



Policies & Procedures

The education of your child is a partnership between the school and the parents. We want you to be part of this process. Please understand that we will enforce these rules, policies, and procedures at school. This will enhance your student’s safety and the learning process.

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Please read the following rules, policies, and procedures. At the end of this document, you will be asked to sign that you have read, understand, and accept responsibility regarding this notification.

MURRAY CITY SCHOOL DISTRICT

NUMBER:	PS 401
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REVISION:	03/05/2015
PAGES:	2

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 Utah Code Ann. § 53A-11-101.5 directs parents to require their children between the ages of six and eighteen years of age 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.

All matters pertaining to daily attendance, tardiness, excuses, and similar matters are the responsibility of the principal in accordance with Utah State Law. (From PS 406 - Student Placement/Attendance) Classroom teachers are responsible for accurate daily attendance recording.

- B. Online access to check grades and attendance is available. Parents/Guardians should contact the school directly to get a username for the online system.
- C. Legitimate Absences are:
1. Personal illness of pupil
 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. Family event (parent note required)
 6. Healthcare provider visit (parent note required)
 7. 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
- D. Absences for reasons other than those listed above will be considered as unexcused absences.

- E. 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 - Murray High School Citizenship Credit Requirements for Graduation.
- F. 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.
- G. Secondary Requirements
1. Individual teachers will develop grading and credit guidelines that reward academic achievement (See policy IN 307 - Disclosure Requirements). Teachers will be required at the beginning of the year for year-long classes and the beginning of the semester for semester classes 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 or designee. Schools will communicate to the parent, student performance and attendance patterns throughout the term (See policy PS 424 – Reporting of Student Progress).
 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. Students are to remain at school unless checked out through the attendance or main office using school procedures.
 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 (See policy PS 436.1 - Truancy)

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: SAFE AND ORDERLY SCHOOLS

This policy is enacted to create a safe and orderly school for students, staff and patrons at school and school sponsored activities. This policy provides guidance for the appropriate handling of any situation that: (1) could place students, staff, or patrons, at **risk of harm** or in **imminent danger** and (2) will foster a positive, orderly learning environment. Student acts of disobedience, defiance, violence or criminal behavior such as: physical assault; possession, display, or use of a weapon or facsimile; threats against life or property; gang activity that places any person at risk or harm or in imminent danger; distribution, possession, or use of controlled substances; or any other act that creates a hostile environment or requires a law enforcement investigation are prohibited in all Murray City School District schools. These acts are prohibited on school grounds, to and from school, at school-sanctioned activities (including summer, weekend, and after school hours activities), or when students are being transported in vehicles dispatched by the district.

The Safe and Orderly Schools policy is to be used in conjunction with and as an extension of the Student Discipline policy.

I. GROUNDS FOR SUSPENSION/CHANGE IN PLACEMENT FROM SCHOOL/EXPULSION

- A. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, beliefs, or morals of other students or school personnel or to the operation of the school;
- B. The commission of an act involving the use or force or threatened use of force.
- C. The Possession or control of a Category 2 weapon or facsimile. A Category 2 weapon includes any weapon, material, or substance, animate or inanimate, which is capable of **causing bodily injury**. Category 2 weapons include, but are not limited to, knives with blades of less than four (4) inches and leather man tools.
- D. The possession or use of a drug or controlled substance, an imitation controlled substance or drug paraphernalia;
- E. Repeated threats to the Same Individual
- F. The sale, control, or distribution of a drug or controlled substance, an imitation controlled substance or drug paraphernalia;
- G. The possession or control of a Category 1 weapon or facsimile, explosive, or flammable material or other serious violation affecting another student, staff

member or patron. A category 1 weapon includes any weapon, device, instrument, material, or substance, animate or inanimate, which is used for, or readily capable of, causing death or serious bodily injury. Category 1 weapons include any firearm or device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive. It also includes any knife with a blade four inches or longer and any object used in a threatening or destructive manner.

- H. An assault which causes serious bodily injury to another student, staff member or patron.
- I. Terroristic threats.

II. IMPLEMENTATION PROCEDURES/GUIDELINES

A. District Guidelines for *Safe Schools Policy*

1. Each school will provide a copy of the *Safe Schools Policy* to new and continuing students and their parent(s)/guardian(s) at the beginning of each school year and to transfer students at the time of their enrollment in the school (see Section X - Dissemination and Communication of the *Safe Schools Policy*). This will be done online for those who register online.
2. During the time any student has violated the *Safe Schools Policy* and has been suspended or placed on alternative study outside the school, the student is not to be on campus, or be a spectator or participant in any school function.

III. CONSEQUENCES

Consequences of a school safety violation described in sections I.A., I.B., I.C. of this policy are outlined below. All students will be provided an opportunity for due process. Violations of these sections do not carry over from year to year.

A. First Violation

1. Law enforcement referral (if appropriate).
2. Immediate notification of parent(s)/guardian(s). The student and/or parent(s)/guardian(s) will be given the opportunity to respond to the allegation.
3. Suspension of 5-20 school days.
4. Mandatory parent/guardian conference.
5. Exclusion from participation in elected or appointed office or extracurricular activity during the suspension.

B. Second Violation

1. Law enforcement or juvenile court referral (if appropriate).
2. Immediate notification of parent(s)/guardian(s). The student and/or parent(s)/guardian(s) will be given the opportunity to respond to the allegation.
3. Suspension of 20-60 school days.
4. Mandatory parent/guardian conference and behavioral contract drawn up by parents, student, and school personnel.
5. Parent(s)/guardian(s) 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 during the suspension.

C. Third Violation

1. Law enforcement or juvenile court referral (if appropriate).
2. Immediate notification of parent(s)/guardian(s). 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 or placed on alternative study for 180 school days may have his/her suspension or alternative study program reviewed after 90 school days (and every 45 school days thereafter as needed). (See Section VII.)

IV. CONSEQUENCES - Possession or Use of a Drug or Controlled Substance / Repeated Threats to the Same Individual

Consequence of a school safety violation described in Section I.D or I.E of this policy are outlined below. All students will be provided an opportunity to 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(s)/guardian(s). The student and/or parent(s)/guardian(s) will be given the opportunity to respond to the allegation.
3. Suspension of 10-30 school days.
4. Mandatory parent/guardian conference and behavioral contract drawn up by parent(s)/guardian(s), student, and school personnel.
5. Parent(s)/guardian(s) and student must attend and complete an intervention program and show written evidence that it has been completed.
6. Exclusion from participation in elected or appointed office or extracurricular activity during the suspension.

B. Second Violation

1. Law enforcement or juvenile court referral.
2. Immediate notification of parent(s)/guardian(s). 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 days.
4. Exclusion from extracurricular activities and elected or appointed office activities during the suspension.
5. A student suspended or placed on alternative study for 60 school days may have his/her suspension or alternative study program reviewed after 30 school days. (See Section VII.)

C. Third Violation

1. Law enforcement or juvenile court referral.
2. Immediate notification of parent(s)/guardian(s). 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 or placed on alternative study for 180 school days may have his/her suspension or alternative study program reviewed after 90 school days (and every 45 school days thereafter as needed). (See Section VII.)

V. CONSEQUENCES - Distribution of Illegal Substances, Possession / Use of Category 1 Weapons and Serious Assault/Terroristic Threat

Consequences of a school safety violation described in Section I.F., I.G., I.H., or I.I. 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(s)/guardian(s). 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 days.
4. Exclusion from extracurricular activities and elected or appointed office activities during the suspension.
5. A student suspended or placed on alternative study for 180 school days may have his/her suspension or alternative study program reviewed after 90 school days (and every 45 school days thereafter as needed). (See Section VII.)

VI. PROCEDURE FOR SUSPENSION/CHANGE IN PLACEMENT OF A STUDENT/EXPULSION

- A. If a student is suspended under this policy, the principal shall immediately notify the parent(s)/guardian(s) of the student of the following:
 1. the student has been suspended;
 - a. the grounds for the suspension;
 - b. the period of time for which the student is suspended; and
 - c. the time and place for the parent or guardian to meet with the principal to review the suspension.
- B. A suspended student shall immediately leave the school building and the school grounds following a determination by the parent or guardian of the student and the school of the best way to transfer custody of the student to the parent or guardian.

- C. A suspension may not extend beyond ten school days unless the student and the student's parent(s)/guardian(s) have been given a reasonable opportunity to appear before the principal to respond to the allegations and proposed disciplinary action.
- D. If a student is expelled from school under the *Safe Schools Policy* for more than ten days, the parent(s)/guardian(s) is responsible to see that the state's compulsory education laws are complied with during the period of expulsion. The parent(s)/guardian(s) shall work with the school district to determine how that responsibility might best be met through either private education, an alternative program offered by or through the district, or other alternative which will reasonably meet the needs of the student.
- E. If a student under the age of 16 is expelled from school for more than ten days, the district shall contact the parent(s)/guardian(s) of the student at least once each month to determine the student's progress. If the district determines that the student is not making satisfactory progress, it may enlist the cooperation of the Division of Child Family Services, the juvenile court, or other appropriate state agencies.

VII. REDUCTION OF SCHOOL DAY SUSPENSION/CHANGE OF PLACEMENT/EXPULSION

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:

- A. Written request submitted to the Director of Student Services;
- B. 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.
- C. 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.
- D. The hearing panel shall submit a recommendation to the superintendent of schools.
- E. The superintendent shall determine, on a case-by-case basis, that a reduction in the suspension is appropriate. The superintendent's decision is final.

VIII. MODIFICATION OF CONSEQUENCES

The superintendent may modify the consequences imposed on the student if it is in the best interest of both the student and the district.

IX. DUE PROCESS

When student behavior or actions are sufficiently disruptive to violate the *Safe Schools Policy*, appropriate action must be taken. However, this action must comply with the "Due

Process” provision of the Fourteenth Amendment to the United States Constitution. Due process is the procedure followed by the Board of Education and the school administration to protect the rights of the students and employees when a problem arises. This procedure is an administrative action, not a judicial action and requires “fairness” and “reasonableness” in all actions taken.

The basic requirements of due process include:

- A. Investigate objectively the charges against the student;
- B. Explain the charges and the supporting evidence to the student. Whenever possible, facts shall be obtained from those who directly observed the incident;
- C. Conduct a hearing with students and parent(s)/guardian(s) so that each party may have the opportunity to present his/her side of the incident; and
- D. Provide the right to appeal the decision to a panel of district level administrators chaired by the Director of Student Services.

X. DISSEMINATION AND COMMUNICATION OF THE SAFE SCHOOLS POLICY

The *Safe Schools Policy* will be disseminated and communicated to the students, parents, and community in the following ways:

- A. Shared with all school staff, both professional and non-professional, through a written memorandum or other formal document.
- B. Portions of the policy that directly affect students shall be included in the student handbook.
- C. Special rules for participation on school teams or in school programs will be stated in writing, given to students, and reiterated orally by the coach or program advisor.
- D. On an annual basis, parents will be informed of this policy by a mailing or as part of an online registration. The policy will also be published in local school handbook.

MURRAY CITY SCHOOL DISTRICT

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PAGES:	3

Statement of.....

Policy and Responsibility

SUBJECT: MURRAY CITY SCHOOL DISTRICT STUDENT DRESS CODE POLICY

I. Purpose

Student dress should promote and maintain a healthy and focused educational environment where students are safe and happy. The dress code should not interfere with the learning environment.

The primary responsibility for a student's attire resides with the student and parent(s) or guardian(s). The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student at school and while participating in school-sponsored activities. The school district and individual schools are also responsible to ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, household income, and personal style.

School administrators are responsible for the implementation and enforcement of student conduct, dress, and appearance standards contained in this policy. ***The legal concept of "reasonableness" shall be the guiding principle in the application and discipline of student conduct, dress, and appearance.*** Adherence to the conduct, dress, and appearance standards will be the responsibility of the student and their parent(s) or guardian(s). School administrators will have final judgment on all matters concerning the interpretation of student conduct, dress, and appearance.

Our values are:

- All students should be able to dress comfortably for school without fear of discipline or body shaming.
- All students and staff are responsible for managing their own personal distractions without regulating other individual students' clothing/self-expression.
- Students should not face unnecessary barriers to school attendance and learning opportunities, enabling teachers to focus on teaching.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

II. Definitions

Chest -The front surface of a human body enclosed by ribs and sternum.

Torso - The human body apart from the head, neck, arms, and legs.

Legal Concept of Reasonableness - Rational, appropriate, ordinary, or usual in the circumstances.

Safety Risk - The risk of harm to self or others.

Disruption to the Learning Environment - Reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or deal with student confrontations or complaints.

Head Coverings - Hats, beanies, religious headwear, durags, scarfs, bandanas, and hoodies as long as the face is visible, it does not interfere with a line of sight to the student or staff, is not a disruption to the learning environment and does not pose a safety risk.

Gang Symbols - Any article of clothing, badge, sign, lettering, jewelry, emblem, symbol, or other personal display or adornment, which is intended by the students, or is recognized or acknowledged by students or law enforcement to designate a gang symbol or to signify affiliation with, participation in, or approval of a gang.

Apparel and accessories advocating illegal or inappropriate behavior or language – Examples to consider include clothing or jewelry that displays obscene, profane, vulgar or pornographic words or images; that advertises or promotes racism, violence, hate groups, or the illegal use of drugs, alcohol, or tobacco products, or contains language, images, or symbols of a sexual/sexist nature.

Undergarments - Anything traditionally worn under the clothing (i.e. boxers, sports bras, bralettes, swimsuits, etc.)

III. Dress and Appearance Standards

Basic Principle: Certain body parts must be covered for all students

Clothes must be worn in a way so that the chest, buttocks, and genitals are covered with a fabric that is not see-through. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

A. Students Must Wear:

- Tops should cover undergarments with a front, back, and sides. It must be connected by a strap or sleeve over the shoulder and cover the majority of the torso.
- Bottoms should cover undergarments, buttocks, and genitals while standing and sitting.
- Shoes appropriate for the day's activities.

B. Students May Wear:

- Head coverings.
- Jewelry and/or accessories that are not a disruption to the learning environment and that does not pose a safety risk.

C. Students May Not Wear:

- Undergarments as outerwear
- Apparel and accessories advocating illegal or inappropriate behavior or language.
- Sunglasses
- Gang symbols

IV. Dress Code Enforcement

- School administrators are responsible for ensuring that the school dress code is consistent, fair, and implemented without ridicule, humiliation, or embarrassment of a student.
- School dress code enforcement actions should minimize the potential loss of education time.
- School-directed changes to a student's attire should be least restrictive and non-disruptive to the student's education time.
- Failure to comply should be consistent with a school's overall discipline plan
- Parent(s)/Guardian(s) may be contacted.

V. Training for Administrators, Teachers, and Students

Murray City School District's dress code is most effective when school administrators and teachers are taught to understand and embrace the intent of the code, how to apply and enforce the code equitably, and how to talk about the dress code and the reasoning behind it.

Administrators and educators will be trained regularly and able to use positive language to explain the code and address code violations.

Administrators are responsible to educate students annually.

VI. Communication to Parents

The dress code will be available to the parents annually through the registration process and on the district website.

MCS D DRESS CODE REVIEW GUIDE



Student dress should promote and maintain a healthy and focused educational environment where students are safe and happy.

Student dress should not interfere with the learning environment. The school district and individual schools are also responsible to ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, household income, and personal style. The primary responsibility for a student's attire resides with the student and parent(s) or guardian(s).

School administrators are responsible for the implementation and enforcement of student conduct, dress, and appearance standards contained in this policy. **The legal concept of "reasonableness" shall be the guiding principle in the application and discipline of student conduct, dress, and appearance.** School administrators will have final judgment on all matters concerning the interpretation of student conduct, dress, and appearance.



**See Board Policy PS 426 Student Dress Code Policy for additional information.*

Dress and Appearance Standards are as Follows...

Clothes must be worn in a way so that the chest, buttocks, and genitals are covered with a fabric that is not see-through. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

1

STUDENTS MUST WEAR...

- Tops should cover undergarments with a front, back, and sides. It must be connected by a strap or sleeve over the shoulder and cover the majority of the torso.
- Bottoms should cover undergarments, buttocks, and genitals while standing and sitting.
- Shoes appropriate for the day's activities.

2

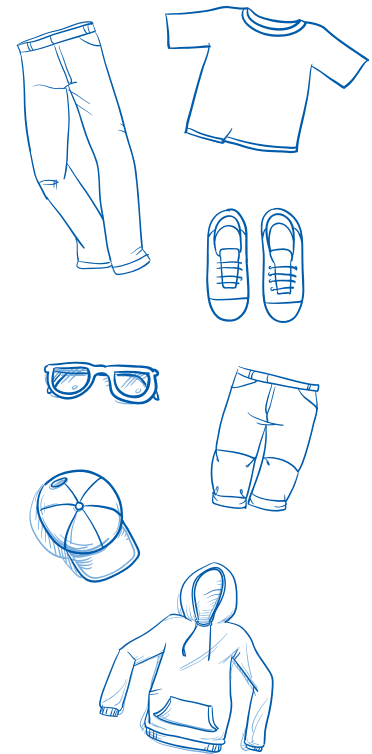
STUDENTS MAY WEAR...

- Head coverings - Hats, hoodies and other headwear as long as the face is visible, it does not interfere with a line of sight to the student or staff, is not a disruption to the learning environment and does not pose a safety risk.
- Jewelry and/or accessories that are not a disruption to the learning environment and that does not pose a safety risk.

3

STUDENTS MAY NOT WEAR...

- Undergarments as outerwear
- Apparel and accessories advocating illegal or inappropriate behavior or language.
- Sunglasses
- Gang symbols



For more information, contact your local school principal.

BUS SAFETY POLICY

Riding the bus is a privilege, not a right. Students must conform to established rules of behavior and regulations governing students on buses. Failure to follow the bus driver's directions or instructions could result in the loss of the privilege to ride the bus to and from school. Due process is provided to any student who is denied riding privileges due to breach of conduct.

Transporting students to and from school is a major focus of Murray School District. In order to transport students in a safe manner the State of Utah and Murray School District have developed rules for riding school buses in the district. Please take time to review these rules with your children before the first day of school so all students may ride safely.

1. Students are expected to be at the bus stop five (5) minutes prior to the bus arrival time. In fairness to other students, buses cannot wait for students who are late.
2. Students are expected to go promptly to the bus after school. Seven (7) minutes are allowed for loading and then the bus must leave in order to stay on schedule.
3. By law, students must remain in their seats at all times.
4. The bus cannot start moving until all students are safely in their seats.
5. All students' feet should be on the floor, not on the seats. Students should not stand on bus seats, nor stand on the back of seats.
6. Eating or drinking on the bus is not allowed. Our buses are cleaned daily and we try hard to keep them looking good. Drinks and treats can cause hours of additional work for bus drivers to clean their buses.
7. Keep arms, hands, elbows, and heads inside the bus at all times. Do not yell or shout inside or outside the bus. Throwing things out of the bus windows is against the law.
8. Do not destroy bus seats. It is very costly to replace seats in the buses. Students caught doing damage to seats will be required to pay for the damage or repair.
9. If the driver assigns a seat to a disruptive student, the student must remain there until the bus driver gives approval to move somewhere else. Failure to obey the bus driver is just like disobeying a teacher or principal. Students will be denied the privilege to ride the bus if disruptive behavior persists.
10. Students should not stand on the steps while the bus is in motion. The engine cover is off limits to students.
11. Buses will stop only at authorized stops. Please do not ask drivers to make exceptions.
12. In order to insure the safety of all students, the following items are NOT ALLOWED on buses:

ANIMALS (dead or alive) * LARGE MUSICAL INSTRUMENTS (i.e. Tuba, Bass, Cello, Guitar, and large Drums), *LARGE PROJECTS (bigger than what fits on the lap) * SKIS * SKATE BOARDS * ROLLER BLADES * FIRE ARMS * KNIVES * WEAPONS * BREAKABLE CONTAINERS *
*FLAMMABLES *

EXPLOSIVES/FIREWORKS of any type, or any other article which could adversely affect the safety of the bus passengers and drivers

Murray City School District

Student Injuries and Insurance

Dear Parent/Guardian,

The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive.

Please know that the Murray City School District DOES NOT assume responsibility for these costs.

MCSD no longer has the opportunity to offer an optional, low-cost insurance service. Please make sure you have appropriate medical/health insurance that covers your student from these kinds of injuries/accidents at school. More specifically, if your student is involved in district sports of any kind, please have them covered with appropriate insurance for sports injuries. This may mean extra coverage.

If you have any questions, please feel free to contact me.

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