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**ADMINISTRATION** 

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#### M-BOOK

**Comprehensive School Policy** Manual

https://mhs.murrayschools.org/

#### MURRAY HIGH SCHOOL

- 2023-2024 -

School-Wide Disclosure

Welcome to Murray High School. We look forward to working with our school community to prepare students to be college and career ready by ensuring our students receive a top-tier educational experience.

#### S.P.A.R Serve.Participate.Achieve.Respect

| -> | Grading Scale |    |
|----|---------------|----|
|    | 93 - 100% = A |    |
|    | 90 - 92% = A- |    |
|    | 87 - 89% = B+ |    |
|    | 83 - 86% = B  |    |
|    | 80 - 82% = B- |    |
|    | 77 - 79% = C+ |    |
|    | 73 - 76% = C  |    |
|    | 70 - 72% = C- | A+ |
|    | 65 - 69% = D+ |    |
|    | 60 - 64% = D  |    |
|    | 50 - 59% = D- |    |
|    | 0 - 49% = F   |    |



THE PRIMARY GOAL OF GRADING IS TO PROVIDE HIGH QUALITY FEEDBACK TO PARENT/GUARDIANS AND STUDENTS: ENABLING THEM TO CLEARLY UNDERSTAND A STUDENTS PROGRESS. APPROPRIATELY SUPPORT THE LEARNING PROCESS AND ENCOURAGE STUDENT SUCCESS.

STUDENT'S GRADES WILL DEMONSTRATE WHAT A STUDENT KNOWS AND PERFORMS WITHIN A CURRENT QUARTER. IN ORDER TO EARN CREDIT STUDENTS MUST PASS THEIR CLASS WITH A D- OR HIGHER.

TEACHERS WILL BE GIVEN THE FLEXIBILITY TO EVALUATE STUDENTS WITH A GRADE THAT REFLECTS THEIR ENGAGEMENT AND REGULAR ATTENDANCE. THIS INCLUDES ALL STUDENTS.



#### **TEST RETAKE POLICY**

Murray High School has a School-Wide Test Retake Policy. Each Department at Murray has created a retake policy (for any class taken in that department) that must fall under the school wide policy. See next two pages.

## MURRAY HIGH SCHOOL SCHOOL-WIDE DISCLOSURE TEST RETAKE POLICY

Murray High School will offer opportunities for students to retake assessments to demonstrate proficiency and learning. The following guidelines outline school-wide procedures required for students to retake an assessment.

- -Only formative assessments will be available for retake. (Quizzes, Labs, etc.) Not summative.
- -Only one retake is allowed per formative assessment.
- -Test retakes should be taken during Flex time. Alternative times/locations can be approved by the teacher for extenuating circumstances.
- -Test retakes are only available during the unit in which the formative assessment aligns. Test retake deadline for each unit will be posted by the teacher at least one calendar week prior to the deadline. Test retake availability after the end of a unit is at the discretion of the teacher.
- -All work for the associated unit must be completed and submitted before a student can retake a formative assessment.
- -The higher test score will count towards the final grade.

Department particularities for test retakes are on the following page.



We Are Murray!

# MURRAY HIGH SCHOOL SCHOOL-WIDE DISCLOSURE

#### **Department Specific Additions**

#### **CTE Department:**

-Prior to retaking an assessment, the student must attend one Flex period for review.



#### **ELA Department:**

-Test retakes may be in an alternative form from the original to show evidence of learning and will be worth the same point total. -Alternative forms may include essay re-writes or reflections. Alternative forms of assessment will be decided by the teacher.

#### Math Department:

-End of unit benchmark score may replace one low exam score per quarter without the necessity of a test retake.

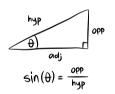
#### Social Studies Department:

-Test retakes may be in an alternative form from the original to show evidence of learning and will be worth the same point total. -Alternative forms may include essay re-writes or reflections. Alternative forms of assessment will be decided by the teacher.

-Psychology courses may allow retakes for summative assessments.

#### **Special Education Department:**

-Test corrections or test retakes are allowed once a student completes a review.







#### Murray High School

### FLEX Information Information and Policy:

Spartan FLEX is your scheduled A1/B1 class period.

Spartan FLEX is scheduled from 7:50am - 8:25am (35 minutes). FLEX class is required every day for all scheduled students and daily attendance will be taken. Mondays and Fridays will be dedicated to time with your Flex teacher for mentoring, Spartan Vision TV, and Murray Portrait of a Graduate. Tuesday, Wednesday, and Thursday is time for intervention and enrichment. You will have the opportunity to request a Flex pass to a class in which you need additional help, retake an assessment, or participate in an enrichment activity. Teachers will also have the opportunity to request students to attend their Flex class for further teaching and enrichment. However, it is mostly a time you can get help from any of your classroom teachers. Students that have no active Flex will attend their assigned FLEX class and study quietly. Attendance will be taken based on attending the class you have an active Flex pass for or, if no active Flex pass, your assigned Flex class.

#### **Spartan Flex Schedule:**

- Mentor Monday receive mentoring from Flex teacher, schedule Flex classes for Tuesday, Wednesday, and Thursday, and request Flex passes.
- Tuesday, Wednesday, and Thursday Scheduled intervention and enrichment time
- Flex Friday Spartan Vision TV or Murray Portrait of a Graduate

#### FAQs:

#### How does a student earn credit?

FLEX will be a graded class. Students will earn an "A" or "F" for their Flex period each quarter. This grade will apply to GPA calculation as well. Students will earn .25 credits for Flex for the school year (.0625 per quarter).

- Grades for Flex are attendance based.
- Students are allotted 10 absences per quarter. When a student hits their eleventh absence number 11, they will fail the course.
- All attendance marks will apply towards the 10 absences count with the exception of School Activity Release (Attendance mark "A"). This includes all excused and unexcused absences.
- Students who are more than seven minutes late to Flex, will receive an unexcused absence.

#### How does FLEX/Advisory affect Citizenship Grade?

• Citizenship for Flex will follow the same policy as other courses. "U" citizenship grades will be given for 1 or more unexcused absences, 1 or more truancies, disrespect for the teacher, or disruptive behavior.

#### Can I Fail FLEX/Advisory?

• Yes. If you are absent 11 or more days, you will receive an "F" for Flex. An "F" in Flex will affect UHSAA eligibility.

We are excited to offer the opportunity for students to continue to get additional support during the school day. It is our goal that all students be successful and achieve at a high level. Students are encouraged to utilize Spartan FLEX time to become the best students they can be!



We are pleased to announce the addition of Murray University. Murray University was created to add extended educational opportunities for students during FLEX Period. Students who are on track in their classes can be Flex'd by their mentor teacher to Murray University. Murray University will have 4 major themes: **College and Career Readiness, Health and Wellness, Work-Based Learning, and Applied Skills**. Within each of these four categories there will be sub-categories that will be instructed for a collaborative learning experience. A calendar of events will be published by the Administration for all staff, parents and students so they know exactly what is taking place on that day. **Murray U will not begin until a later date in second quarter TBD by Administration.** 

| 1. |    | <b>College and Career Readiness</b> |  |
|----|----|-------------------------------------|--|
|    | a. | CE                                  |  |
|    | b. | Scholarships                        |  |
|    | c. | AP                                  |  |
|    | d. | JTEC                                |  |
|    | e. | FAFSA                               |  |
|    | f. | New Programs                        |  |
| 2. |    | Health and Wellness                 |  |
|    | a. | Prevention                          |  |
|    | b. | Resources                           |  |
|    | c. | IHC                                 |  |
|    | d. | SafeUT                              |  |
|    | e. | Guest Speakers                      |  |
|    | f. | TOSH                                |  |
| 3. |    | Work-Based Learning                 |  |
|    | a. | Internships                         |  |
|    | b. | Job opportunities                   |  |
|    | c. | Guest Speakers                      |  |
|    | d. | Interview Skills                    |  |
|    | e. | Job Qualities                       |  |
| 4. |    | Applied Skills                      |  |
|    | a. | Communication                       |  |
|    | b. | Problem Solving                     |  |
|    | c. | Organization                        |  |
|    | d. | Decision Making                     |  |
|    | e. | Conflict Resolution                 |  |
|    | f. | Teamwork                            |  |
|    | g. | Listening                           |  |
|    | h. | Adaptability                        |  |
|    |    |                                     |  |