



**2026-27
Medford Elementary
Student and Parent Handbook**

This handbook has been prepared for students and parents to provide information concerning school procedures at Medford Elementary School. **The booklet is posted online or available in hard copy upon request in the elementary office.**

These procedures have been developed to provide a positive, safe environment, in which all students can grow and learn. Parents, students, and teachers working together can provide the best possible education opportunity for students. This handbook is a link in the communication process necessary to establish a good working relationship among school participants

Medford Elementary Faculty and Staff

Kindergarten

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First Grade

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Second Grade

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Speech Clinician

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ELL

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Third Grade

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Fourth Grade

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Fifth Grade

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Art

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Music

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Paraprofessionals

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Tracy Zirngilbe	DeNae Stenzel
Jamie Kelm	Rachael Wall
Tejae Johnson	Joanne Larson

DAC/Instructional Coach

Ellen Hansen

There are several staff members who provide support service for students. Brief descriptions are listed below:

Speech Clinician

This person is skilled at working with students on developing language articulation and usage.

School Psychologist

A psychologist is responsible for academic testing and interpretation in all student referrals. The psychologist participates on the Child Study Team. The psychologist is at Medford School two days a week.

Special Education Coordinator & Instructors

The Special Education Coordinator and instructors work directly with students who have an Individual Education Plan (IEP). They are responsible for managing IEP's, achievement testing, and the Child Study Team.

Early Childhood Special Education (ECSE)

ECSE is provided at the Owatonna School District and serves children age birth through six years. Children identified with need are transported to Owatonna for services.

Hearing Impaired Instructor

This person works with students who have hearing difficulty. This instructor may provide services at Medford or Owatonna, depending on educational need. The hearing impaired instructor can be contacted via the Special Education Coordinator.

Occupation Therapist

An Occupation Therapist works with children who need assessment or therapy on large or small muscle use. The Occupation Therapist can be contacted via the Special Education Coordinator.

Reading and Math Specialist

This is a federally funded supplemental reading and math program. There are licensed teachers who administer this program. The teachers work cooperatively with classroom teachers in developing an individualized program. Students are identified for this program by teacher recommendations, test scores, and work sampling.

Health Services

The licensed health staff organizes hearing, vision, early childhood and scoliosis screenings. This person maintains health records on each elementary age student. Other duties include calling parents and providing students TLC and first aid when they are sick or injured.

Social Worker

The social worker collects family history for children who are referred to special education. They also work with students directly who are affected by family change or who are in need of social skill support. Their duties include providing resources for county and State services.

Paraprofessionals

Paraprofessionals work with students under the direction of licensed classroom teachers and administration. Some responsibilities include helping students with academic tasks, supervising the playground, lunchroom and media center.

School Starting and Arrival Time

Classes begin at 8:12 a.m. Students will be supervised by paraprofessionals at 7:30. Please do not bring students to school prior to 7:30 a.m. without prior approval from school staff. Please make arrangements for your child to attend Tiger Club if he/she needs to be at school prior to 7:30 a.m. To enroll your child in the Tiger Club, please call 214-6381. Students will remain outside in the morning upon arrival unless they are wanting to eat breakfast.

Two hour late starts will require classes to begin at 10:12 a.m. and student arrival at 9:45 a.m.

School Bus Behavior

Riding the bus is a privilege. Students who ride the bus are expected to behave in an orderly, safe manner. Students will be assigned seats by the driver and must obey bus safety rules and instructions established by the driver. The Principal and bus driver/company will determine consequences. Once a student has received three warnings from the bus company, the bus company and school may remove the student from riding the bus for a certain period of time.

Bus Safety Rules:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, teasing, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the bus.
10. Do not damage or vandalize the school bus.

Other District Policy regarding transportation is: #707 Transportation of Public School Students

#708 Transportation of Nonpublic School Students

#709 Student Transportation Safety Policy

School Telephone Numbers

The school has two telephone numbers, which may be used: Owatonna at 451-5250 or Faribault at 334-7396. You will be greeted by an automated answering system. Knowing the extension number of the person you want to reach will allow you to enter their extension immediately and serve you best. Please refer to the extensions listed earlier in this handbook.

School Website

www.medford.k12.mn.us

Distribution of Information

All non-school organizations or individuals who wish to distribute flyers or posters in the Elementary building must receive prior approval from the principal.

Personal Belongings

Please label, with your child's name, all personal belongings brought to school. This includes clothing, school supplies, and teacher approved educational items brought for sharing with the other students. Labeled items allow us to return lost belongings quickly and accurately.

Doctor Appointments

Please try to schedule appointments at times other than the school day. However, when it is necessary, inform the child's teacher with a signed message from the parent. Students are responsible to make up any work missed.

Student Dismissal

Dismissal time is 3:01. Student safety is a concern of parents and staff. Parents (or a designated adult) are asked to pick up students outside of the Elementary office. The parent pick-up and drop-off site is also located on the North side of the building. ***All elementary students must be picked up by 3:20. Students will be escorted to Tiger Club after that time and parents will be financially responsible for time spent there.***

Bicycle Riding

Students can ride their bicycles to and from school. Students must use extreme caution when riding their bikes to school and must always use the bike/pedestrian paths and not County Road 12 or 69th Street past the railroad tracks. Bicycles must remain parked in the bike racks during the school day as a safety precaution and should be locked.

Reporting to Parents

Student report cards are sent home four times a year. Back to school conferences will take place before the school year begins. Conferences that take place during the school year will be at the beginning of the second and end of the third quarters. Teachers will also be contacting parents between report cards on a need basis. These contacts may inform parents of their child's needs and/or accomplishments. The faculty and principal encourage parents to contact them anytime for a conference. Please make prior arrangements to reach a mutually agreeable time.

Message Etiquette

To avoid interrupting lessons that are in progress, please leave messages and items forgotten at home in the Elementary office. The item or message will be given to your child as soon as possible.

Statewide Testing Information

Please refer to the link below should you have any questions regarding statewide assessments as well as you can find the MCA opt form through this link as well.

<https://education.mn.gov/MDE/fam/tests>

Attendance (District Policy #503)

In accordance with the Minnesota Compulsory Attendance Law, Minn. Stat. 120.101, Subd. 9., students are required to attend every day school is in session, unless (1) the student's bodily or mental condition is such as to prevent attendance at school; or, (2) the student has permission from a parent or guardian to attend religious instruction for not more than an aggregate of three hours in any week.

Absence Reporting and Determination

To report an unplanned student absence or tardy, a parent or guardian must call the school's attendance line at **507-214-6378** before 8:10 a.m. on the day of the absence. When leaving your message, give your child's name, your name, and a reason for the student's absence or tardy. Based on this information, the absence or tardy is then determined to be "excused" or "unexcused". **If you do not give a reason for your student's absence, the absence will be marked "unexcused".**

Examples of an "excused" absence or tardy include but are not necessarily limited to:

- o Personal Illness*
- o Medical or dental appointments (although a doctor's note may be requested if a student is absent for excessive appointments)
- o A death in the family
- o Suspension
- o Pre-approved family vacation (limit of 5 days per year)

***Please note that when a student reaches a total of 10 absences (regardless of reasons for previous absences), parents will be asked to provide a doctor's note for any further absences to be "excused". "Doctor's notes will expire after 10 school days"?**

Examples of an "unexcused" absence or tardy may include but are not limited to:

- o Parent not phoning the attendance line to report their child's absence
- o Parent not reporting a reason for their child's absence
- o Car trouble, lack of transportation or missed bus
- o Oversleeping
- o Errands
- o Lack of childcare for younger siblings
- o Family vacation that has not been pre-approved
- o Family vacation that has exceeded 5 days per school year
- o any weather related absence if school is in session (if busses have gone out on their route)

Any anticipated absence from school requires advanced written or verbal notice from the parent or guardian prior to the absence.

A student will be released from school during the day only after the parent or guardian has contacted the school.

Tardies

Students are expected to be in their classrooms promptly at 8:12 a.m. If a student is not present at this time, they will be marked "tardy". **Seven tardies will count as one "unexcused" full-day absence.** Students who arrive after 10:00 a.m. will be counted as a half-day absence.

Make-up Assignments

Students are responsible for completing and submitting work that was missed during their absence. Make-up work is due to the instructor no later than one attended school day after the date of absence. (i.e. if a student misses school on a Monday, the make-up work is due on Wednesday) If the absence covers three or more consecutive days, the make-up work is due to the instructor no later than three attended school days after the

student returns to class. Any work not completed within this period shall result in “no credit” for the missed assignment. The principal or the classroom teacher may extend the time allowed for extended illness or extenuating circumstances.

Excessive Absences

- o When a student has accumulated **three unexcused absences**, the school is legally required to notify the parent or guardian that the child is a “continuing truant”.
- o At a total of **five unexcused absences**, the school will send out a notice that the parent or guardian is expected to attend the Steele County Attendance Review Board. The Steele County Attendance Review Board is a diversionary process designed to help the student and family address the underlying factors contributing to excessive absences. The Board is led by the Steele County Attorney’s office. Parents will be asked to meet with a representative from the County Attorney’s office at the Steele County Courthouse. This meeting will include school officials, school and county social workers, and other service provider representatives as needed. At the meeting, the participants will review the laws regarding school attendance and the diversion process. A contract with the student and family will be established and the student will be placed under supervision to attend school.
- o When a child has **seven or more unexcused absences**, state law requires that the school notify the Department of Human Services in the student’s county of residence. Failure to attend and participate in the Attendance Review Board or follow through with the requirements of the attendance contract may result in a Child in Need of Protection or Services (CHIPS) petition being filed in District Court.

In accordance with the Minnesota Compulsory Attendance Law, Minn. Stat. 120.101, Subd. 9., students are required to attend every day school is in session, unless (1) the student’s bodily or mental condition is such as to prevent attendance at school; or, (2) the student has permission from a parent or guardian to attend religious instruction for not more than an aggregate of three hours in any week.

Steele County

The Steele County Attendance Review Board is a diversionary process designed to help the student and family address the underlying factors contributing to excessive absences. The Board is led by the Steele County Attorney’s office. Parents will be asked to meet with a representative from the County Attorney’s office at the Steele County Courthouse. This meeting will include school officials, school and county social workers, and other service provider representatives as needed. At the meeting, the participants will review the laws regarding school attendance and the diversion process. A contract with the student and family will be established and the student will be placed under supervision to attend school.

Rice County

The Rice County School Attendance Review Board (SARB) oversees referrals of truant students and ensures the provision of appropriate intervention and services. The board has procedures in place to document student attendance and verify actions and interventions with request to truant students and their families. School Attendance Review Board members include representatives from the school, Social Services, Court Services, Law Enforcement and the parents or guardian of the student. The board will develop a school attendance agreement with the family that specifies the actions to be taken.

Dress Code (District Policy # 504)

Student dress is recognized generally as a matter of personal good taste at Medford Schools. However, no student will be allowed to attend school while wearing bizarre, obscene, or odd clothes including face masks which could cause disruption of the orderly academic process or which constitute a health and/or safety hazard. Short shorts or mini-skirts (shorts or skirts that are less than the length of the student's fingertips when their arms and hands are fully extended to their side), skimpy tank tops, spaghetti straps, tops that expose the midriff and other clothing that is not in keeping with community standards will not be allowed. Also, no article of clothing can convey obscene, racial, sexually oriented, discriminatory or violent messages, nudity, Satanism, swearing, alcohol or tobacco promotions or logos, statements or pictures demeaning to any group or person. Link chains, of any type, are not allowed as dress accessories.

Continued - Hats and/or caps may not be worn inside the school building and should remain in students' lockers throughout the school day. Hooded sweatshirts may be worn, but hoods must be left down. Shoes are to be worn at all times to avoid unnecessary injury. Backpacks should be stored in lockers and may not be carried from class to class.

Children must have clothing warm enough for the winter. Children who arrive at school wearing clothing that places them in danger of frostbite in the winter will have their parents contacted to discuss options.

Students not adhering to the dress code will be asked to change clothes, or will be sent home, with loss of credit for the time missed.

Gum Chewing/Flavored Water Packets

Gum chewing by students is prohibited at school except by special teacher permission. Teacher permission is limited to the granting teachers' classroom. Student's chewing gum anywhere else in the school building or on the school grounds will be asked to discard the gum.

Students are not allowed to bring flavored water packets in the school to use during the school day.

Student Dismissal and Early Dismissal

Students are required to leave the building immediately upon dismissal from school. Students who ride the bus should board the bus promptly after dismissal by a teacher. Students who walk or ride their bicycles should leave school grounds as soon as possible. Students who are waiting for parents, guardians, or baby-sitters to pick them up can wait by the Elementary office exit. Students are discouraged from being in the High School area at dismissal time. *All elementary students must be picked up by 3:20. After that time they will be sent down to Tiger Club. Parents will be charged accordingly*

The community will be notified through Radio Stations KDHL (920), KRFO (1390), and WCCO (830) when weather conditions or other emergencies make it necessary to close school or start late. The Medford School District also uses an automated phone and email service to communicate with parents. Please contact the elementary secretary for details and sign-up.

It is extremely important for parents to have plans communicated well with their children in the event of an early dismissal at the beginning of each school year. Parents are asked to submit a plan on their child's Student Emergency Information Form at the beginning of the school year.

Change of Transportation and/or Destination

Students who are going to change their method of transportation or destination from school must have a signed note or phone call from their parent or guardian. Students will be directed to follow original transportation plans if prior notification has not been given. This includes going to after school scout meetings, visiting friends, birthday parties, etc. Students will be discouraged from calling parents at dismissal time to arrange after-school activities.

Parents Welcome

An important factor in a student's school success is the amount of involvement the parents have with the child's school. With that idea in mind, the faculty and administration at Medford Elementary encourage parents/guardians to be involved in the education process. Please consult with your child's teacher regarding classroom visits or being a classroom volunteer.

Feel free to call or send a message whenever a problem or concern arises with your child. Do not wait until conference time, often the situation can be resolved by communicating with your child's teacher quickly.

Parent participation is also welcomed to serve on any Advisory Council. Please contact Josh Carlson for more information at 214-6312.

Latex Allergy Information

Medford Public School is "latex limited" because of a few students who have a latex allergy. **Please do not bring latex balloons to school.** Mylar balloons are okay. Latex-free gloves are being used by nutrition, nursing and custodial staff.

Car Riders Pickup and Drop Site

Your help is needed to insure your child's safety before and after school. All car riders will be dropped off and picked up on the outside lane of the dropoff pick up lanes closest to the curb. The separate bus corral is designated for school buses only.

Motorized vehicles, snowmobiles, dirt bikes, or any vehicle that is not legal to drive on streets or roads, will not be allowed on school property without administrative approval.

Insurance

Medford School does not carry Health or Accident insurance on students. This is the responsibility of the family.

School Parties

Students may have three class parties during the year. These parties are Halloween, Christmas, and Valentine's Day. Teachers will notify parents of the cost of treats and other special arrangements that may need to be made. Students may bring treats to celebrate during these parties; however, this is not required. In order to safeguard all students' health, parents are asked to send treats/snacks that are commercially made rather than homemade.

Birthday Treats

Students may bring treats to celebrate their birthday; however, this is not required. In order to safeguard all students' health, parents are asked to send treats that are commercially made rather than homemade. Treats must be simple and limited in expense and size. An example would be a cookie. Please contact your child's teacher prior to bringing in treats to see if students in the classroom have a nut allergy.

Medication Dispensing (District Policy #516)

Parents are encouraged to arrange the administration of medication (prescription or over the counter drugs) to their children during non-school hours. This is especially important because a nurse is not always on duty at Medford School. If it is necessary for a child to be given medication at school, the following procedure will be used:

- A. All medication, including cough drops, must be in the original container that it was purchased in and labeled. The label needs to include the patient's name and the name, address, and telephone number of the issuing pharmacy, prescribing physician, and directions for use, the name of the drug manufacturer.
- B. All medication must be accompanied with a permission message signed by the parent or guardian. The signature of the doctor prescribing the medication is also required. Medication forms may be obtained by contacting the school health office at ext. 6315 or by printing the forms from the Medford School Website. (Forms are on the health services page.) Medication cannot be administered without forms filed in the school health office.
- C. Medications will be kept in the Health/Nurse office in a locked place and dispensed by a health aide. This procedure complies with Minnesota Statute 123.35 and 162.202. The principal or their designee will count Ritalin, Dexedrine, and other controlled drugs when the prescriptions are received.
- D. Students, whose temperature is measured at 100 degrees or higher, will be sent home regardless of medication that is sent with the child. Your help and cooperation is needed to insure the safest possible situation regarding the administration of medication to students at Medford School. If there are any questions or concerns about this procedure, please call the principal.

Head Lice

Head lice can become a problem with the emergence of species that are difficult to eliminate with medication. Should your child become infected we recommend that you use medicated shampoo to remove live lice AND attempt to remove the nits (eggs). This process should be repeated every 7-10 days. If your child is found to have head lice at school, parents will be asked to pick up their child. Students need to be free of live lice upon returning from school. Parents can contact the health office for questions regarding treatment and school policy.

Student Records and Data Privacy (District Policy # 515)

Parents/guardians have the right to inspect and review the educational records of their children in the presence of school officials. The school district may presume that either parent has access to the educational records unless it has been provided with evidence that a legally binding instrument, state law, or court order governing matters such as divorce, separation, or custody, exist to the contrary.

A parent/guardian wishing to challenge the content of the school record shall make a written request to the principal.

Change in Student Information And/Or Residence

The elementary office must be notified of any change in address, home or work phone. If a student moves out of the Medford district but desires to continue in the elementary school, the office must be contacted as there is state mandated paperwork to be completed.

Telephone Calls

Pupils may use the school phone only when absolutely necessary. Students, who must make a long distance call, need to get permission from office staff.

Lunch Program

Children can purchase lunch at school or bring lunch from home. Lunch money depositing is typically coordinated with the classroom teacher and Head Cook. Applications for Free and Reduced lunches are available in the Head Cook or Superintendent's office. The school has the right to allow or not allow visitors during lunch on any day.

In accordance with Federal law and U.S. Department of Agriculture policy, we are prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

Classroom Materials

Each teacher will send home a list of materials needed for their classroom. This list is also published on the district website each year. Students are required to have a separate pair of shoes for indoor (i.e. Phy Ed in the gymnasiums) use only.

Nuisance Items

A staff member shall confiscate personal items that students bring to school property which interfere with learning or affect behavior. Parents can retrieve the item(s) at the end of the school day with administrative approval. School buses are considered school property. This includes any weapons real or toy made.

Field Trips (District Policy #610)

During the year, students may have the opportunity to attend field trips. These trips are planned to augment the curriculum and are an important part of the planned learning activities. Parents will be notified when trips are planned. Parent permission is needed for children to participate. Parents will be asked to help support field trips by paying a field trip fee at the beginning of the year.

Accidents and Illness

In the event of an accident or illness to children in school, the following procedures will be followed:

1. Emergency first aid administered.
2. Parent will be notified.
3. If the teacher and/or administrator feel that is necessary, medical assistance will be called.
4. Child may be sent to a physician or hospital.

Please do not send children to school if they are sick. Medford School does not have the facilities of a hospital or clinic.

Student Discipline (District Policy #506)

Code of Conduct: Unacceptable student behavior will be subject to disciplinary action in accordance with District Policy #506. The Student Discipline Policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles or any other vehicles approved for school district purposes. Student discipline is applied to any student conduct, at any time or in any place, when it interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

Disciplinary Action: Discipline action for the unacceptable behavior described in this policy may include, but is not limited to:

1. Meeting with the teacher, counselor, or principal;
 2. Detention or restriction or loss of privileges;
 3. Parent contact;
 4. Parent conference;
 5. Modified school programs;
- Continued –
6. Removal from class;
 7. Suspension;
 8. Exclusion;
 9. Expulsion;

A teacher, school employee, school bus driver or other agent of the district may use reasonable force to restrain a student in compliance with MN Statutes 121A.582, other laws, and District Policy.

Removal from class: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. "Removal from class" is the short-term exclusion of a student from class during which the school retains the custody of the student. A staff member shall escort students removed from class to the school office. The removed student shall be accompanied by a staff member and seated in the school office until the principal or their designee conferences with the student.

The principal or designee shall conference with the teacher and may request a written report regarding the removal of the student. The removal from class may be imposed without an informal administrative conference where it appears the student has created an immediate and substantial disruption to themselves or to persons or property around them. The length of time of the removal from class shall be at the discretion of the principal. Students shall be returned to class upon completion of the terms of the removal established at an informal administrative conference. These terms may include, but are not limited to, parent contact, parent conference, disciplinary action as written in District Policy #506, and a readmission plan.

The principal or designee will determine if a referral to special education services for assessments, or if a review of the current Individual Education Plan of a disabled student, is needed. The removal of a student from class shall not exceed five (5) class periods. See discipline guide for further questions and clarifications.

Student Visitors

Student visitors are not allowed during the school day without prior permission from the Principal.

Sexual Harassment, Verbal and Physical Abuse (District Policy # 413, # 525, and # 526)

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence.

Verbal and physical abuses among students, or directed at school staff, are considered suspendable offenses that may lead to expulsion for chronic offenders.

Policy on these issues is extensive and space does not allow for their complete printing here. They are available in the school offices, posted by the District Office and principal offices for public viewing at any time.

***Updated Bullying Prohibition Policy# 514 - 2014**

Pledge of Allegiance (District policy #531)

Students in this district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The pledge will be recited in their classroom.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Electronic Devices (Minn. Stat. § 121A.73)

Telephones, Cell Phones, Headphones, iPods, e-Readers, etc.

General Guidelines

- Cell Phone Use: Students may NOT use cell phones during the academic day - first bell to last bell.
- Device Storage: It is strongly suggested that all electronic devices be kept off and in a locker during school hours.

Confiscation and Consequences

- Unauthorized Use: If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member.

- First Infraction: The device will be taken to the office and the student will pick it up at the end of the school day.
- Second Infraction: A parent/guardian must pick up the device, and additional consequences may be assigned.
- Third Infraction: A parent/guardian must pick up the device, and additional consequences may be assigned.
- Fourth Infraction: Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/ Guardians devise a plan together with school administration.

Specific Restrictions

- Locker Rooms and Bathrooms: Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
- Lockdowns and Fire Drills: Phone usage during lockdown and fire drills is prohibited.
- Unauthorized Recording: Students who take pictures or videos of others without permission in any school setting, including the bus, will face disciplinary actions.
- Earbuds and Headphones: Earbuds and headphones may not be worn in the hallways or cafeteria.

Investigations and Inspections

- Device Disabling: Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
- Device Inspection: The school reserves the right to inspect a student's electronic device, through proper legal channels, if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.

School Responsibility

- Lost, Stolen, or Damaged Devices: The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

Additional Rules

- Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
- Phone Calls: Students are not to use their phones or smart watches to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies. Compliance By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

CHROMEBOOK POLICY AND AGREEMENT (District Policy #524)

- a) *Chromebooks- 5th and 6th grade students-* Students will no longer be taking devices home except under check out procedures and for E-learning. This was due to issues with forgetting, issues with dead chromebooks, breakage, and using them for non-school related issues. Additionally, it was felt by our 5th and 6th grade team that students may be more on task if they didn't have the option to take home. For those who are sick or were gone for an extended period of time, check out procedures will be in place to allow them to take their chromebook home for a period of time necessary to complete the work.

Students and their parents/guardians are reminded that use of the district technology tools, resources, and services is governed by the Medford “Electronic Technologies Acceptable Use Policy”, Policy #524. In order to understand the expectations of this program, students and their parents/guardians are expected and thereby responsible for reviewing the policy. Failure to review the policy does not exempt users from accountability to the information contained within.

Students and their parents/guardians should be aware that use of district technology tools, resources, and services is subject to reasonable and appropriate monitoring by the District and school administration in accordance with the requirements of all applicable federal and state laws.

OWNERSHIP OF THE CHROMEBOOK AND CHARGER

The District retains sole right of possession of the Chromebook and any other technology items assigned to the student. The Chromebooks are loaned to the students for educational use for the academic year. Furthermore, the District, and its staff and faculty, retain the right to collect and/or inspect the Chromebooks at any time, and to alter, add or delete installed software, or remove hardware at any time.

EXPECTATION OF PRIVACY

Students shall have no expectation of confidentiality or privacy with respect to any usage of the District’s Chromebooks, regardless of purpose, other than specifically provided by law. In order to comply with the Children’s Internet Protection Act (CIPA), the District shall filter student internet access when using the Chromebook on the District’s access points.

The District may, without prior notice or consent, log, monitor, and supervise use of district-owned Chromebooks at any time while there is reason to believe the student has engaged in misconduct or there are technical difficulties related to the device. By using the devices, students agree to such logging, monitoring, and supervision of their use. The District shall not make use of the camera or microphone on a district-owned or issued device for remote monitoring or data collection at any time. The District will also not make use of screen monitoring or classroom management software while the devices are used apart from the District’s network.

RESPONSIBILITY FOR THE CHROMEBOOK AND CHARGER

Students are responsible for their loaned devices and will therefore adhere to the follow conditions:

1. Students shall comply with the District’s “Electronic Technologies Acceptable Use Policy.”
2. Students shall bring their Chromebooks to school every day and ensure that it is fully charged. (A fully charged Chromebook should last the entire school day.) If a Chromebook is missing from school for an extended length of time, the Chromebook should be reported stolen and a police report may be filed.
3. The student will be the sole user of the device and shall not grant access to any other person.
4. Students shall sign into the Chromebook using their District assigned Google Apps for Education account.
5. Students shall treat their device with care and never leave it in an unsecured location.
6. Students shall not intentionally remove or damage any identification markings assigned on the Chromebook.

7. Students shall not attempt to disassemble, remove or change the physical structure of the Chromebook, including the keys or plastic covering.
8. Students shall not attach stickers or labels to the Chromebook or add any markings to the Chromebook. Students may, at their own cost, purchase a removable shell, cover, or skin for the personalization of the device.
9. Students shall not attempt to run any operating system other than what is provided by Google and supported by the District.
10. Students shall make a reasonable effort to keep the device clean.
11. Students shall promptly report any problems with their Chromebook to one of their teachers or by directly emailing, dgathje@medfordtigers.org
12. Chromebooks and chargers shall be returned in good working order to the District at the end of each school year, at the request of the Administration, or at the time of transfer or withdrawal from the District. Failure to return the computer in a good working order shall result in the student/parents/guardians being responsible for the full replacement cost of the computer and charger. If not returned, the Chromebook may be reported stolen and a police report may be filed.

Device Protection Information

<u>Covered</u>	<u>Not Covered</u>
<i>The following items are covered under the protection plan for 6th graders once fee is paid.</i> • Accidental damage (accidental drop, spill, etc.) • Normal wear and tear • Off Campus Theft (must be reported to the police and have a police report) • Fire, flood, or natural disaster	<i>The following items are NOT covered under the protection plan:</i> • Loss • Damage deemed by administration to be intentional (ex. thrown, purposeful spill, vandalized, stickers) • Charging cords that are lost or physically damaged

Here are some additional tips you may want to review with your child:

- Take care of your device. Avoid placing weight on the device. Never expose a device to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a device.
- The device must remain free of stickers, writing, painting, or any other forms of adornment.
- Do not eat or drink around your device.
- Be aware your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Please remove these before transporting your device to another classroom, to and from school, or inside your home.
- Do not lend your device to another person. It is recommended that only you login to your device.
- Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment.
- The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. The device should be powered down before any cleaning.

- If your device is damaged or if you are experiencing any issues, please report them to our technology department personnel as soon as possible.

DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will attempt to use my social presence to make a lasting positive impact on the world-wide internet community.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, applications, music, and video. Downloading, sharing, and posting online illegally obtained material is prohibited.

ACADEMIC INTEGRITY/PLAGIARISM

Integrity is essential to excellence in both education and life. Assessments and other school work are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate account of the student's mastery of the material. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will need to find an alternative way to assess the student's knowledge. It is at this point that all parties—parents, teachers, administrators, and the student—work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way.

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism or collusion. Additional classifications may be added at any point:

1. Copying homework or allowing someone to copy your homework.
2. Letting your project partner do all the work and just putting your name on the final project.
3. Sharing test questions and/or answers as to what is on an assessment with other students either verbally or electronically (i.e. text messages, chats, earphones, calculators with memory systems, PDAs, Bluetooth technology, etc.)
4. Looking at another's test/quiz or allowing another to copy a test/quiz.
5. Submitting others work as your own with or without the other person's knowledge. (i.e. plagiarism.)
6. Working with others on an assignment that is designed to be done individually.
7. Using AI applications and websites or software to write, create, compose, or otherwise develop the assignment outside of the parameters and permissions of the instructor.

CONSEQUENCES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

A violation of the academic integrity policy is a behavioral infraction and shall be treated as such. All offenses are cumulative for all courses over the high school academic career. If the behavior warrants it, the administration may increase the level of consequences based on the facts and the violations of other policies.

PROCEDURES FOR REPORTING ACADEMIC DISHONESTY

1. If a staff member has a belief that a student violated the academic honesty policy, he/she will discuss the incident with the student.
2. The staff member will complete a behavior referral in Infinite Campus and submit it to the principal or designee outlining the infraction.
3. The staff member will inform the parent(s) of the infraction via the phone or email.
4. The teacher will set a date and time not to exceed 4 school days of the violation to complete an alternate assessment for up to 80% credit. If a student fails to complete it within the stated time frame, the teacher will issue a score of 0%.
5. The administration will meet with the student, and parent(s) if requested by them, to review the incident and to establish the consequences. A follow-up meeting may be necessary to review the student's actions subsequent to the incident.
6. The violation will be entered into the student's discipline record.

LOANER EQUIPMENT

If the Chromebook issued to a student is not working properly, the school has a limited number of loaner devices for use while the original Chromebook is repaired or replaced. This agreement shall remain in effect and is applicable to

loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on direction from his/her teacher.

Lost or Destroyed Textbooks

There will be a replacement fee for textbooks, workbooks, or library materials lost or destroyed by students.

Lockers

Lockers remain the property of the school district and under state law can be inspected by school officials at any time. School officials can search individual lockers and personal possessions if they have reasonable suspicion that the search will uncover evidence of a law or school rule violation.

Money and valuables stored in lockers are a temptation to theft. Students should not bring large sums of money to school. All valuable articles should be in possession of the owner at all times. Valuables and large sums of money may be brought to the office for safekeeping during the school day.

The school will not accept responsibility for stolen money or other articles taken from lockers, or clothing left unattended in the locker rooms.

Damage or Theft to School or Personal Property

Damage, destruction, or theft of school property or property of others by students is not allowed. Full restitution and/or restoration of the damaged or stolen property apply in each instance. Discipline in accordance to District Policy #506 will also be enforced.

Fire Drills/Weather Emergencies

The school district is required by law to conduct fire drills during the school year. In addition, the school will conduct tornado drills, and emergency procedure drills to help ensure the safety of students and staff. School personnel will provide detailed explanations of the procedures to be followed, based on student location at the time of the emergency drill or actual emergency. Each drill should be treated as a potential real situation in order to assist in judging the readiness of our school population to respond.

Controlled Substances, Alcohol, Tobacco (District Policy # 506)

Student use or possession of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited. It shall be a violation of policy to use tobacco or tobacco related devices in the school or on school property. This prohibition extends to all facilities of the school, all vehicles, and all off-campus school district sponsored events. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.

It shall be a violation of school policy, for any student, to use alcohol, toxic substances, or controlled substances in any school location.

The school district will act to enforce this policy and to discipline or take appropriate action against any student who violates this policy, including involvement of law enforcement, as deemed necessary, and referral to the Chemical Abuse Pre-assessment Team and/or Chemical Dependency Counselor.

A student who violates these policies shall be subject to discipline in accordance with the District's Disciplinary Policy. Such discipline may include suspension or expulsion from school.

Chain of Command

Chain of Command / How to Effectively Communicate with School Officials

CHAIN OF COMMAND

Parents/Students are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "Chain of Command", or where to begin the communication sequence regarding their child's problem. Parents of children with special needs should refer to the Special Education section below.

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by email. A phone call would be the next preferable way to communicate. The chain of command can be found on the District School Website.