

Murray High School

Code of Conduct

<u>2023-24</u>

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MISD Student Code of Conduct

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's Code of Acceptable Behavior and Discipline, and each principal shall be responsible for administration and implementation of the Code within each school. The principal shall apply the Code uniformly and fairly to each student without partiality or discrimination.

The principal of each school, or school council in schools with SBDM (School Based Decision Making), shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the Code.

REFERENCES:

KRS 158.148 KRS 160.290 KRS 161.180

RELATED POLICY:

09.438

Adopted/Amended: 2/18/1999

Per MISD board policy, the linked <u>MISD Code of Acceptable Behavior</u> was created to define MISD behavior policies. See that document for the following information:

- Rights of Students, Parents, Staff and Personnel
- Definitions of Acceptable Behavior and Discipline
- Disciplinary Violations
- Bus Safety Procedures
- Notification of FERPA (Family Educational Rights and Privacy Act) Rights
- Student Records
- Protection of Pupil Rights Amendment (PPRA) Rights
- Child Find Resources
- Right to Request Teacher Qualifications
- Agreement Signature Form

Conduct General Policy

This Murray High School Conduct Code was further developed by a committee of students, teachers, and administrators in the school. A Student Code of Conduct is established to provide information to all stakeholders about both acceptable behaviors, their responses, and possible disciplinary outcomes to unacceptable behavior. While the following is a list, no code can be comprehensive for all behaviors.

Please note:

- Murray High administration, composed of the school principal and the assistant principal, reserves the right to handle any discipline beyond the scope of those below at their discretion.
- All disciplinary events will be logged into an online application that allows staff to maintain an accurate record of behavioral issues for each student at Murray High School.

The following abbreviations will be used to identify stakeholders' responsibilities:

SR = Student Responsibility

TR = Teacher Responsibility

AR = Administration Responsibility

Academic and Discipline Consequences

Mandatory Classroom Tutoring

Mandatory classroom tutoring may be assigned for 15 or 30 minutes per teacher decision. Students will be given a minimum of two dates/times to attend the mandatory tutoring. Teachers may assign students to attend mandatory tutoring for a variety of reasons that include, but are not limited to:

- not completing work
- failing grades
- extra hall passes

SR: Attend the mandatory classroom tutoring at the communicated time. TR: Communicate the length of tutoring and the date(s)/time(s)/place the student may attend. While not required, teachers are encouraged to host their own mandatory tutoring.

Classroom Detentions

Classroom Detentions may be assigned for 15 or 30 minutes per teacher decision. Classroom Detentions will not be listed as a behavior event. Students will be given a minimum of two dates/times to serve the classroom detention. Teachers may assign students to classroom detention(s) for a variety of reasons that include, but are not limited to:

- Minor classroom disruptions
- Unprepared for class
- Sleeping in class

SR: Attend the mandatory classroom tutoring within the communicated time. TR: Communicate the length of the detention and the date(s)/time(s)/place the student may attend. In the event a teacher is not comfortable hosting the classroom detention, they may make arrangements with the teacher(s) who host AM/PM Detentions or administration to host the classroom detention. Teacher will also submit the classroom detention as a discipline referral event through the office behavior referral system.

Lunch Detentions (LD)

Lunch Detention will be used as a consequence by the administration and shall be held every day. Students assigned to Lunch Detention will be notified by an administrator prior to their lunch period. Students are to report directly to the detention room. Anyone tardy to detention will not be admitted and will be considered failing to attend.

SR: Attend the mandatory lunch detention within communicated time. AR: Administration will communicate assigned date range prior to fourth period of the first date.

AM Detention

Students may be assigned to a before or after school detention for behavior consequences. AM school detentions are offered on Monday through Thursday mornings from 7:30 - 8:00 (Room 103 or 205). Anyone who shows up late to the detention will not be admitted and will be considered failing to serve the detention.

Unexcused absences on assigned detention dates will be considered failing to attend.

SR: Students are responsible to know when/where they may attend the assigned detention and to arrive on time.

AR: Administration will communicate a minimum of two options for the student to serve the detention.

Alternative Room (A-Room)

Alternative Room (A-Room) placement requires students to report directly to the A-Room (Room 600) upon entering the school building and remain there until dismissal. Students will leave campus after the assigned day is completed unless given Administrative permission. Students placed in A-Room will have assignments sent to them by their teachers. Students are expected to follow all rules of A-Room.

SR: Report to A-Room when they enter the school building and follow A-Room rules/expectations.

AR: Administration is responsible for communication of the assignment to A-Room to all stakeholders in a timely manner. This includes advanced notification to teachers (the day before the student will be in A-Room wherever applicable) that their student will be in the A-Room in order to provide instructional materials for the student.

Suspension

Student suspensions will be communicated to both student and parents after a disciplinary event that merits that level of response. Students will not be eligible to make up class assignments or assessments that are missed due to suspension nor are they eligible to participate or attend school activities such as sporting events, band or club events. Student attendance of extra-curricular practices will be established by those coaches or sponsors in conjunction with administration.

Expulsion

Student expulsion is a MISD school board decision which requires a board hearing with the stakeholders involved. Expulsion rules and procedures are established board policy.

1) Absences, Hall Passes, Tardy Events

<u>Absences</u>

Any student absence should include a parent email or phone call to the school prior to 10:00. If no contact is made, the student is listed as unexcused for the day and the parent will receive an automated phone call.

The two types of absences are as follows:

Unexcused absences

- The general rule is that unexcused, missing work or assessments receive zero credit.
 - Teachers may allow student work to be made up as it follows in their course syllabus.
- For suspension absences, missed work or assessments will receive zero credit in IC (Infinite Campus).

Excused absences

- Students should check on any assignments or assessments, with each teacher, AND complete the preplanned absence form before a preplanned absence.
- Students should contact their teachers as soon as possible if they are excused but not preplanned.
- Student work assigned prior to an absence should be returned on the date of return from any school sponsored trip or preplanned absence unless an alternate agreement is established with the teacher.
- For assigned work missed during an absence, students have the number of days missed plus one additional day to make up work unless an alternate agreement is established with the teacher.

SR- Students should communicate any absences to teachers prior to absence, if preplanned, or the day of an absence if unplanned. They should also make arrangements for all missing assignments with each teacher impacted.

TR- Contact both student and parent via email or Google Classroom with information about assignments, the timeline for new assignments, and any assessment information.

(1-A) Hall Passes

Student hall passes are based on teacher established procedures or at their discretion. Any medical related issue that would require other accommodations should be cleared with the school nurse and then with individual teachers.

Any Hall Pass beyond teacher established procedures may include a teacher imposed 15minute Mandatory Classroom Tutoring per hall pass.

Failure to attend mandatory classroom tutoring may be considered failing to attend a classroom detention (see 12-B Failure to Attend Classroom Detention policy below).

SR: Attend mandatory classroom tutoring as assigned by teacher.

TR: Communicate/Host the mandatory classroom tutoring. Complete and enforce missed classroom tutoring as outlined in that section of the handbook.

(1-B) Classroom Tardy Events

Students must report to class prior to the designated tardy bell for each class period. Tardy will be defined as failure to be in the classroom before the bell rings. Events will be counted cumulatively per semester without regard to class period. The number of tardy events will reset at the beginning of each semester.

1st through 3rd Offense = Digital Warning (marked unexcused tardy in Infinite Campus) 4th Offense = 1 day of Lunch Detention 5th Offense = 3 days of Lunch Detention 6th Offense = 1 AM Detention 7th Offense = 2 AM Detentions 8th Offense and above = Creation of behavior plan for student made with administration and parent/guardian

SR: Report to class prior to tardy bell. Failure to do so results in the above actions for which the student is responsible to attend the communicated detention(s).

TR: Mark unexcused tardy events in Infinite Campus in a timely manner.

AR: Administration is responsible for tracking unexcused tardy events and communicating consequences to all stakeholders.

(1-C) Skipping Class

Skipping class is defined as intentionally missing any portion of a class without an official excuse. Official excuses can only be given by administrators, teachers, and office staff. Missing 5 or more minutes of the beginning of a class is also considered skipping. Examples include, but are not limited to:

- Asking to go to one place, but going to another
- Extended time away from class for an excused reason (a 25-minute trip to one's locker)
- Loitering in areas off limits to students during class time without permission and/or supervision.
- Leaving the school building for any reason without permission and/or supervision

Whether or not a student has skipped class shall be left to the teacher's discretion. Disciplinary action for skipping class is as follows:

1st Offense = 2 days in A-room

2nd to 4th Offense = 3 days in A-Room

5th+ Offenses = Administrative discretion (not to be less than previous disciplinary actions)

Each skipping offense shall be considered separately. Multiple offenses shall not be given less disciplinary action than the sum of each single offense.

SR: Report to office immediately and seek assistance from administrator or counselor.

TR: Report missing student to office and submit discipline referral form.

AR: Assignment and communication of disciplinary action to all stakeholders.

2) Academics

Academic issues such as cheating or plagiarism are handled by classroom teachers at their discretion in regards to how to address any issue with assignments or assessments impacted.

(2-A) Academic Dishonesty

Academic issues such as cheating or plagiarism are addressed in this section. Based upon the offense and its severity, consequences may range from a warning and a zero for the assignment to academic probation and the potential loss of academic honors.

Cheating shall include but is not limited to:

- Copying assignments from other students or allowing another student to copy one's work.
- Copying or obtaining assignments from the internet and passing them off as one's own work.
 - Such as using an AI-content generator (such as ChatGPT) to complete coursework
 <u>without proper attribution or authorization</u> is a form of academic dishonesty. If you are
 unsure about whether something may be plagiarism or academic dishonesty, please
 contact your instructor to discuss the issue.
- Posting completed assignments or answers to any electronic network or website without authorization from the instructor.

- Posting assignments online with the intent of receiving answers from an unauthorized third party.
- Using unauthorized 'cheat sheets' or 'crib notes' on a quiz or test.
- Using a calculator when a calculator is not authorized.
- Using any unauthorized website, computer program, or text generator to produce answers or documents which are not the product of a student's own intellectual effort.
- Taking, possessing, or sending a picture of a completed or partially completed classroom assignment for the purpose of copying it or allowing it to be copied.
- Unauthorized use of <u>any</u> electronic device (including, but not limited to a cellular telephone, electronic tablet, or smartwatch) on a quiz or test.

SR: Students are expected and required to do their own work.

TR: Teachers are to carefully document instances of cheating, marking the offense with CH in Infinite Campus and completing the proper Academic Probation paperwork if warranted. Teachers should also complete a digital disciplinary referral and notify parents of the event. Each of the student's instructors, extracurricular sponsors, and coaches have been informed of the issue.

AR: School Administration will be informed about issues and will address any disciplinary referrals.

3) Behavior Events

School behavior events will be addressed by school administration with parent contact to follow once all investigation is completed. Disciplinary outcomes may include all the Academic or Disciplinary consequences seen listed under number one above. Below are both the administrative and then teacher documented events with many overlapping depending on time, severity, and witnesses. Teachers are to document discipline in IC and will receive notice that individual situations have been addressed.

Behavior Offenses, to be addressed by administration, include the following on the Behavior Matrix seen at the end of this document:

- Excessive tardiness to class or school
- Skipping class or school may include leaving campus without excuse
- Smoking/use/possession of tobacco products or associated paraphernalia, ecigarettes (all types)
- Inappropriate behavior or physical contact (bullying, hazing, sexual advances)
- Public Display of Affection
- Use of Profanity in school setting
- Dress Code violation
- Technology or Chromebook violation
- Cell phone or Technology Misuse beyond classroom violation
- Cell phone violation
- Theft
- Parking lot violation (driving, damage, etc.)
- Classroom disruption (defiance, threat, or abuse of a teacher/student)
- Destruction of School Property of any nature

- Possession of a weapon of any form
- Fighting includes any student who creates physical contact or retaliates in a fight.
- Possession or use of alcohol or drugs
- Failure to serve assigned detention
- Bus disturbance
- Cheating/Plagiarism
- Failure to follow staff instruction
- Threat against school, student(s) or staff

(3-A) Classroom Behavior

Class behavior events, to be addressed by teachers or staff, may include but are not limited to the following:

- Public Display of Affection
- Skipping class or school may include leaving campus without excuse
- Technology or Chromebook violation
- Use of Profanity in school setting
- Cell phone violation
- Theft
- Classroom disruption (defiance, threat, or abuse of a teacher/student)
- Fighting or Inappropriate behavior or physical contact
- Failure to follow staff instruction

All these events are also addressed below but multiple infractions and events seen as outside the bounds of those listed here are subject to administration discretion.

4) Dress Code

(4-A) Clothing, accessories, and/or cosmetics which constitute a risk of distraction to the educational process or environment

Student dress should be appropriate for the educational environment so as not to be a distraction to learning. Inappropriate attire shall be determined by the staff and administration. Violations may include but are not limited to:

- Limited exposure of skin on the upper torso including shoulders, upper arms, and midriff. *(Exposed skin around waistline when standing or sitting is not acceptable)*
- All shorts are to be modest length and acceptable for wear in an educational setting. Similarly, any torn or ripped jeans need to have those rips below a modest length.
- Sheer or revealing clothing
- Pajamas, house shoes, blankets *
- Clothes with drug, alcohol, or sexual references
- Hats, sunglasses, bandanas, or hoods *
 *Except when celebrating specific, announced Spirit Days.

1st Offense = Digital Warning noted in behavior tab of Infinite Campus, parent contacted, & compliance with dress code

2nd Offense = 1 day Lunch Detention, parent contacted, & compliance with dress code

3rd Offense = 2 days Lunch Detention, parent contacted, & compliance with dress code 4th Offense = 5 days Lunch Detention, parent contacted, & compliance with dress code 5th Offense and Above = Creation of behavior plan for student made with administration and parent/guardian

SR: Ensure compliance with dress code policy prior to arriving at school. Upon violation, it is the student's responsibility to immediately comply with the dress code policy by changing into appropriate clothes. It is also the student's responsibility to report to any and all LD days assigned.

TR: Report any dress code violations to administration.

AR: Enforce dress code compliance. Assign consequences and communicate them to all stakeholders.

5) Food/Drink

(5-A) Food and Drink

Food and drink should be consumed in the cafeteria only unless given permission by a staff member.

Water bottles are permitted, according to the student created policy, in class but must be kept away from Chromebooks and lab computers. All containers must be leak-proof and resealable and sealed at all times, unless the student is actively consuming water.

• If using a reusable water bottle, the bottle must be empty upon morning arrival and may be filled up using the water fountains. *These may be checked at bag check and should be emptied if containing any type of beverage.

• Students may bring single use water bottles if they are unopened upon morning arrival. Students are not permitted to leave the school grounds for lunch or have lunch delivered to school. Students may bring leftover food to school for their lunch if contained inside their lunchbox.

6) Electronic Devices

(6-A) Cell Phones, Electronic Devices, and Accessories

Students are permitted to have their cell phone, electronic devices, and accessories (including, but not limited to, headphones, Smart Watches, and gaming controllers) at school but must leave these items in the teacher's designated area (charging station, back of room counter, etc.) during instructional times when directed to do so.

Cell phones, electronic devices, and accessories may be used during non-instructional time (hallways during transition, cafeteria, before and after school).

Students are prohibited from videotaping or taking pictures without permission at any time. Students who are found to be using their cell phone or electronic divides in an unlawful manner will be reported to the proper authorities.

Violations will result in the following: 1st Offense = 1 day lunch detention 2nd Offense = 2 days lunch detention 3rd Offense = 5 days lunch detention 4th Offense = 1 day of AM detention 5th Offense and above = Creation of a behavior plan for students made with administration and parent/guardian

SR: Follow prescribed device use policy and teacher direction if they violated said policy.

TR: Submit office discipline referral

AR: Assignment and communication of disciplinary action to all stakeholders.

(6-B) MHS Technology or Chromebook Policy

Students are provided with a school-owned Chromebook and charger at the beginning of their school year at Murray High. The student must complete a School District Acceptable Use application and they are responsible for all use and possible damage to their assigned device and the loss of their assigned device. Any damage should be reported immediately so the technology staff may address the issue. Students and guardians are responsible for repair costs of assigned devices.

Any student who created damage on their assigned device, or someone else's device may lead to disciplinary consequences under the Technology or Chromebook violation behavior category. Students can also fall under that category for any inappropriate use of technology outside the limits of MISD established network and controls.

SR: Bring their Chromebook to use for all classes daily; they are expected to use the school provided device when at school.

Return all MISD technology at the end of the year and any found devices immediately.

7) Illegal Activity

Any activity that falls beyond the scope of normal school activity listed below but not limited to:

- Threats, of any kind, upon school or any person therein
- Possession of a weapon or fireworks as defined by board and state policy
- Support or participation in gambling
- Damage to school or property such as arson or personal damage
- Creating a hostile school environment such as false fire alarm or bomb threat
- Theft of school or personal possessions

SR: Students follow behavior rules and also notify school personnel of any usual activity or issue immediately.

TR: Notify building administration immediately of any issue and remove students from area of concern.

AR: Promote safety of all students, notify both authorities, such as School Resource Officer and Superintendent, and also parents of any issue as soon as possible.

8) Illegal Substance

All illegal substances are banned from any MISD campus. Those include:

- Possession and/or use of drugs, look-alikes, etc.
- Tobacco products
- Alcohol
- Vapor or e-cigarettes including those with THC or similar substances

SR: Students follow behavior rules and also notify school personnel of any activity or issue. Should a student need prescription medication during the school day, the student's parents and physician shall complete the required forms and medication must be given to the office upon arrival at school. Trained school personnel will administer medication based upon the physician's order.

TR: Notify building administration immediately of any issue and remove students from area of concern.

AR: Promote safety of all students, notify both authorities, such as School Resource Officer, Superintendent, and parents of any issue as soon as possible.

9) Improper Physical Activity

(9A) Improper Physical Activity

This may include but is not limited to the following events:

- Physical contact (slap, hit, kick, push, etc.)
- Participation in Sexual Activity
- Physical Assault and/or Battery toward personnel on or off school grounds
- Physical Assault and/or Battery toward students (fighting)
- Horseplay

Students should refrain from any of the activities above when at any MISD event.

(9B) Public Display of Affection (PDA)

Students are prohibited from any PDA events at any MISD campus or event.

SR: Students should not participate in any activity above. Students should report any of those actions and also follow any disciplinary consequences that follow their participation. TR: Report any activity immediately to administration.

AR: Assign appropriate consequences and notify parent or guardian of situation.

10) Improper Communications

Students are prohibited from using any form of profanity, verbal or written remarks, or obscene gestures toward another student or staff member at any MISD event. Some language may be deemed verbal assault by administration, SRO (School Resource Officer) or local law enforcement.

SR: Use appropriate language in all situations while at MHS or MISD event.

TR: Address any issue and notify administration immediately.

AR: Address issue and notify parent or guardian of disciplinary consequence.

11) Parking Lot Violations

Murray High School has a secure parking lot.

Arrangements for leaving the parking lot between 8:15 a.m. and 3:10 p.m. will be made in the office, consistent with the sign-out procedures. Parking permits will be sold in the front office for \$10.00 per year.

Students parking in staff, visitors, or handicap parking may be towed at the owner's expense. Students are expected to drive carefully, obeying all speed limits and safety regulations. Students should park their car within designated lines of their assigned spot in the student parking lot to the west of the Taylor Gymnasium. Student drivers should not bring trailers or other uninsured vehicles to the parking lot.

Transportation to school is provided by the Murray City School System buses on regular routes, therefore the use of your private car is viewed as a privilege. This privilege may be revoked if the parking and driving regulations are violated.

12) Infractions

Failure to attend any assigned disciplinary consequence or procedure.

(12-A) Failure To Attend Mandatory Tutoring

TR: Submit office behavior referral form.

AR: Document a new behavior event in Infinite Campus Behavior for missed mandatory tutoring. Assign and communicate AM/PM school detention for each offense.

(12-B) Failure To Attend Classroom Detention

TR: Submit office behavior referral form.

AR: Document a new behavior event in Infinite Campus Behavior for missed classroom detention. Assign and communicate two AM/PM school detentions for each offense.

(12-C) Failure To Attend Lunch Detention

AR: Document a new behavior event in Infinite Campus Behavior for missed lunch detention. Assign and communicate two AM/PM school detentions for each offense.

(12-D) Failure To Attend AM Detention

AR: Document a new behavior event in Infinite Campus Behavior for missed AM/PM lunch detention. Assign and communicate 1 Day A-Room for each missed detention(s).

Behavior Matrix

Behavior	1st offense	2nd offense	3rd offense	4th offense
LD= Lunch Detention	AMD= Morning Detention	A-Room= Alternative Room	OSS= Out of School Suspension	Exp= Expulsion hearing
Excessive Tardies Beginning at 4 th event	1 day LD	3 days LD	1 day AMD	2 days AMD
Skipping Class	2 days A-Room	3 days A-Room	3 days A-Room	3 days A-Room
Possession/Use of Tobacco or Vapor Products and Illegal Substances	5 days A-Room	7 days A-Room	4 days OSS & possible A-Room days	5 days OSS & possible A-Room days
Inappropriate Behavior (beyond PDA)	3 days OSS & 2 days A- Room & possible charges filed	4 days OSS & 2 days A-Room & possible charges filed	5 days OSS & 4 days A-Room & possible charges filed	5 days OSS & 5 days A-Room & possible charges filed
Public Display of Affection	3 days LD or 1 day AMD	5 days LD or 2 days AMD	1 day A-Room	2 days A-Room
Use of Profanity in school setting	3 days LD or 1 day AMD	5 days LD or 2 days AMD	1 day A-Room	2 days A-Room
Dress Code Violation	Warning & Call to Parent & Compliance	1 day LD & Call to Parent & Compliance	2 days LD & Call to Parent & Compliance	5 days LD & Call to Parent & Compliance
Technology or Chromebook Violation	3 days LD or 1 day AMD and loss of access	5 days LD or 2 days AMD and loss of access	1 day A-Room and loss of access	2 days A-Room and loss of access
Cell Phone/Technology Misuse beyond classroom violation	3 days LD or 1 day AMD and loss of access	5 days LD or 2 days AMD and loss of access	1 day A-Room and loss of access	2 days A-Room and loss of access
Cell Phone Violation	1 days LD	2 days LD	5 days LD	1 day AMD
Theft	2 days A-Room	3 days A-Room	4 days A-Room	5 days A-Room
Parking Lot Violation	1-3 days parking lot ban	3-5 days parking lot ban	5-10 days parking lot ban	10 + days parking lot ban
Classroom or School Disruption (including hallways, cafeteria, etc.)	3 days LD or 1 AMD	5 days LD or 2 AMD	1 day A-Room	2 days A-Room

Behavior	1st offense	2nd offense	3rd offense	4th offense
LD= Lunch Detention	AMD= Morning Detention	A-Room= Alternative Room	OSS= Out of School Suspension	Exp= Expulsion hearing
Destruction of School Property (graffiti of any nature, etc.)	3 days LD or 1 AMD	5 days LD or 2 AMD	1 day A-Room	2 days A-Room
Weapon Possession of any form	OSS and possible EXP	OSS and possible EXP	OSS and possible EXP	OSS and possible EXP
Fighting	3 days OSS and 2 days A- Room & possible charges filed	3 days OSS and 3 days of A-Room & possible charges filed	3 days of OSS and 4 days of A- Room & possible charges filed	3 days of OSS and 4 days of A- Room & possible charges filed
Failure to Serve any assigned detention (LD, AMD, PMD, or A-Room)	1 additional day to assigned days	2 additional days to assigned days	Additional day plus 1 A-Room day to assigned days if detention; plus 3 A-Room days if missed assigned A-Room	2 additional days and 2 A-Room days to assigned days if detention; plus 4 A-Room days if missed assigned A-Room
Bus Disturbance	Conference/Assigned Seat and/or 1-5 days bus suspension	3-5 days bus suspension	5-10 days bus suspension	10+ days bus suspension
Cheating/Plagiarism	Classroom consequence as stated in class syllabus	2 days LD or 1 AMD and classroom consequence	2 day LD or 1 AMD and classroom consequence	4 day LD or 3 AMD and classroom consequence
Failure to follow staff instruction	1 day of AMD	3 days of AMD	5 days of AMD	1 day of A-Room
Threat against school, student(s) or staff	OSS, A-Room and/or possible EXP	OSS, A-Room and/or possible EXP	OSS, A-Room and/or possible EXP	OSS, A-Room and/or possible EXP

*Discipline beyond the scope of the above may be handled at administrative discretion.