come-first serve basis.
 - 1. J-1 students through a cultural exchange program and F-1 students issued through an I-20 will be limited to no more than twenty (20) students total per year.
- C. The Board will be given the names of these students enrolling at Murray High School at a Board meeting before the beginning of each school year.

IV. NON-UTAH RESIDENTS AND I-20 STUDENTS

- A. Non-Utah residents will be charged a per capita cost unless such tuition is waived by the Board.
- B. The tuition for non-Utah resident and I-20 students will be determined by the Board on an annual basis.
- C. Non-Utah residents and I-20 students must complete the application for admission, and submit all required documentation and pay the public education fee before being approved or being issued an I-20.

V. UTAH HIGH SCHOOL ACTIVITIES ELIGIBILITY REQUIREMENTS FOR FOREIGN EXCHANGE AND I-20 STUDENTS

- A. All foreign exchange and I-20 students must comply with the rules and regulations found in "Interpretations and Participation Standards" Item 40 of the Utah High School Activities Association Handbook.

VI. GRADUATION POLICY FOR FOREIGN EXCHANGE AND I-20 STUDENTS

- A. Foreign exchange and I-20 students will be eligible to receive a high school diploma based upon meeting the following criteria:
 - 1. Evaluation of transcripts by the high school counselor indicating sufficient credits from accredited institutions to be eligible to graduate.
 - 2. Completion of the district high school graduation requirements and after having been enrolled in the district for a minimum of one year.
- B. In compliance with Immigration Public law 104-208, Sec. 625 Foreign Students, senior year high school foreign exchange and I-20 students may receive a certificate of completion after having successfully completed one year in the district.
- C. Appeals for any other consideration under V.A.1 must be made to the Director of Student Services by December 1st of the school year.

NUMBER:	PS 445
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REVISION:	02/11/2004
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: GUIDELINES FOR REMEDIATION FOR SECONDARY SCHOOLS

Our goal is to help each student develop life skills that will allow them to be successful.

- A. 7-9 Grade Tutorial Programs
 1. When a 7-9 grade student is identified as at risk of failing any class the teacher will refer the student to a tutorial class with materials that specify areas of content and skill deficiencies causing the failure.
 2. Reason for the referral will be sent to the parent and the school counselor. The teacher will keep one copy on file. At the end of the permanent grading period, the referring teacher will award the final term grade based on the students' performance in class and tutorial program.
 3. The student must present a tutorial form when registering for the tutorial class in order to assure instruction in areas of deficiency.
 4. The student may also pass a core or teacher generated test and/or course work that demonstrates proficiency in the failing area.
 5. The student may meet with the principal and counselor and discuss a pre-approved educational program for improving skills in the curriculum areas failed.
- B. 7 -12 grade teachers will notify students and parents that failing specific core classes will require the student to register for a Remediation class through Murray Community Education.
- C. When a student has satisfactorily completed a remediation class, the grade and credit earned are added to the transcript and is indicated as a remediation class. The original F grade is not purged from the records, but it remains on the transcript. This affects students in grades 7-12.
- D. If there is a perceived error, any grade change must be completed within the following quarter or by June 30 for the fourth quarter.
- E. THERE WILL BE A FEE FOR PARTICIPATION IN 7-12 GRADE REMEDIATION COURSES AND 7-9 GRADE TUTORIAL CLASSES.

Under District and State requirements there are specific core classes, grades 9-12, which must be passed or remediated in order for a student to graduate.

Students must remediate classes that are required for graduation.

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PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: MURRAY HIGH SCHOOL GRADUATION REQUIREMENTS

Murray High School requires twenty-seven (27) credits for graduation*

Language Arts	4.0 units of credit
English 9	1.0 unit
English 10	1.0 unit
English 11	1.0 unit
Course from Applied & Advanced Course List	1.0 unit
 Social Studies	 3.0 units of credit
World Geography 9	0.5 unit
World Civilizations 10	0.5 unit
U.S. Studies	1.0 unit
U.S. Government & Citizenship	0.5 unit
School Discretion (see approved list)	0.5 unit
Course from Approved List	
 Science.....	 3.0 units of credit ***
One unit is required in the ninth grade	1.0
unit One unit is required in the tenth grade	1.0
unit	
Foundation Course or Course	
from Applied & Advanced Course List**	1.0

(The science credits must be in two of the four science core curriculum areas.)

Mathematics	3.0 units of credit***
Secondary Math 1	1.0 unit
Secondary Math 2	1.0 unit
Secondary Math 3 or Course from	
Applied & Advanced Course List**	1.0 unit

*Students who successfully complete Calculus meet graduation requirements regardless of the number of math credits they have taken.

Healthy Lifestyles.....	2.0 units of credit
Participation Skills	0.5 unit
Fitness for Life 10	0.5 unit
Health Education	0.5 unit
P.E. Elective Credit (grades 11 or 12)	0.5 unit
Arts	1.5 unit of credit
Computer Technology or Exploring Computer Science.....	0.5 unit of credit
Career and Technical Education (CTE).....	1.0 unit of credit
At least .5 credit is required in grade 10-12	
General Financial Literacy	0.5 unit of credit
Educational Career Field/Elective Credit	8.5 units of credit

American Civics Education Initiative, S.B. 60, was passed in the Utah legislative session of 2015. This law requires the successful passage of a basic civics test or an alternate assessment as a condition of graduation. This requirement applies to any public school student who would graduate on or after January 1, 2016, as well as any student enrolled in an adult education program. Per the legislation, the basic civics test will utilize 50 questions from the United States Customs and Immigration Services (USCIS) civics test. *A passing score is 35/50 questions answered correctly.

If students complete 3.0 units of credit in a single education career field area, they qualify to wear a career field cord at graduation.

Career Field Cords

- Arts and Recreation
- Social & Human Services
- Administration
- Business
- STEM-Science, Technology, Engineering, & Math
- Technical

Students planning to attend a college or university are responsible to contact their counselor to verify their Plan for College and Career Readiness (PCCR) will qualify them for entrance to the college of their choice. Meeting the Murray High School graduation requirements does not guarantee entrance at all colleges or universities.

All credits toward graduation must be earned from institutions accredited by accrediting agencies approved by the Department of Education and are subject to prior approval and review by the Murray District Credit Review Committee.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	PS 446.1
EFFECTIVE:	01/23/1991
REVISION:	
PAGES:	3

Statement of.....

Policy and Responsibility

SUBJECT: EARLY GRADUATION OPTION

PURPOSE

To provide interested students the opportunity to complete high school graduation requirements at the completion of eleventh grade. This plan is based on the following standards:

1. Senate Bill Number 27, enacted in the 1989 Utah Legislature General Session and,
2. Senate bill Number 129 enacted in 1990; which stipulates that: "Any secondary student who has completed all required courses may, with the approval of the student, the student's parent or guardian, and local school official, graduate at any time following the conclusion of the eleventh grade."

INTRODUCTION

We appreciate that some students desire to exercise the option of early graduation, and we recognize that the public schools should provide for this choice. However, we believe the twelfth grade to be an important, meaningful, and useful part of every student's educational development. In harmony with the "Shift in Focus" concept, twelfth grade students have a wide range of options to enrich their last year of growth and development in the public schools. For example, high school seniors may elect to become involved in advanced placement courses at the high school with the possibility of earning college credit at greatly reduced costs. Seniors may participate in concurrent enrollment programs where they can earn high school and college credit at the same time. Seniors may participate in the Salt Lake Community College or the Jordan Technical Center where they can become certified in a wide range of occupational skills. Seniors may participate in co-op work-release programs which enable them to earn money and high school credit at the same time. Seniors may participate in athletics and other extracurricular activities. They can obtain educational, leadership, and social opportunities in high school that can be achieved at no other time.

We feel that students should be made aware of every option available and should, with parents and counselors, carefully consider those options. While we do not promote early graduation, we strive to make this attainable alternative for capable, motivated students. We also believe there should be no dilution of the current graduation requirements.

PROCEDURE

Students interested in graduation after their eleventh grade year will complete the graduation and application requirements outlined below.

1. It is recommended that a student, in consultation with his parent/guardian, and counselor, make the early graduation decision at the beginning of the ninth grade.
2. The student, a parent/guardian, and counselor will develop a Student Education Plan (SEP). The SEP will outline course work needed to satisfy the early graduation goal.
3. The student must complete all course requirements for graduation established by the Murray City Board of Education for students completing twelve years of schooling.
4. The student will attend six semesters in grades nine through eleven.
5. The student will fulfill citizenship requirements for graduation as established by the Murray City Board of Education.
6. The student must submit a completed INTENT TO GRADUATE EARLY application to the school principal as soon as the intent is known.

GRADUATION CEREMONY PARTICIPATION

Students who complete the graduation requirements by the end of the regular academic school year will have the option to participate in that year's graduation ceremony.

An INTENT TO GRADUATE EARLY application with appropriate signatures of parents and student will be required to initiate the Early Graduation procedure. Students completing graduation requirements at the end of a particular term, but not at the end of the year, will also have the opportunity of graduating with that year's class providing they acquire and complete a graduation packet at the time they check out.

Students who complete the early graduation program will receive a regular high school diploma.

PARTIAL TUITION SCHOLARSHIP AVAILABLE

A student who graduates from high school at the conclusion of the eleventh grade shall receive a partial tuition scholarship to be used at a Utah public college, university, community college, area vocational center, or any other institution in Utah accredited by the Northwest Association of Schools and Colleges that offers post-secondary courses of the student's choice upon verification that the student has registered at the institution during the fiscal year following his graduation from high school. The scholarship shall be in an amount equal to 25% of the value of the weighted pupil unit, or, in the case of a student who graduates after the conclusion of the eleventh grade but prior to the conclusion of the twelfth grade, a proportionately lesser amount.

Payments authorized above shall be made during the fiscal year that follows the student's graduation, based upon the value of the weighted pupil unit set for the year in which payment is made.

ADMINISTRATIVE GUIDELINES

All credits toward graduation must be earned from institutions accredited by the Northwest Association of Schools and Colleges and subject to prior approval and review by the High School Graduation Committee.

COURSES

High School Classes

Regular

Early Morning

Summer

After School

Technical Center/Area Vocational Center

College/University

College credit evaluation

3-5 quarter hours=1/2 high school credit

1-2 quarter hours=1/4 high school credit

Accredited high school or college level correspondence/extension courses

WORK CREDIT:

One co-op work credit may be used for early graduation.

EXTRA-CURRICULAR ACTIVITIES/ATHLETICS:

Students completing the requirements for Early Graduation and leaving school cannot participate in extracurricular activities (music, drama, athletics, etc.) with their senior class.

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REVISION:	06/15/2011
PAGES:	4

Statement of.....

Policy and Responsibility

SUBJECT: MURRAY HIGH SCHOOL CITIZENSHIP CREDIT REQUIREMENTS FOR GRADUATION

Objectives

The primary goal of education is the development of individuals who possess the knowledge, skills, and human characteristics necessary to enable them to live meaningful lives and to make positive contributions to society. The Murray School District accepts a joint responsibility with the parents to ". . . Give special emphasis to... habits and qualities of character which promote an upright and desirable citizenry. . ." (Sec 53-14-10 UCA 1953).

To support this educational concept, schools and parents should expect students to be in regular attendance, punctual in arriving at classes, appropriate in their conduct at school, and responsible for their behavior.

To stress academic grades without placing at least equal emphasis upon citizenship performance fails to recognize one of the major purposes of public education. For these reasons, the Murray School District has established a Citizenship Credit requirement as a portion of the standard for graduation from Murray High School.

I. GENERAL INFORMATION AND REQUIREMENTS FOR CITIZENSHIP CREDIT AT MURRAY HIGH SCHOOL

A. Graduation requirements include satisfactory citizenship and adherence to the rules and policies of the school.

B. Citizenship grades will be identified as follows:

S=Satisfactory

U=Unsatisfactory

C. The Citizenship grade is determined by the student's performance in the following areas:

Attendance

Behavior

Truancy

Tardy

"U" (Unsatisfactory) grades will be given for 1 or more unexcused absences, 2 or more unremediated tardies, 4 or more unappealed excused absences, 1 or more truancies (sluffs), disrespect for the teacher, or disruption of class learning activities.

D. Students who fail to meet Citizenship Requirements will not graduate from Murray High School.

E. Any "U"s received must be remediated prior to Graduation.

II. CITIZENSHIP CREDIT DETERMINATION

A. CLASSROOM BEHAVIOR SHOULD BE APPROPRIATE AND CONSISTENT WITH EACH TEACHER'S EXPECTATIONS.

The expectations will be described in the Disclosure Statement received from each teacher. An uncorrected series of negative behaviors could result in a "U" grade. Serious negative behaviors might include, but not be limited, to conduct such as:

1. Obvious disrespect for school authority or staff members;
2. Repeated use of vulgarity or profanity;
3. Direct and willful disobedience of classroom rules and school policies;
4. Disruption of classroom and/or school activities; and
5. Theft or destruction of school property.

B. ATTENDANCE

1. Students who miss school for an entire day for any cause must have their parent/guardian call the school to excuse the full day absence within five school days following the full day absence. Failure to have a full day absence excused will result in an unexcused absence and subsequent consequences.

Legitimate Absences are defined by the Murray Board of Education as:

1. Personal illness of pupil (Principal may require a note from a doctor.)
2. Serious illness or death of a member of the family
3. Grave emergencies demanding the help of the pupil at home
4. Unavoidable delays or failure of transportation
5. Other circumstances that in the judgment of the principal constitute a justifiable absence from school and for which arrangements have been made with the principal in advance.

Students who miss part of a school day are subject to school attendance policies as outlined in the school policy handbook. This includes adhering to all school check-in and check-out procedures (see #2).

2. Check-in and Check-Out Procedure

Students may NOT leave school during the school day without checking out. If they do so, the absence will be considered a truancy. Students who need to leave school at any time during the day for any reason must go to the attendance office to check out before

leaving the building. Parents must pre-approve any check-out either by phone or with a note.

Students returning more than ten minutes late from lunch must check in at the attendance office; however the absence will not be excused. Students arriving more than ten minutes late to the start of school must check-in with the attendance office and will have five days to have a parent excuse that absence.

No exceptions to the check-in and check-out policy will be made.

3. If students have any unexcused absences from any class, during any term, they will receive a "U" in citizenship. After any unexcused absence the student will be referred for detention and possible suspension.
4. On the fourth excused absence, a student will receive a "U" in citizenship.
5. Students participating in approved school activities (athletics, debate, DECA, etc.) will not be considered absent according to the policy.
6. Students will be considered absent if they are tardy for more than ten minutes of the class.
7. Parents will be notified following the fourth absence and an assigned "U" to enable the student to initiate an appeal if warranted.
8. Excessive absences may require a parent/student/administrative conference to determine a course of action.

C. TRUANCY

1. Truancy is defined as deliberately absence from school and/or class without the knowledge or consent of the parents or the school prior to the absence.
2. Any truancy will result in a student receiving a "U" in citizenship and a truancy citation.
3. A truancy or unexcused absence may be remediated during the term by attending two forty-five minute detention sessions before or after school within 10 school days of the missed class.
4. A student who is habitually truant may be referred to the school resource officer or truancy court.

D. TARDINESS:

1. Students are expected to be in their seats ready to work when the bell rings. Students will be marked absent if they are ten or more minutes late.
2. An unsatisfactory citizenship mark (U) will be given in any class in which a student has more than one tardy per term. Tardies may be remediated by attending one 45-minute detention, before or after school, within ten days of the date the tardy occurred.
3. Students are subject to all other school tardiness policies and procedure.

III. APPEALS PROCEDURE

A. Appeals to prevent loss of citizenship credit for legitimate reasons:

1. If absences are due to verifiable illness or special circumstances beyond a student's control, students may pre-appeal the "U"s during the term in which the absences occur.
2. Appeal forms must be completed and returned to the front office at least one week prior to the end of the term.
3. If the appeal has been approved, the teachers will be notified not to count these legitimate absences toward the citizenship grade.

B. Appealing lost citizenship credit (late appeal).

1. If students feel that they have been denied citizenship credit unfairly due to circumstances beyond their control, they may appeal their case to the appeals board.
2. Appeals will only be accepted during the term immediately following the credit loss.
3. An appeal form can be obtained at the main office, attendance office, U office, or online.

IV. CITIZENSHIP REMEDIATION

A. Citizenship remediation for each "U" may be accomplished in one of the following ways:

1. Attend three hours of detention (four forty-five minute detention sessions).
2. Complete an accredited remediation course to remove one U" per .25 credit course.
3. If a student earns all satisfactory citizenship marks in any given quarter, all "U"s from the previous quarter will be removed.

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: SEVENTH AND EIGHTH GRADE REQUIREMENTS

Murray City School District requires the following courses for 7th and 8th Grade Students*:

Language Arts.....	2.0 units of credit
English 7	1.0 unit
English 8	1.0 unit
Social Studies.....	1.5 units of credit
Utah Studies 7	0.5 unit
U.S. History 8	1.0 unit
Science.....	1.5 units of credit
Integrated Science 7	0.5 unit
Integrated Science 8	1.0 unit
Mathematics.....	2.0 units of credit
Healthy Lifestyles.....	1.5 units of credit
Physical Education 7	0.5 unit
Physical Education 8	0.5 unit
Health Education	0.5 unit
Fine Arts	1.0 unit of credit
Technology Life Careers 7.....	1.0 unit of credit

*This list does not reflect courses required by the individual jr. high schools nor the elective courses offered by the schools.

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Statement of.....

Policy and Responsibility

SUBJECT: STANDARDS FOR ACCEPTANCE AND RECIPROCITY OF CREDITS
EARNED BY STUDENTS

I. BOARD POLICY

It is the policy of the Murray City School District to award and record on a student's transcripts units of credit for the successful completion of district approved courses or subject matter.

II. CREDITS EARNED

- A. Students, including home school students, may earn credit by any of the following methods:
1. Successful completion, as determined by the school, of accredited (Northwest Association of Accredited Schools) secondary school courses.
 2. Successful completion, as determined by the school, of concurrent enrollment classes.
 3. Demonstrated competency of course standards, as determined by the district curriculum team, and verified by the school.
 4. Assessment of course standards, as determined by the district curriculum team, and verified by the school.
 5. The review of student work or projects, consistent with procedures and criteria set by the district curriculum team, and verified by the school.
 6. The successful completion, as determined by the school, of correspondence or electronic coursework offered by accredited education institutes. The student must get prior approval from the school for credits to be accepted.

III. ACCEPTANCE AND RECIPROCITY OF CREDITS EARNED

- A. Murray City School District schools shall accept credits from accredited secondary schools, accredited special purpose schools, and the Utah Electronic High School.
- B. Credits from supplemental education providers and other credit sources shall be accepted with prior written approval from the student's principal or designee. Credits from supplemental education providers shall 1) be aligned with the Utah State Core Curriculum; 2) have course content that matches core course requirements; and 3) have end of course tests that meet or exceed school district assessments.

- C. Credits from supplemental education may be accepted, at the school's discretion, as pass/fail grades.

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Statement of.....

Policy and Responsibility

SUBJECT: MURRAY SCHOOL DISTRICT GRADUATION REQUIREMENTS

Murray School District requires twenty-four (24) credits for graduation.

Language Arts	4.0 units of credit
English 9	1.0 unit
English 10	1.0 unit
English 11	1.0 unit
Course from Applied & Advanced Course List	1.0 unit
 Social Studies	 3.0 units of credit
World Geography 9	0.5 unit
World Civilizations 10	0.5 unit
U.S. Studies	1.0 unit
U.S. Government & Citizenship	0.5 unit
School Discretion (see approved list)	0.5 unit
Course from Approved List	
Science.....	3.0 units of credit
One unit is required in the ninth grade	1.0 unit
One unit is required in the tenth grade	1.0 unit
Foundation Course or Course from Applied & Advanced Course List	1.0 unit
(The science credits must be in two of the four science core curriculum areas.)	
 Mathematics	 3.0 units of credit
Secondary Math 1	1.0 unit
Secondary Math 2	1.0 unit
Secondary Math 3 or Course from Applied & Advanced Course List**	1.0 unit

*Students who successfully complete Calculus meet graduation requirements regardless of the number of math credits they have taken.

Healthy Lifestyles.....	2.0 units of credit
Participation Skills	0.5 unit
Fitness for Life 10	0.5 unit
Health Education	0.5 unit

P.E. Elective Credit (grades 11 or 12) 0.5 unit

Arts	1.5 unit of credit
Computer Technology or Exploring Computer Science.....	0.5 unit of credit
Career and Technical Education (CTE).....	1.0 unit of credit
At least .5 credit is required in grade 10-12	
General Financial Literacy	0.5 unit of credit
Educational Career Field/Elective Credit.....	5.5 units of credit

Students must earn a total of 24 units of credit

American Civics Education Initiative, S.B. 60, was passed in the Utah legislative session of 2015. This law requires the successful passage of a basic civics test or an alternate assessment as a condition of graduation. This requirement applies to any public school student who graduates on or after January 1, 2016, as well as any student enrolled in an adult education program. Per the legislation, the basic civics test will utilize 50 questions from the United States Customs and Immigration Services (USCIS) civics test. *A passing score is 35/50 questions answered correctly.

Students planning to attend a college or university are responsible to contact their counselor to verify their Plan for College and Career Readiness (PCCR) will qualify them for entrance to the college of their choice. Meeting the Murray School District graduation requirements does not guarantee entrance at all colleges or universities.

Students planning to attend a college or university are responsible to contact the college or university to verify their Murray City School District will qualify them for entrance to the college of their choice. Meeting the Murray School District graduation requirements does not guarantee entrance at all colleges or universities. The Murray School District diploma is an accredited diploma.

All credits toward graduation must be earned from institutions accredited by the Advanced Ed and subject to prior approval and review by the Murray District Credit Review Committee.

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Statement of.....

Policy and Responsibility

SUBJECT: STUDENT TRAVEL

It is the policy of the board that school buses or insured commercial carriers should be used for activities involving student travel. The board also recognizes that in some circumstances, the use of private or rental vehicles is necessary. The use of private or rental vehicles to transport students for field trips and activity trips is permitted, subject to the following rules and regulations:

I. Permission of Parent or Guardian

Permission of parent or guardian for student travel on field trips and activity trips is required. For activities involving teams or organizations, parent permission may be obtained for the entire season.

II. Rental or Private Vehicles

Rental or private vehicles may be used to transport students subject to the following conditions:

- a. When the use of a school bus or insured commercial carrier is not feasible nor practical (as determined by the principal);
- b. Students may not be transported in any vehicle designed to transport more than 10 passengers including the driver that is not a school bus.
- c. Under no circumstances may any vehicle originally designed to carry more than 10 passengers be modified, in an attempt to change its capacity. For example, one may not remove seats from a 15 passenger van to reduce its capacity.
- d. All individuals must wear occupant restraints (seat belts) and the driver and passengers must comply with all other applicable state and local laws;
- e. Parents must be informed and give written consent for their students to be transported by adult drivers of private or rental vehicles;
 1. Volunteer drivers must abide by policy PS 967 – School Volunteers
- f. The driver must be an employee of the district or an approved volunteer.

Building administrators are the only individuals who may approve volunteer drivers. In addition, rental or private vehicles may only be used for instate travel. Commercial carriers or school district buses must be used for out-of-state travel. Out of state travel must be approved by the Board of Education as is outlined in policy PS 430 – Overnight Excursions.

III. Student Drivers

Student drivers may not transport other students to any school related function when attendance at the function is required or requested by school personnel.

IV. Employees Driving Personal Vehicles for School Activities

Any school employee that will be driving his or her personal vehicle to transport students (in lieu of driving a district vehicle) must comply with the following requirements:

1. Provide proof of liability insurance coverage and current registration data on the vehicle being driven.
2. The vehicle must have operable seat belts for each passenger.
3. Must complete and pass the USOE Risk Management Defensive Driver test:
<http://risk.utah.gov/driver-video-and-test1.html>

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Statement of.....

Policy and Responsibility

SUBJECT: CONCUSSION AND HEAD INJURY

I. Introduction

Medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in high school athletes. Murray School District, in compliance with Utah State Board of Education Rule 277-614 and based on the model policy issued by the Utah State Office of Education and Utah State Risk Management, has established this protocol to provide education about concussion for coaches, school personnel, parents, and students. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

Murray School District seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

This protocol will be reviewed annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

II. Recognition of Concussion

What is a concussion? A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or loses consciousness. (NFHS "Suggested Guidelines for Management of Concussion in Sports.")

A. Common signs and symptoms of sports-related concussion

- a. **Signs** (observed by others):
 - i. Student appears dazed or stunned
 - ii. Confusion
 - iii. Forgets plays
 - iv. Unsure about game, score, opponent
 - v. Moves clumsily (altered coordination)
 - vi. Balance problems
 - vii. Personality change
 - viii. Responds slowly to questions
 - ix. Forgets events prior to hit
 - x. Forgets events after the hit
 - xi. Loss of consciousness (any duration)
- b. **Symptoms** (reported by student):
 - i. Headache
 - ii. Fatigue
 - iii. Nausea or vomiting
 - iv. Double vision, blurry vision
 - v. Sensitive to light or noise
 - vi. Feels sluggish
 - vii. Feels “foggy”
 - viii. Problems concentrating
 - ix. Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the activity, contest, game, or practice and shall not return to participate until cleared by an appropriate health care professional.

III. Management and Referral Guidelines for All Staff

- A. The following situations indicate a medical emergency and require activation of the Emergency Medical System:
 - a. Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
 - b. Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
 - c. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.

- d. Deterioration of neurological function
- e. Decreasing level of consciousness
- f. Decrease or irregularity in respirations
- g. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- h. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
- i. Seizure activity

B. A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

IV. Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games:

RECOGNIZE • REMOVE • REFER

A. *Recognize concussion*

- a. All educators and agents of the LEA should become familiar with the signs and symptoms of concussion that are described above.
- b. Educators and agents of LEAs shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.

B. *Remove from activity*

- a. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the activity or sporting event and shall not return to participate or play until cleared by an appropriate health care professional.

C. *When in doubt, sit 'em out*

- a. *Refer the athlete/student for medical evaluation*
- b. The agent of the LEA is responsible for notifying the student's parent(s) of the injury.
 - i. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
 - ii. A medical evaluation is required before returning to play.
 - iii. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to MD):
 - 1. The LEA's agent should insure that the student will be with a responsible individual, who is capable of monitoring the

- student and understanding the home care instructions, before allowing the student to go home.
2. The LEA agent should continue efforts to reach a parent.
 3. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. An LEA's agent should accompany the student and remain with the student until a parent arrives.
 4. The LEA's agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Students with suspected head injuries shall not be permitted to drive home.

- c. LEA agents should seek assistance from the host site certified athletic trainer (ATC) or team physician, if available, at an away contest if the injury occurs at a formal athletic contest.

V. Return to Play (RTP) Procedures After Concussion

- A. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
 - a. Asymptomatic at rest and with exertion (including mental exertion in school)
AND
 - b. have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).
- B. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below.
- C. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
- D. Stepwise progression as described below:
 - Step 1.** Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - Step 2.** Return to school full-time.
 - Step 3.** Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.

Step 4. Running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact training drills in full equipment. Weight training can begin.

Step 6. Full contact practice or training.

Step 7. Play in game. Must be cleared by physician before returning to play.

The student should spend 1 to 2 days at each step before advancing to the next.

If post-concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.