



Parent/Student Handbook 2017-2018

OUR VISION -- Our vision is to be an exemplary model of innovation in alternative education, preparing students for pathways beyond graduation.

OUR MISSION -- The purpose of Murray High School is to inspire and instill in every student the hope, courage and abilities to persevere in learning and life in order to better themselves and the world.

OUR VALUES -- Safety | Resiliency | Communication | Self-Awareness | Respect



A California Model Continuation High School

How to Contact Murray Staff

School Address and Phone Numbers

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Principal-Mike Sterner	89001
Principal's Secretary-Natalie Rojas	89002
Graduation Advisor-Carol Barr	89003
Counselor-Dana Templin	89004
Attendance/Health Tech	89005
Registrar-Julie Kuisle	89006
School Site Information Tech-Stephanie Neves	89007
Community Liaison- Elizabeth Sutton	89045
Facilities-John Fernandez	89009
Facilities-Tony Martinez	89010
Nurse-Cyndi Boley	89011
Social Worker-Beatriz Barron	92922
Social Worker-Brooke Dowdle (intern)	89055
School Psychologist-Alexis Roldan	53133
Campus Security- David Henry	89046
Child Nutrition Services-Maria Sierra	92489
PASS Americorps- Jennifer Garretson	89407

Teaching Staff

(Phone Extensions)

Irma Cano	89207	Karen Knapp (IA)	89226
Nona Collins	89401	Adalberto Marta	89204
Erik Conklin	89405	Kathleen Mitchell	89216
Julianne Curtis	89206	Ann Morrison	89404
Andrew Dayus	89402	Jay Noonan	89403
Moya Devine	89301	Willis Rowe	89201
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Brooke Gordon	89203	Tresa VanderHoek	89202
Lauren Holman (IA)	89226	Staff Lounge	89035
Maria Blake	89008		

School Colors

Cardinal Red and Gold

School Mascot

The Bulldog

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**MAJOR GENERAL RAYMOND MURRAY HIGH SCHOOL
ASSURANCES OF NON-DISCRIMINATION**

Students at Major General Raymond Murray High School are not discriminated against because of race, color, or national origin. (Title VI of the Civil Rights Act of 1964) or discriminated against by sex (gender), sexual orientation, marital status, or parental status (Title IX of the Education Amendment of 1976), or discriminated against because of handicapping condition (Section 504 of the Rehabilitation Act of 1973).



Major General Raymond Murray High School

2017-2018 Bell Schedule

Regular Day Schedule

Monday-Thursday



Period	Time	Length
0	7:20 – 8:10	50 min
1	8:15 – 9:05	50 min
2	9:05 – 9:55	50 min
3	9:55 – 10:45	50 min
<i>Break</i>	10:45 – 11:05	20 min
4	11:05 – 11:55	50 min
5	11:55 – 12:45	50 min
6	12:45 – 1:35	50 min

“Fast Fridays” Schedule

Period	Time	Length
0	7:20 – 8:10	50 min
1	8:15 – 9:00	45 min
2	9:00 – 9:45	45 min
3	9:45 – 10:30	45 min
<i>Break</i>	10:30 – 10:50	20 min
4	10:50 – 11:35	45 min
5	11:35 – 12:20	45 min
6	12:20 – 1:05	45 min

Minimum Day Schedule (June 6th/7th, 2017)

Period	Time	Length
1	8:15 – 8:55	40 min
2	8:55 – 9:30	35 min
3	9:30 – 10:05	35 min
4	10:05 – 10:40	35 min
5	10:40 – 11:15	35 min
6	11:15 – 11:50	35 min

Our Vision -- Our vision is to be an exemplary model of innovation in alternative education, preparing students for pathways beyond graduation.

Our Mission -- The purpose of Murray High School is to inspire and instill in every student the hope, courage and abilities to persevere in learning and life in order to better themselves and the world.

Our Values -- Safety | Resiliency | Communication | Self-Awareness | Respect

Important Dates 2017/18

August

- 16 First Day of School -- 1st Hexmester begins (Aug. 16 - Sept. 22/27 days)
- 30 Back to School Night

September

- 1 School Picture Day (All grades)
- 4 **NO SCHOOL** - Labor Day
- 05-15 Senior Portrait Days
- 25 2nd Hexmester begins (Sept. 25 - Nov. 3/30 days)

October

- 4 CBEDS day
- 21 VUSD Festival of the Arts

November

- 7 3rd Hexmester begins (Nov. 6 - Dec. 20/27 days)
- 10 **NO SCHOOL** - Veteran's Day
- 20-24 **THANKSGIVING BREAK**
- 23 **NO SCHOOL** - Thanksgiving Day (Legal Holiday)

December

- 21/Jan 5 **WINTER BREAK** (first day back 01-8-18)
- 25 **NO SCHOOL** - Christmas Day (Legal Holiday)

January

- 1 **NO SCHOOL** - Observed New Year's Day (Legal Holiday)
- 8 **NO STUDENTS** - Murray HS Staff Development Day
- 9 Students *first day back from Winter Break*
- 12 **NO STUDENTS** - Vista Unified Staff Development Day
- 15 **NO SCHOOL** - Martin Luther King's Birthday
- 17 4th Hexmester begins (Jan. 9 - Mar. 2/35 days)

February

- 16 **NO SCHOOL** - Lincoln's Birthday
- 19 **NO SCHOOL** - President's Day

March

- 5 5th Hexmester begins (Mar. 5 - Apr. 20/30 days)
- 26-30 **SPRING BREAK** (first day back 04-02-18)

April

- 2 *First day back from Spring Break*
- 23 6th Hexmester begins (Apr. 23 - Jun. 7/33 days)

May

- 28 **NO SCHOOL** - Memorial Day

June

- 6 **Minimum Day Schedule**
- 7 **Graduation Day for the Class of 2018** (Minimum Day Schedule)
- 11-29 **Summer Intersession** (15 days)

VUSD FRAMEWORK FOR THE FUTURE



Vision

Our vision in Vista Unified is to be the model of educational excellence and innovation.

Mission

The purpose of Vista Unified School District is to inspire every student to persevere as a critical thinker who collaborates to solve real world problems.

Values

- **RESPECT:** treating all with dignity
- **TRUST:** having confidence that every decision focuses on the best interests of all students
- **COLLABORATION:** working in a collective partnership with clear two-way dialogue that builds relationships among home, school and the community

Beliefs

We believe that...

- All students have a unique capacity to learn.
- Risk taking, effort and perseverance lead to excellence and innovation.
- Individuals learn and work best in a safe, nurturing environment.

Strategic Parameters

We will always...

- Promote servant leadership qualities in our students, staff, and administration.
- Provide all stakeholders access to transparent information to promote two-way dialogue.
- Include family and community members as partners in education.

We will never...

- Give up on a student.
- Stop learning and improving.
- Tolerate disrespectful attitudes or treatment towards others.

Murray Students Who Are Successful...

*Attend school every day,
Are on time to school,
Do what their teachers and Murray staff ask them to do,
Self-monitor their behavior, their attendance, their assignments,
their credits and their academic plan.*

Murray High School's Vision & Mission

Our Vision -- *Our vision is to be an exemplary model of innovation in alternative education, preparing students for pathways beyond graduation.*

Our Mission -- *The purpose of Murray High School is to inspire and instill in every student the hope, courage and abilities to persevere in learning and life in order to better themselves and the world.*

Our Values -- *Safety / Resiliency / Communication / Self-Awareness / Respect*

Our Educational Program

Major General Raymond Murray High School is a learning community characterized by *academic excellence, responsiveness* to student academic, emotional, and social needs, and *social equity*. Murray is designed to offer a viable alternative to the comprehensive high school for students who have not been successful at the traditional high school or whose needs are better served in an alternative high school setting. Our educational program provides students:

- an opportunity to earn a high school diploma by meeting all VUSD district graduation requirements through standards aligned course completion.
- extended opportunities for credit recovery before and after the regular six period day schedule and during the hexmester calendar.
- a modified work-study schedule in order to meet the unique needs of working students.
- educational options such as Independent Study, Career Technical Education (CTE) programs, and concurrent enrollment in Adult Education and community college classes as a supplement to classroom instruction.
- an opportunity to return to a traditional high school through accelerated credit recovery and the attainment of study skills and habits of learning.

Eligible Students

Any student who has completed 9th grade and who has not completed a high school education may be eligible for enrollment in Major General Murray High School.

Voluntary Transfer

Students who are credit deficient or whose educational needs may be better served in an alternative setting may be referred to Murray through the other VUSD high schools' Guidance Team Process (e.g., Mission Vista HS, Rancho Buena Vista HS or Vista HS). Students will be

required to attend an enrollment conference with their parents/guardians and a Murray school official. Parents/guardians will be contacted by Murray staff to schedule the enrollment conference.

Students who are not credit deficient and who meet the age requirement to attend a continuation high school can request a transfer to Murray High School. To initiate the transfer process, the student needs to contact the assistant principal or designated counselor at the home high school (e.g., Mission Vista HS, Rancho Buena Vista HS or Vista HS) in which s/he is currently enrolled. The high school Guidance Team will review the transfer request and determine the best educational placement for the student. If the student's transfer request is approved, s/he will be contacted by Murray staff to attend an enrollment appointment. **Students will not be enrolled without attending an enrollment conference with their parents/guardians and Murray school officials.**

Title I

Major General Raymond Murray High School operates a Title I program. This federally funded program provides assistance to schools to raise students' academic achievement in reading, writing and math. The *No Child Left Behind* law requires that Title I schools make adequate yearly progress in improving student achievement. Specifically, a Title I program provides additional academic support and learning opportunities for students at schools with high percentages of socioeconomically disadvantaged children. The program is intended to help ensure that all students meet state academic standards. Four key goals of Title I are to:

- Increase academic achievement.
- Provide direct instructional support to students.
- Provide professional development for teachers.
- Promote parent education and involvement.

The primary means by which parents in a Title I school provide input for Title I spending priorities is through the school's School Site Council which develops, monitors and evaluates Murray's Single Plan for Student Achievement (SPSA).

Parent Involvement

The purpose of the Vista Unified School District is to educate all students to become responsible citizens who make positive, intelligent and productive contributions to their community, state, and nation. Major General Raymond Murray High School recognizes the value in shared responsibility of student achievement. Parental involvement in a teen's education is the most consistent indicator of whether the teen is successful in school.

Major General Raymond Murray High School is committed to a quality educational program that values parental involvement. We recognize that parents play a very important role in their children's education and take every opportunity to foster the relationship between school, parent, and child. Major General Raymond Murray High School prides itself in our dedication to our students, families, community and to lifelong learning.

Part I. General Expectations

Major General Raymond Murray High School agrees to implement the following requirements:

- Ensure that the required school-level parental involvement policy meets the requirements of section 1118 of the Elementary Secondary Education Act (ESEA).
- Notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the

local community and reviewed and updated periodically to meet the changing needs of parents and the school.

- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, Major General Raymond Murray High School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- Involve the parents of teens served in Title I, Part A schools in decisions about how funds reserved under this part are spent for parent involvement activities. Major General Raymond Murray High School will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- Provide parental involvement activities in the areas of improving student achievement, teen development and additional topics parents may request.
- Be governed by the following definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their teen's learning;
- (B) that parents are encouraged to be actively involved in their teen's education at school;
- (C) that parents are full partners in their teen's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their teen;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

Part II. School-Parent Compact

Major General Raymond Murray High School shall develop jointly with parents a school-parent compact that specifies how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will describe how the school and parents will develop a partnership to help students achieve proficiency in the content standards. The compact will be periodically updated.

Part III. Description of how Major General Raymond Murray High School will implement required school parental involvement policy components.

Major General Raymond Murray High School will

1. Involve parents in the joint development and review of its school parental involvement policy through sharing and soliciting parent input at our Back-to-School Night, with our School Site Council and our English Learner Advisory Committee.
2. Involve parents in the process of planning, joint development of the program, review and improvement of programs under Title I Part A of the ESEA through Parent Information Nights, Back-to-School Night, School Site Council, our English Learner Advisory Committee and Parent Surveys.

3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. Major General Raymond Murray High School will invite all parents of teens participating in Title I, Part A programs to this meeting. Murray's annual meeting will be held in the fall of each school year. Agenda items will include statutory items and input into Parent Nights.

4. Provide parents information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Personal student-parent-staff enrollment conferences, Back-to-School Night, Principal Newsletters, counselor conducted high school and post-high school planning conferences, ELAC sponsored Parent Information Meetings, Blackboard Connect messages ensure consistent communication with parents. Student progress reports, CAHSEE assessment reports, graduation status reports and grade transcripts are mailed home at each grading period. VUSD mails parent reports with State assessment and CELDT results each year. These assessment results are included in the grade history transcripts, reviewed with parents and students during intake conferences, during high school and post high school planning conferences as well as ELAC parent information nights. Classroom teachers, our Graduation Advisor, counselor and principal are able to provide explanations and respond to parent questions regarding all assessment results.

5. At the request of parents, provide opportunities for regular meetings, held at flexible times, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their teens. The school will respond to any such suggestions as soon as practicably possible. Scheduled Parent Information Nights, SSC and ELAC meetings provide these opportunities.

6. Shall provide each parent an individual student report about the performance of their teen on the State assessments in math and English Language Arts and on the California High School Exit Exam (CAHSEE) by mail. STAR reports are mailed by VUSD staff to student homes. Parents who have not received these reports can get a copy of report from school office staff.

7. Shall provide assistance to parents in understanding topics by undertaking the actions described below --

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I Part A,
- how to monitor their teen's academic and credit acquisition progress, and
- how to work with educators.

This information and assistance is provided during intake conferences, during high school and post high school planning conferences, Principal Newsletters, our Student Parent Handbook, our SARC and our Back-to-School Night.

8. Shall, with the assistance of its parents, educate our teachers, student services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. Parents are encouraged

to attend Back-to-School Nights, parent teacher conferences, high school and post-high school planning conferences. Our enrollment conferences and Parent Survey results guide Murray in providing the needed support for our families. Murray hosts Adult Education funded ESL classes in the evenings to support parents helping their teens with high school.

9. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs. Adult ESL classes grew out of feedback from our ELAC and EL parents. Through our enrollment process, high school and post-high school planning conferences, parents and teens are connected with school and community resources for counseling and other support services. Appropriate parent programs available via Vista Adult Ed, Vista Community Clinic, and community colleges are communicated via Principal's Newsletter and Blackboard Connect messages.

10. Shall ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating teens in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Spanish speaking support staff assists in ensuring that our Student Parent Handbook, Blackboard Connect messages, parent newsletters and announcements are delivered in both English and Spanish. Home language needs are determined at the enrollment conference and reflected in Aeries. Progress report and trimester report card comments are generated in the home language.

Part IV. Policy Adoption

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of teens participating in Title I, Part A programs as evidenced by agendas for School Site Council, English Learner Advisory Council meetings, and staff meetings.

This policy was adopted by Major General Raymond Murray High School High School June 2011 and will be reviewed annually.

Major General Raymond Murray High School will distribute this policy to all parents of Title I, Part A teens on or before our Back-to-School Night and during student enrollment conferences.

Teacher-Student-Parent Compact – 2017 -18 School Year

All programs in the Vista Unified School District are designed to develop each student's potential for intellectual, emotional and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process. Our signatures below indicate we agree to the following:

The Teacher Pledge

I understand the importance of the school experience to every student and our role as educators and models. Therefore, I agree to carry out the following responsibilities:

- Teach high-quality, appropriate grade level skills and concepts
- Strive to address the individual needs of your child and motivate them to learn
- Communicate with you regarding your student's progress
- Provide a safe, positive and healthy learning environment for your child
- Communicate homework and class work expectations on a regular basis
- Provide assistance to families on what they can do to support their child's learning

Teacher's Signature

Date

Student Pledge

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to be responsible by:

- Believing that I can and will learn each day
- Respecting myself, my school, classmates, teachers, staff and family
- Getting to class on time every day, ready to learn with completed homework
- Regularly talking to my parents about my classes
- Being accountable for my own behavior by knowing and following school/class rules
- Being a cooperative learner
- Asking for help when needed

Student's Signature

Date

Parent Pledge

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities:

- Talk to my child regularly about the value of education and ensure s/he attends school every day, and on time.
- Respect the school, staff, students and families
- Encourage my child to complete his/her homework
- Review all school communications
- Attend the Back to School event, parent conferences, Open House, and other school events
- Encourage my child to engage in reading activities on a daily basis
- Provide a quiet place/time for my child to do homework
- Make sure my child gets adequate sleep and has a healthy diet

Parent's Signature

Date

Graduation Requirements

In order to graduate from a high school in the Vista Unified School District, a student must earn 220 credits.

Required Courses	Credits
Economics	5
Elective Classes	50
English (<i>Eng 9 (10), Eng 10 (10), En 11 (10), Eng 12 (10) or <u>Grade Level Equivalent</u> English course</i>)	40
Fine Arts or Foreign Language	10
Government	5
Health (<i>State requirement satisfied via completion of physical education and social science or an elective health course in the alternative setting</i>)	--
Mathematics (<i>MUST include 10 credits in Algebra <u>and</u> 10 credits in Geometry or Applied Geometry</i>)	30
Physical Education (<i>4 years--40 credits of PE will be required if PE assessment not passed.</i>)	30
Science (<i>Must include 10 credits in Life Science <u>and</u> 10 credit in Physical Science.</i>)	20
U.S. History	10
World History I (<i>May be fulfilled with an approved Social Studies elective course.</i>)	10
World History II	10
TOTAL CREDITS REQUIRED	220

Health Requirement

Starting with the class of 2016, students will cover their required health topics in World History 1 during their 9th grade year. A student who was not enrolled in VUSD in 9th grade, and has not met the health requirement at their previous school, must meet state health requirement with an elective Health class or alternative.

Graduation Requirement Credit Limitations

The following courses have credit limitations.

Physical Education	40	Work Experience	20
Community Service	10	Teacher/Office Assistants	10
Student Tutor	10		

Other credit limitations (procedural, not in Board Policy)

Off Campus Courses	50 credits (Limited to 10 credits per core subject area)
Character Leadership	40 credits
ELD Competency	30 credits
High School Literacy	30 credits
Reading	20 credits
ELA/Rdg Support	20 credits
ELA/Rdg Support SEI	20 credits
Religion	20 credits
Peer Counseling	30 credits
Dance 2	30 credits

Multiple credits

The following courses may be taken more than once for credit:

Academic Language & Literature	Dance	Pageantry Corps
All Bands	ELD Reading 1-4	Parenting
All Choirs	Encuentros	Peer Counseling
ASB Leadership	Ensemble	CTE/ROP classes
AVID	High School Success	Speech and Debate
Athletic Sports	Internships	Spirit Squad
Career Decision Making	Library Science	Studio Art
Character Leaders	Musical Theater	Study Skills (SPED)
Childcare Practicum	Newspaper Production	Yearbook

Partial Credit for New Enrollees

Students who enroll in VUSD without having been awarded credits from their previous school shall be awarded partial credits (round up to nearest half credit) based on the Sacramento County Office of Education Foster Youth Services partial credit calculator:

<http://sacfys.org/demo/fyspartialgradecalc.cfm>

Transfer Credits

Transfer credits for graduation are accepted from the following programs:

- Adult Education
- Community Colleges
- Alta Vista High School
- Vista Visions Academy
- VUSD Charter Schools
- Accredited Home Teaching Program
- Other Accredited Schools*

*An accredited institution is defined as approved by the Western Association of Schools and Colleges (WASC) or its equivalent from another region of the country.

Physical Education (PE)

California state law requires students to pass a physical fitness standard assessment. Though the District graduation requirement for PE is three years, students who fail to pass the physical fitness assessment are required to be enrolled in a PE class through their graduation.

Returning to Rancho, Vista or Mission Vista

Students may return to the traditional high school only at the beginning of a semester. Applications to return to either comprehensive high school are available in the office.

Requests to return will be approved if:

- The student is credit current and grade appropriate.
- The student has a good record of citizenship and attendance.
- The high school Guidance Team approves the student's request to return to the traditional high school.

Students: *If you are planning to return to Rancho, Vista or Mission Vista at the end of the semester, you should meet with the graduation advisor or counselor at the beginning of the semester to review your academic plan.*

Grade Reporting

Progress Reports, Semester Grades, and Transcripts

Murray High School provides parents/guardians and students with a report card every 6 weeks (hexmester). A copy of students' grades, most current transcripts (a record of all credit earned and courses completed) and attendance records are available upon request at the front office. Please review the calendar for grade reporting periods and dates. Students are also able to receive a copy of their report cards and transcripts via their teachers.

Also, when students earn *additional* credits for completed courses prior to the end of a hexmester, or during an intersession, these credits are entered into their grade histories and are reflected on an updated transcript. As student transcripts are updated, they are provided to the student, typically, via his/her first period teacher.

Parents/guardians and students should keep copies of all transcripts issued throughout the school year. Please make certain that your home mailing address is updated and verified through the attendance office. If you do not receive report cards for your son or daughter, please contact the school office at **760-631-2502**.

Earning Credits for Graduation

Required Classes

Students complete required course work at Murray in one (1) or more credit increments. Course unit assignments and demonstration of mastery of the course objectives must be at a 70% success rate or better; failure to achieve a 70% success rate will require correcting or redoing the assignments and demonstrating mastery of the course objectives to the 70% or better success rate before credit will be awarded. Students may demonstrate mastery of course content through project completion, oral presentations, portfolio of assignments, assessments or course benchmark exams.

Students are expected to complete 2.5 credits per course each grading period (hexmester) and a minimum 12.5 to 15 credits (i.e., 5 or 6 courses) each grading period (hexmester). Students not earning 2.5 credits per course each grading period (hexmester) are falling further behind and are jeopardizing earning a high school diploma. The number of credits a student can earn in one school year is limited only by the student's commitment. ***A student who attends every day, uses time effectively, and enrolls in a full program should complete at least 75-90 credits per school year.***

Courses at Murray are aligned with California Content Standards. Because students enroll in Murray throughout the school year and some options for self-paced learning may be a component of each course, students in the same class may be working on different units within the curriculum. To accommodate various student learning styles, teachers at Murray prepare lessons and provide instruction that involves the entire class, small groups, and independent learning. Predominantly, 11th and 12th grade required academic courses involve more "direct instruction," such as English and math. 9th and 10th grade "recovery" course work is most often completed via computer based courses (i.e., Edgenuity – e2020) before, during and after school. Our computer courses offer the most flexibility in allowing students to proceed at their own pace.

Motivated students can earn more than 25 credits each trimester (i.e., two hexmesters combined). ***Student motivation, commitment, and dedication determine the pace of their learning and credit acquisition.***

Academic Honesty

Honesty, trust, and integrity are vital components of the education process. As such, cheating is a serious offense to that process. Anyone who copies another's work or turns in someone else's work or ideas as his/her own has engaged in cheating. Collaboration with another student or students could be considered cheating if students are expected to complete an assignment independently. Teachers have a responsibility to proctor tests carefully and to explain to students when collaboration is and is not appropriate on assignments completed inside and outside of class.

Examples of cheating include:

- Copying assignments.
- Allowing someone else to copy your work.
- Plagiarism (the taking or passing off of another's work as your own. This includes internet resources).
- Copying from another's exams.
- Improperly obtaining and/or using tests, questions, or answer keys, or
- Using unauthorized notes/materials or electronic devices (calculators, cell phones, computers).

Teachers will outline expectations for allowable collaboration on assignments and projects.

Consequences of academic dishonesty include loss of assignment credit/grade, parent conferences, and suspension.

Class Changes

A unique characteristic of continuation high schools is flexible scheduling and movement between courses. Students at Murray often complete some courses before the end of a grading period. When this occurs, the student is scheduled into the next most appropriate course to move him/her toward graduation. This may be enrollment in an on-line course until the end of the grading period. Class change requests because a student has completed his/her credit requirement are always honored.

Class changes will not be made for the following reasons:

- To be with friends,
- Teacher swap/preference,
- To move a class earlier or later in the day,
- Because you "don't like" a class.

Additional Ways to Earn Credits

Adult Education: Murray students are encouraged to take advantage of the "extended day" class available through the MiraCosta College Adult High School Diploma Program. This program is tuition-free and is the only college-based high school diploma program in coastal North County. You can find more information about this program online. For more information contact the Mira Costa Adult High School Diploma Program office at (760) 795-8710, Monday through Thursday 7:30 a.m. to 3:00 p.m. and Friday 8:00 a.m. to 2:00 p.m.

- **Community College Classes at Mira Costa/Palomar Community Colleges:** Entry level and elective classes are available at these two local colleges for high school students. Students may only take community college classes that are outside of the Murray school day. There are minimal fees (registration, health, etc.) but no unit fees (tuition) for this option if you choose to take classes at Palomar Community College;

however, students are responsible for purchasing required textbooks. If you choose to attend Mira Costa College, you will have to pay all the regular student fees (unit/tuition, registration and health) in addition to purchasing textbooks.

District guidelines allow a student to take up to 50 credits in off campus coursework (limited to 10 credits per core subject) during the student's four years of high school. All "off campus" classes you intend to take must be approved before you take the course. ***Murray High School does not have to award credits earned in "off campus" courses if permission was not granted before the course was taken.*** An "Off Campus Course" form may be obtained from the graduation advisor or counselor. The form must be signed by the graduation advisor/counselor and principal. *English 11, English 12 and Government/Economics may NOT be taken off campus.*

Students who attend classes provided by a college will be allowed high school credit according to the following scale:

College classes designated as "CSU/UC transferable," typically "100" or greater level equal 3.3 high school credits per one college unit (maximum 10 credits per course).

College classes below the "100" level or "Non-CSU/UC transferable" classes:

<u>College Credits</u>	<u>Equivalent High School Credits</u>
1 credit*	no credit
2 or 3 credits	5 credits
4 or 5 credits	10 credits

Any course transferred from a community college in a core academic area will appear on a student's transcript as a college prep course. To make up English 12 as a college preparatory course, the community college course number must be 100 or greater. Community college courses with numbers under 100 may be used to make up English 12, but will not be counted by the UC/CSU systems as college preparatory courses.

Students who receive 1 or 1.5 college credits for physical education will receive 2.5 high school credits in physical education. Prior administrative approval is required.

- **Community Service and K-8 Tutoring:** Students who perform voluntary community service may be able to earn credit toward graduation depending on the type of community service performed. Students can also earn elective credit for becoming a K-8 tutor at one of Vista's elementary or middle schools.

All community service projects must be pre-approved by either the graduation advisor or principal. K-8 Tutoring requires the approval of both the elementary or middle school administrator in addition to the Murray graduation advisor or principal.

- **Independent Study:** Independent study is primarily for working students on a special work study schedule, those with special programming needs, and for special cases where it is deemed in the school or student's best interest that the student not attend full time on campus. Requests for Independent Study are reviewed by Murray school officials (principal, graduation advisor, and counselor).
- **M.A.S.H. (Murray After School Hours):** MASH provides before school, after school, evening, and Saturday recreational activities, academic assistance and credit earning opportunities. Activities are open to all students. Funded by a 21st Century Assets

Federal Grant, computer based courses, games, conditioning and fitness/weight training, team sports and special interest activities such as cooking and self defense are offered throughout the school year. A schedule of activities is announced and posted in classrooms. The activities calendar is updated as activities are added or changed.

- **Edgenuity/E2020 On-line Courses at Murray:** Students can earn additional make-up credits before school, after school and on Saturdays with our computer based courses. Courses available include: *English, Life and Earth Science, Health, Algebra I, World History I and II, and various other courses.* These courses are open to all students.
- **Career Technical Education (CTE):** CTE classes are offered at high schools and colleges through the county. CTE Classes offer entry-level skills training for students interested in a career in business, health, industry, agriculture, or other job fields. Classes are organized around specific career paths and sets of occupational competencies.

Information about CTE classes offered through Vista Adult Education/CTE can be viewed by visiting the Vista Adult Education/CTE website at <http://www.vistaadultschool.org/business-education-1.html>

- **Work Experience:** Students 16 years or older who are employed for 10 or more hours per week may qualify for Work Experience credit. Work experience allows students to earn a maximum of 20 elective credits for on-the-job-training. Students must obtain their own employment, meet with an assigned “Work Experience Advisor”, complete all assignments, and submit time sheets.

Additional Alternative Programs

- **Adult Education:** Students near 18 years of age and who are not able to graduate, may choose to complete their studies through Vista Adult Education or Mira Costa College Adult Education programs. Students who are not successful at Murray High School due to lack of attendance or low credit acquisition may be referred to Adult Education within 60 days of turning 18. For more information contact Vista Adult Education counselors at (760) 758-7122 or at <http://www.vistaadultschool.org/>
- **Alta Vista High School:** Alta Vista High School is Vista Unified School District’s first continuation high school and also has the distinction of being a California Model Continuation High School. Programs offered at Alta Vista that are not available at Murray include a Teen Parent Program.
- **California High School Proficiency Exam (CHSPE):** An alternative to the high school diploma for students 16-17 years of age is the CHSPE. The purpose of the CHSPE is to give the students an opportunity to demonstrate proficiency in the basic skills taught in California public schools, as defined by the average performance of second semester seniors.

The California High School Proficiency Examination (CHSPE) is a voluntary test, usually offered only twice a school year (October/May), that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible persons who pass both parts of the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. The test is given in English only.

A student who receives a Certificate of Proficiency may, with verified parental approval, leave high school early. The Certificate of Proficiency, however, is not equivalent to

completing all course work required for regular graduation from high school. Speak with the principal, graduation advisor, and/or the Murray counselor to understand the benefits of the Certificate of Proficiency. *Students and parents need to know that students who are 16 years of age and have been successful on the CHSPE EXAM will not be considered for a high school diploma ahead of their graduation class date.*

If you are planning to continue your studies in a college or university, contact the admissions office so that you may understand its requirements and whether or not the CHSPE certificate will be accepted. Further, state law requires students younger than 18 who have passed the CHSPE to continue to attend school unless they have been awarded a regular high school diploma or have verified parental permission to leave school. (CAC 11522).

Additional information about the CHSPE is located on the Web at: <http://www.chspe.net> or call 866-342-4773.

- **Community Court Schools:** Community court schools are run by the San Diego County Office of Education. These schools are designed for students who are habitual truants, who have continuing discipline issues or have been expelled from school.
- **Graduation Equivalency Diploma (GED):** Students who are 17½ years of age may transfer to Adult Education in order to study for the GED. Individuals are eligible to take the GED test if they are a resident of California and meet any one of the following criteria:
 - 18 years of age or older, or within 60 days of his/her 18th birthday (regardless of school enrollment status).
 - Must be within 60 days of when s/he would have graduated from high school had s/he remained in school and followed the usual course of study (please note that examinees testing under this criteria may **not** be enrolled in school).
 - 17 years of age, has been out of school for at least 60 consecutive school days, and provides a letter of request for the test from the military, a post-secondary educational institution, or a prospective employer.

Students who pass the GED test at age 17 will not receive the equivalency certificate until their 18th birthday; a letter of intent is issued which states that the certificate is being held pending the examinee's 18th birthday.

- **MiraCosta Adult High School Diploma Program:** Located on the Mission Avenue campus in Oceanside, Mira Costa's Adult High School Diploma Program is an educational option for students who have a significant number of credits to complete for graduation. The Mira Costa Adult High School Diploma program requires 170 credits of state required course work. There are no enrollment fees for this option; however, students are responsible for purchasing required textbooks. Credits earned in high school can be used to fulfill the Adult High School Diploma Program course requirements.

For more information contact the Mira Costa Adult High School Diploma Program office at (760) 795-8710, Monday through Thursday 7:30 a.m. to 3:00 p.m. and Friday 8:00 a.m. to 2:00 p.m.

Mira Costa Adult High School Diploma Program classes can be taken and applied to the district graduation requirements at Murray. Note: All course work and classes you

intend to take must be approved before you take the course. *Murray High School does not have to award credits toward high school graduation if permission was not granted before the course was taken.* Permission forms are available in the office at Murray High School.

- **Vista Visions Academy Independent Study (K-12):** (adjacent to Alta Vista High School), VVA is a K-12 campus; It offers an educational option for students who prefer home study to the traditional classroom environment. To be considered for VVA, students must have grade-level academic skills. VVA students are required to meet weekly with a teacher and complete 25 to 30 hours of home study each week.

Attendance - Student Absences

Attendance is an important factor in being successful in any school program, but especially here at Murray. If you do not attend school regularly, you will fall further behind. You will also be missing out on all the credit recovery options that are unique to continuation schools and will be jeopardizing your continued enrollment at Murray, as well as your chances for graduation with a high school diploma.

If you must miss school, before you return from an absence, your parent/guardian must phone the school attendance office and state the reason for your absence, the date of the absence and a phone number where your parent/guardian can be reached during the day. This policy applies to 18 year olds as well. Parents/guardians are responsible for clearing student absences by calling the Murray Attendance Office at (760) 631-2502 ext. 89005.

Student absences must be cleared within 72 hours. Absences not cleared within this time period will be recorded as trancies. *As outlined in the VUSD Board Policy #5113 students may not exceed 10 days of excused absences per year.*

- If your parent/guardian does not call the attendance office to excuse your absence, your absence will be recorded as truancy. (If you are late or tardy to school first period, you must pick up an admit slip from the office before going to class).
- Any student with 10 excused absences, verified by phone calls, will be required to provide a written explanation for any and all future absences. This verification must be written by the appropriate professional on his/her letterhead addressing the medical, legal or bereavement reasons.
- Teachers may give you a zero for the class work missed during an unexcused absence. Teachers will determine whether you will get a zero for missed class work for trancies and class cuts or if you will be allowed to make-up the work missed.
- Absences (and off-campus passes) are to be cleared and obtained on your own time (before school, during lunch, after school — ***not during class time***).
- If you must leave school for any reason during the school day, **you must check out in the office before you leave.** Arrangements to leave campus during the school day must be made by a parent or guardian.
- A parent/guardian (or individual designated on your emergency card) will be required to sign for your release in the office unless other arrangements have been made with office staff. For security reasons, a parent/guardian may be required to present a picture I.D.

Excused Absences

Students *may* be excused from school subject to certain conditions outlined in California Education Code 48205.

- Due to personal illness (school may require a doctor's note verifying absences)
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of a medical, dental, optometric, or chiropractic appointment.
- For the purpose of attending the funeral services of a member of his/her immediate family so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California.
- For illness or medical appointment of a child of whom the student is the custodial parent.
- For justifiable personal reasons, including but not limited to, an appearance in court or jury duty (verification required), observance of a holiday or ceremony of his/her religion, attendance at religious retreats, or attendance at an employment conference when the pupil's absence has been requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform procedures established by the governing board.
- No student shall be excused from school for religious exercises or instruction for more than four days per school month; attendance at religious retreats shall not exceed four hours per semester.
- A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and upon satisfactory completion, within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which the pupil is absent shall determine the tests and assignments to be completed. These tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Unexcused Absences

Students may not be excused for:

- | | |
|--|--|
| • "Personal days" | • To complete an assignment or homework |
| • Truancy | • Family trip or excursion without prior approval of the school |
| • Missing the bus | • Attending community college or high school diploma completion programs |
| • Missing a ride | • Personal problems |
| • Oversleeping | • Car repair |
| • Shopping | |
| • Baby-sitting/Childcare | |
| • Working | |
| • Waiting for service or repair people to arrive | |

Early Release from School

Early release from school for doctor, dentist, or other appointments is discouraged. If an appointment cannot reasonably be scheduled after school hours, your parent/guardian must contact the school office to arrange for your early release, *even if you are 18 years old or older*.

A parent/guardian (or individual designated on your emergency card) will be required to sign for your release in the office unless other arrangements have been made with office staff. For security reasons, a parent/guardian will be required to present a picture I.D. If the parent/guardian cannot come to the office to release a student, please remember to send a signed

note the day before the early release will take place, including the reason the student needs to leave that day. Also, include a phone number for the office to verify the release. **Vista Unified School District has established that phone calls will no longer be accepted to release students.**

Early Release from School - Illness

Students *must report to the Office with a pass from their teacher* if they become ill and need to leave school. Office staff will evaluate the student's medical needs and release the student with the approval of his/her parent/guardian. Students may not call parent/guardian through a classroom or cell phone to be excused through the attendance office. A parent/guardian (or individual designated on your emergency card) will be required to sign for your release in the office unless other arrangements have been made with office staff. For security reasons, a parent/guardian will be required to present a picture I.D.

Early Release for Transportation or Personal Reasons

Students will not be released due to transportation needs *or* for personal reasons without prior permission from the principal/principal's designee. Frequent requests for early release are considered "soft truancy" and will be addressed in the same manner as a regular truancy per California Education Code.

Lateness, Class Cuts, Truancy Tardies, and Full/Partial Day Truancies

A student is considered *late* when he/she is not in his/her assigned classroom, ready to work, when the bell rings. A *class cut* is an uncleared absence for one period. A *truancy tardy* is a tardy greater than 30 minutes. A *truancy* is an uncleared absence for two or more periods in a school day.

Per Vista Unified School District Board Policy No. 5008, students can receive an "F" (No Credit) grade due to unexcused absences.

- Unexcused absences from class exceeding ten (10) days in a school semester may be sufficient reason for a teacher to assign the pupil a failing grade for the class. The teacher may assign a failing grade in such cases.
- The pupil/parent/guardian will be notified of each unexcused absence. The pupil and parent/guardian have 72 hours to explain the absence. If the absence is not verified as an excusable absence, it will be recorded as unexcused, together with the reason for the absence as given by the parent and the date when the explanation was given. The name of the person receiving any oral explanation of the absence shall also be recorded.
- If a pupil receives a failing grade or no credit because of unexcused absences exceeding the above maximum, school records will specify that the grade was given because of excessive unexcused absences.

Medical Leave/Home Hospital Instruction

Any student with a temporary illness or injury which makes attendance impossible or inadvisable may receive home/hospital instruction. Instruction in the home/hospital program will be provided by the Vista Unified School District.

The purpose of the Home/Hospital Program is to support you in maintaining continued instruction and credit earning work during your absence.

To qualify for the home/hospital instruction, your illness or injury must be diagnosed and verified in writing by a licensed physician. The term "temporary disability" means disabled by accident or by physical, mental or emotional illness for a period of five (5) weeks or longer; however, home/hospital instruction will not be assigned when there are less than twenty-five (25) days remaining in the school year. For Murray students, requests for home/hospital instruction

near the end of the second and fourth grading periods may not be honored until the beginning of the following grading period.

For more information and the application process for Home/Hospital Instruction, contact our Attendance/Health Tech at 760-631-2502 ext. 89005.

Tardy Policy

Being on time is both a life and work skill. Being on time to class, to appointments, and to work is also a sign of respect. Students who are late to school take time away from office staff, interrupt class, and interrupt the teaching and learning process.

If you are late to school, you may be assigned before school or after school detentions and/or Saturday Schools. Alternative consequences may include daily early morning wake-up calls, parent conferences, attendance contracts, suspension from 1st period for the remainder of the hexmester and/or recommendation for a more appropriate school environment. Repeated patterns of tardies can be referred to the School Attendance Review Board (SARB).

Requesting Assignments during Absences

If you are absent from school for less than three days, you will need to contact your teachers directly *when you return* to get make-up assignments.

If you are absent for three or more days, you can request assignments through Attendance/Health Tech. Once the request has been made, please allow a 24-hour turnaround time to notify teachers and collect your assignments and materials.

You or your parents/guardians may call (760) 631-2502 ext. 89005 to request assignments.

School Attendance Review Board (SARB) Referrals

California Education Code 48260 states that a student who is absent from school without a valid excuse for three days or tardy more than 30 minutes on each of at least three (3) occasions be deemed “truant.”

Students who fail to meet the Education Code 48620 requirements may be declared habitually truant from school per VUSD Board Policy #5113. Parents who excuse absences from school for more than ten (10) days in a school year will be notified in writing that no further excused absences will be accepted without an accompanying doctor’s note.

Students who are deemed truant or who have excessive excused absences will be referred to the School Attendance Review Board (SARB) for an official hearing. SARB hearings are legal procedures. Depending on the information that is presented at the hearing, students may:

- be placed on an attendance contract until the student turns 18 or graduates from high school.
- be referred for individual and/or family counseling.
- be referred for a second hearing with a judge in a court of law.
- be referred to a court school.
- have their driving privilege suspended, restricted or delayed.

Backpacks, Binders and Handbags

For campus safety, backpacks, drawstring backpacks and messenger bags must be made of a transparent/clear material or mesh. Handbags and purses must be no larger than a shoe box 11 ½” long, 6” wide and 3 ½” deep with lid on flat.

Binders must be kept clean and free of pictures, stickers, graffiti, drawing, or marks on the outside. Only school related items, for example, class schedule, bell schedule, student academic plan, can be displayed on the front or back. Items that do not meet the above criteria will be confiscated.

Campus Visitors

Classroom visits by students' parents/guardians are encouraged and welcome, but must be scheduled through the school office with at least a 24 hour notice. For security reasons, any person who is not a Murray student or is a former student or staff member must register in the administration office before coming onto campus, and this visit should be during non-school hours. Students may not bring friends, acquaintances, or relatives to school as visitors.

Closed Campus

Murray is a closed campus (as are all schools in the Vista Unified School District). Students may not leave campus without going through the office for permission. **Once students enter the parking lot, students may not leave without school staff permission.**

In addition, students must have written permission to visit any other campus in the Vista Unified School District during their school hours as well as immediately before and after school.

Students needing to pick up younger brothers and sisters need to register as a visitor at those schools.

Dress Code

Students are expected to dress modestly. Students who come to school in clothing that is inappropriate will be issued appropriate clothing to change into and will return to class. Clothing must be returned at the end of the day. Inappropriate clothing is any clothing determined by staff or administration as unsafe, vulgar, lewd, offensive, or disruptive to instruction. Parents/guardians have the responsibility to see that their teen wears appropriate clothing to school and should discuss the dress code with him/her.

Murray dress codes are reviewed and renewed as styles change and as students use clothing to make negative affiliations with outside groups or when dress becomes a safety issue. **Murray administration reserves the right to alter or modify this dress code.** Students will be adequately notified of any changes, additions or modifications to the dress code that happen during the school year.

Examples of Inappropriate Dress

1. Open back tops, halter tops, tube tops, strapless tops, spaghetti straps, or any garment that causes disruption in the educational setting. This includes clothing which reveals the midriff, cleavage, buttocks, or undergarments, torn garments, tank tops with oversized neck or arm holes, see-through or fishnet clothing, clothing which is extremely tight or baggy, shorts or skirts shorter than mid-thigh, shorts that fall below the knees worn with knee high socks of any color.
2. Belts that are excessively long or hang down, belt buckles that contain initials, numbers or any inappropriate symbols or are excessively large.
3. Clothes specifically designed as underwear or sleepwear including slippers.
4. Clothing that has references or symbols of racial supremacy, discrimination of any kind, or that is degrading to any cultural or religious values.

5. Clothing which contains profanity, vulgarity, nudity, sexually explicit messages, obscene or offensive logos, symbols or slogans, or references to alcohol, tobacco, drugs, gambling, weapons, or violence.
6. Clothing with pro-sports or college-team logos or other logos promoting affiliation with off-campus groups that could be construed as gang related or disruptive to instruction.
7. Clothing promoting affiliation with off campus groups marked in a “tag”, graffiti or gothic style (Old English) or that has been personalized with “tag”, graffiti or gothic style writing, names, symbols, gang related slogans, specific cities or regions depicted by zip code, initials, numbers, abbreviations, slang terms or actual names; clothing that has been identified in conjunction with law enforcement as being gang-related attire or representing any gang style.
8. Hoods, gloves, beanies, hairnets, wave caps, bandanas, hats, caps, visors or other head coverings *except* (1) unaltered school logo items and (2) sun protective wear specifically approved by school officials to be worn outside only, plain colored, approved hats/caps/visors must be worn with bills facing forward.
9. Excessively long wallet chains, pro sport key chains/lanyards that hang out of pockets.
10. Jewelry and/or accessories which incorporate studs, spikes, safety pins, choker-style pet chains, replica weapons or drug paraphernalia, or which may pose a threat to student safety such as “studs” or “rings” worn on the face (including eyebrows, ears, nose, on or near lips) or in the earlobes.
11. Any other clothing or adornment determined by the principal to be a classroom or campus distraction, hazardous or inappropriate or specifically identified to have a negative impact on instruction or campus safety.

Disciplinary action for dress code violations include referral, change of clothing, confiscate item, parent contact, parent conference, ISS and/or home suspension.

Emergency Procedures

Student Guidelines

We consider student and staff safety to be a top priority at Murray High School. School staff undergoes emergency training throughout the school year and emergency drills are held regularly to make certain staff and students understand emergency procedures.

Students may be safer at school than at home in a serious emergency because school buildings are earthquake safe and have been designed with safety in mind. Inspections are regularly made to remove possible hazards and staff trained in First Aid is available. The safety and welfare of Murray students is our primary concern in the event of an emergency.

Students are to quietly and quickly follow the directions of teachers and staff at all times during emergency drills and situations. Students may not use personal or friends’ cell phones to call parents/relatives until all students have been taken to the evacuation area and are accounted for. School staff will let you know when you will be allowed to use phones.

If walking, riding bicycles, or taking public transportation when an emergency situation develops, students should continue toward their destination (to or from school).

In conjunction with the Murray Disaster Preparedness Plan, students are urged to make a home emergency plan with their parents and other members of their families.

Parent Guidelines

- Telephone lines will be needed for emergency calls,
Do not telephone the school.

- Streets need to be as open as possible for emergency vehicles,
Do not drive to school.
- We cannot release your son/daughter without current contact information,
Keep emergency contact information at the school current for your teen.
- We care about caring for your teen,
Keep the school office informed of any medical conditions your son/daughter may have and make certain the school office has any medication he/she needs.
- Critical information and directions will be given communicated via TV and radio and our automated calling system,
Keep your home and work contact information current; when your phone numbers change, let us know, and
- Have a home emergency plan.

Hall Passes

To leave class, students must have permission from their teachers. Each teacher maintains a classroom *Sign Out Log* for restroom/water fountain visits. Your teachers will explain to you how to use the log. Generally, **students will not be released for restroom and/or water fountain visits the first ten (10) minutes of class when teachers are required to report attendance and begin whole class or individual student instruction.** To leave class to visit another classroom or the health office, you will be required to carry a *pink hall pass*. The pass must have your name, date, destination and the time you left class.

Health Concerns/Illness/Injury

Students should not come to school when ill. If a student becomes ill or injured at school, s/he needs to ask for a pass from the teacher and report to the administration office. ***Students may never leave the school grounds to go home because of illness or injury without checking through the administration office.*** Students must sign in *and* out of the office to guarantee that they are not marked absent.

To go home due to illness, all students must call from the main office. A parent or guardian will be contacted for permission to go home. Once permission is granted, students will check out of the office. ***It is very important that your emergency contacts are kept current on your emergency card. Staff cannot release you to anyone not listed on your emergency card nor can anyone not listed give you permission to go home.***

Students are not allowed to carry prescription or non-prescription medication. All medication must be locked in the school office. Exceptions will be made for students requiring the use of an inhaler and who have physician and parent authorization. *Medication (prescription or over the counter) cannot be given to students without a doctor's written order and signed parent permission.* The necessary forms for administering medication can be picked up in the administration office.

Medical excuses from a doctor will excuse a student from PE activities for a prescribed period of time. A student, however, only receives PE credit if he/she participates in class activities. Students will still be required to attend their PE classes while under a medical excuse. *Excuses from home will excuse the student for one day only. A maximum of three illness excuses from home will be permitted per trimester for PE.* In order for a student to receive full participation credit, all activities missed due to medical excuses must be made up.

Internet and Computer Use

Murray students will use the Internet to access vast, diverse, and unique worldwide resources that are current and relevant to their course work. They will use school computers to access computer based course work, skill development programs, develop job skills, conduct research, and prepare written and oral presentations and reports.

Students are expected to use school computers and the Internet in a responsible, ethical, and legal manner. The use of school computers and the Internet is a privilege and not a right. A student who violates either school rules or the *VUSD Internet Use Policy* (http://www.vistausd.org/cms/page_view?d=x&piid=&vpid=1354265568124) will lose his/her privilege to use classroom computers and the Internet and may be subject to additional disciplinary action including but not limited to suspension or expulsion.

Students are prohibited from creating, receiving, uploading, downloading and/or transmitting inappropriate material. Inappropriate material includes, but is not limited to, that of a lewd, lascivious, pornographic, racist, sexist, threatening or violent subject matter or is otherwise deemed to be inappropriate by school staff.

Further, students may not change or attempt to change any school computer settings including, but not limited to, wallpapers, screen savers, desktop program icons or shortcuts. Students may not access or attempt to access blocked sites directly or by using proxy sites or services. Additionally, students may not use or attempt to use other students' passwords to access programs or work.

Loitering and “Off Limits” Areas

When coming to school in the morning or leaving at the end of the day, Murray students are not to loiter along adjacent streets or housing complexes. In addition, students are not to loiter in or near the bicycle parking area, the Murray parking lot, or entrances to the school or parking lot.

As a general rule, students may not visit their or others' vehicles during the school day without permission.

The Murray office has several “Staff Only” designated areas. These include staff restrooms, workrooms and the staff lunch room.

Finally, students may not be in classrooms without teacher supervision.

Office Phones, Cell Phones & Electronic Devices

A telephone is available for student use in *emergency* situations in the administration office. ***Making arrangements for rides or having homework or lunch delivered is not considered an emergency.*** Students will not be allowed out of class to make phone calls.

Electronic devices including cell phones and personal music players are allowed on campus but they *may only be used before the first morning bell, during lunch and after classes have been dismissed at the end of the school day. Cell phones must be **placed in silent mode and remain out of sight during class time.***

Murray staff is not responsible for lost, stolen, or misplaced electronic devices including cell phones and personal music players. *Students bring items to school at their own risk. School staff will not investigate nor look for lost or stolen items.*

Students who abuse the privilege of being allowed to have cell phones and electronic devices while on campus will have this privilege revoked. *Disciplinary action includes confiscation, parent conference, and loss of privilege for the remainder of the school year.*

Transportation and Parking Rules

Transportation is not provided by the Vista Unified School District; it is the responsibility of the student and parent. North County Transit District has bus routes that bring students within walking distance of the school. Free route information is available by calling (800) COMMUTE/ (800) 266-6883. Through the Equal Access portion of the 21st century ASSETS grant, a limited number of bus passes are available for students who participate in before or after school activities.

Vehicle Parking Permits

Students are required to have a Murray parking permit to park in the school parking lot. There is no charge for the permit, but you must show proof of a driver's license, vehicle registration, and automobile insurance. *Parking privileges will be revoked for reckless driving in the parking lot or the streets adjacent to Murray.*

Vehicles Subject To Search

By entering the Murray parking lot, the person driving is deemed to consent to a complete search of the vehicle by school officials, their agents, or law enforcement personnel for any reason. This includes all compartments and contents in the car and the trunk. This notice applies to all vehicles of any type and is in force 24 hours a day. *CVC 21113a.*

WeTip Program

We Tip is a program you can access at any time to protect yourself, your neighborhood, and our school. The *We Tip* crime hotline is for people who know about a crime but do not want to be identified as the reporting individual. When someone calls *We Tip*, no one asks who they are or where they live. The *We Tip* operator asks questions to find out about the crime and who committed it. The operator will give the caller a number so that they can call back if they find out more information.

We Tip sends the information to law enforcement and law enforcement investigates to see if a crime really happened. If their investigation proves that a crime has been committed then an arrest will be made. If the person who is turned in is arrested and is found guilty, then a reward up to \$1000 is offered to the person who gave the tip. The reward is paid at the post office where the person who gave the tip can receive the money by using a code name that was given at the time the tip was called in. To contact *We Tip*, call 1-800-78-CRIME or use their website www.wetip.com. Your report will be anonymous.

Work Permits

According to Federal law, all students under the age of eighteen who are employed must have a work permit. Once a student has found a job, he/she must pick up a "Request for Work Permit" form. Once the form is completely filled out (by the employer and your parents/guardians) return the form to Ms. Barr, Graduation Advisor, for processing. The final version of the work permit will be mailed to the employer.

It is illegal for employers to allow students to work without a Work Permit. All work permits expire during the first week of every school year. New permits must be obtained each school

year and when changing jobs. Student Work Permits can be revoked due to poor school attendance, low credit acquisition, or regular disciplinary incidents.

School Rules and Regulations

Confiscation of Personal Belongings

School staff have the right and are responsible for confiscating materials and personal items that are prohibited on campus, violate a school rule or California Education Code, or which cause or have the potential to cause a disruption to learning or maintaining a safe and orderly school environment. Confiscated items are not destroyed or disposed of by school staff without the explicit permission of you, your parents or law enforcement officials. Depending on the item, confiscated items are generally returned to you or your parents by the end of the school day for a first offense. Failure to give staff a requested item will be considered defiance.

Discrimination, Harassment and Hate Violence, Including Threats and Intimidation

Murray students have a right to learn in an environment that is safe, supportive, and free from discrimination in its programs and activities including discrimination based on sex, race, color, religion, sexual orientation, national origin and physical or mental disability. The Vista Unified School District has strict prohibitions against Hate, Violence and Harassment, Threats and Intimidation (Board Policy 5036) and specific Administrative Procedures regarding Harassment and Discrimination of Students (Administrative Procedure No. 5036.1) These policies are also outlined in the *Annual Notification of Parents' and Students' Rights*.

Harassing conduct creates an intimidating, hostile, and offensive educational environment. Harassment may include, but is not limited to:

- *Verbal harassment*, such as derogatory comments, slurs, name calling, whistling, jokes, rumors, direct threats of physical harm, intimidation, threatening calls, hate mail;
- *Visual harassment*, such as derogatory posters, cartoons, drawings, symbols, written words or graffiti containing offensive language about a person's race, gender, sexual orientation, disability, nationality or religion;
- *Physical harassment*, such as physical aggression, assault, imitating speech or mannerisms or interference with normal movement;
- *Other acts of aggression* such as theft or damage of personal property

The consequences for engaging in harassment or hate violence include restitution, suspension, expulsion, and referral to law enforcement for prosecution.

If you feel you have been the victim of harassment or hate acts based on your religion, race, gender, disability, sexual orientation or nationality you need to report the alleged act to a school staff member (campus security, teacher, school secretary, or school principal) immediately.

Drugs/Alcohol/Tobacco Possession and Use

If you possess, use, sell, or otherwise furnish a controlled substance, alcoholic beverage, or intoxicant of any kind while on school grounds, while going to or coming from school or any school sponsored activity, you will immediately be suspended and will be referred to law enforcement for arrest and prosecution. Upon further investigation, you may be recommended for expulsion.

If you offer, arrange, or negotiate to sell any controlled substance or alcoholic beverage of any kind and then sell, deliver or otherwise furnish another person something that looks like a controlled substance or alcoholic beverage, the same consequences outlined above apply.

Murray is a smoke free campus. Tobacco and tobacco products may not be used within 100 yards of the school.

If you or a friend has a drug/alcohol/tobacco issue, you are encouraged to seek help from a teacher, support staff, counselor, graduation advisor or principal.

Fighting, Intimidation

We believe in providing a safe school environment. If you engage in violence, intimidation or bullying, including possessing a weapon or its “look alike,” you will be suspended, referred to law enforcement, and possibly expelled. If you hurt another person, your parents may be held liable for your actions; they can be held financially responsible for a crime you commit. Acts of violence, intimidation or bullying via phone calls, “sexting” or on-line activities are illegal and you will be suspended, referred to law enforcement and possibly expelled.

Murray staff can provide you with support, guidance, and even help you resolve conflicts with others. You are expected to use these resources for intervention before a conflict turns into a fight. *If you even suspect there is trouble, it is your responsibility to tell an adult.* You must solve your problems at Murray without fighting or intimidation.

Bullying

Cyber-bullying

Cyber-bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber-bullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.

Gang and Gang-Like Behavior

Students have the right to an education and learning environment that is free from the threats or harmful influence of any group or gang which advocates disruptive behavior. A “gang” is defined at Murray as “any group of persons who use illegal acts, willful disobedience and/or the disruption of school activities.” Clothing and/or accessories worn in such a way as to identify students with a “gang” or which distracts from the educational process is not allowed.

Hazing

No student shall conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Students violating this policy shall be subject to district discipline and penalties specified in law. (Ed. Codes 32051, 32052)

Publication Distribution

Publications, advertisements or other written materials may not be distributed on campus without prior administrative permission. This includes fliers for personal parties or any outside events.

Robbery, Theft, Extortion

Students are prohibited from stealing, robbing or extorting from anyone. Students are not to steal or receive stolen property. Borrowing others’ belongings without their expressed consent is the same as stealing. Taking or hiding things from others is not a joke, this too is theft. Unattended personal belongings found on campus should be turned in to the office.

Sexual Harassment – Board Policy No. 5000.1

All students should be free to attend school without harassment of any kind. Sexual harassment is against the law and Board Policy. Sexual harassment is an unwelcome sexual advance,

request for sexual favors or unwanted verbal or physical conduct of a sexual nature. Any incident of sexual harassment will result in a mandatory parent conference and referral to law enforcement authorities. In addition, suspension or a recommendation for expulsion will be made based on the nature of the incident. If you feel you have been harassed, you need to report the incident to a Murray staff member at once (teachers, security, school secretary, principal).

Student Search

If there is a suspicion that you have violated or are violating a law or school rule Murray administrators or appointed staff have the authority to search your belongings including purses, pockets and other personal possessions. The parking lot is a part of the school and your car is subject to search.

Suspension and Expulsion

Students may be suspended or expelled for acts related to school activities or attendance. (California Education Code - Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915)

A student may be suspended or expelled for acts that occur at any time, including, but not limited to:

- while on school grounds;
- while going to or coming from school;
- during the lunch period;
- during, or while going to or coming from, a school sponsored activity;
- while on any other school's or district's property.

Students who receive a referral for minor rules violation will meet with an administrator to discuss the violation, may have their parents contacted, and/or may be assigned detention (first offense). Continued rules violations may result in more severe consequences, including but not limited to, additional days of suspension (from five days per incident through a trimester), requiring parents to attend the student's classes with the student, a behavior contract, assignment to counseling services, expulsion.

Suspension Upon First Offense

Suspension may only be imposed when other means of correction fail to bring about proper conduct. (Expulsion **MAY** be recommended upon first offense)

1. Caused, attempted to cause, or threatened to cause physical injury to another person; or b. willfully used force or violence upon the person of another, except in self-defense;
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal;
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind;
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
5. Committed or attempted to commit robbery or extortion;

6. Caused or attempted to cause damage to school property or private property;
7. Stolen or attempted to steal school property or private property;
8. Possessed or used tobacco, or any products containing tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products;
9. Committed an obscene act or engaged in habitual profanity or vulgarity;
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code;
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;

Examples of "Disruptive Acts". The following are examples of "disruptive acts" within the meaning of section 48900(k):

- a. verbal abuse and/or defiance of a supervisor, teacher, administrator, or other District employee engaged in the performance of his or her duties;
 - b. intentionally falsifying or misrepresenting material information provided to a District employee or on District records, or altering, defacing, or destroying District records without proper authorization;
 - c. gambling or hazing;
 - d. immoral behavior, possession/possession for sale of pornographic materials;
 - e. leaving school without permission of school authority or being in a restricted area;
 - f. violation of a governmental statute, ordinance, or regulation;
 - g. violation of the Dress Code, Closed Campus, Computer Use Contract, or any other District Governing Board Policy and/or school regulation;
 - h. an act of hate-motivated behavior;
 - i. engaging in any form of communication that is obscene, libelous, or slanderous;
 - j. challenging, provoking, or engaging in unlawful fighting;
 - k. sexual harassment;
 - l. prohibited possession of an electronic signaling device.
12. Knowingly received stolen school property or private property;
 13. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
 14. Committed or attempted to commit a sexual assault as defined in Section 261, 266(c), 286, 288, 288(a), or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code;
 15. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
 16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma;
 17. Engaged in, or attempted to engage in, hazing as defined in Section 32050;
 18. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not

expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1);

48900.2 committed sexual harassment as defined in Section 212.5.

48900.3 caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4 intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7 made terroristic threats against school officials or school property, or both.

48915. (a) shall recommend the expulsion of a pupil for any of the following acts unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

19. Causing serious physical injury to another person, except in self-defense.

20. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

21. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

22. Robbery or extortion.

23. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

48915. (c) The principal or superintendent of schools shall immediately suspend, and shall recommend expulsion of a pupil that he or she determines has committed any of the following:

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- Possession of an explosive.

Maximum Length of Suspension (Sections 48903, 48911).

- Regular education students: 5 consecutive school days per offense, except as provided in c.3 below
- Special education students: 10 consecutive school days where students pose an immediate threat to themselves or others. (A "danger hearing" is still required to extend suspension from 5 to 10 school days.)
- No student may be suspended for more than 20 days during the course of a single school year except that:
 1. A student who has transferred to another school mid-year for the purposes of adjustment may be suspended for 30 days.
 2. The Governing Board may suspend a student enrolled in a continuation school for the remainder of the semester in which the offense occurred.
 3. A student may be placed on extended suspension pending an expulsion proceeding.

Mandatory Expulsion

California Education Code Section 48915 (a) recommends the expulsion of a pupil for any of the following acts unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- Causing serious physical injury to another person.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- Robbery or extortion.
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- California Education Code, Section 48915 (c) provides that; The principal or superintendent of schools shall immediately suspend and recommend expulsion of a pupil that he or she determines has committed any of the following or has reached 20 days of suspension:
 - Possessing, selling, or otherwise furnishing a firearm.
 - Brandishing a knife at another person.
 - Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900
 - Possession of an explosive.

Credit Tracking Form

Use the form below to record credits you've already earned and to track the credits you earn while attending Murray. To begin, put an "X" in each box for the credits you've already earned.

Graduation Course Requirements	Total Credits	9 th		10 th		11 th		12 th	
<i>English / ELD</i>	40	5	5	5	5	5	5	5	5
<i>US History</i>	10					5	5		
<i>Government</i>	5							5	
<i>Economics</i>	5								5
<i>World History I Social Studies Elective</i>	10	5	5						
<i>World History II</i>	10			5	5				
<i>Geometry</i>	10					5	5		
<i>Health</i>	--	State requirement satisfied via completion of physical education and social or an elective health course in the alternative setting							
<i>Algebra</i>	10	5	5						
<i>Math</i>	10			5	5				
<i>Life Science</i>	10			5	5				
<i>Physical Science</i>	10			5	5				
<i>Fine Art Foreign Language</i>	10	5	5						
<i>Physical Education</i>	30	5	5	5	5	5	5		
<i>Electives</i>	50	5	5	5	5	5	5	5	5
								5	5
Total Credits	220								

Physical Education Assessment

*Passed*_____ *Not Passed* _____ *Not taken*



Go Bulldogs!