

MEDFORD HIGH SCHOOL
Student Handbook
2026 - 2027



Home of the Tigers

Board Approved August, 2026

DISTRICT MISSION STATEMENT

Providing quality education while preparing our students and community for the future.

MEDFORD HIGH SCHOOL VISION STATEMENT

Every child can learn. Education is the shared responsibility of the school, students, family, and community. We must prepare students for life-long education. Our society needs the varied contributions of all adults. A high school diploma is a necessary ingredient for a successful future. Students must effectively realize their potential when their physical, emotional, and mental needs are considered. Schools should provide the skills necessary for students to become productive, contributing citizens of our society and the world. Students have a right to responsible, competent, caring adult leadership.

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Ellen Hansen, K-12 District Curriculum/Instructional Coach &
District Assessment Coordinator

MEDFORD HIGH SCHOOL

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Medford, MN 55049

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Website: www.medford.k12.mn.us

Dear Parents, Guardians, and Students,

The items in this handbook are a small part of the many policies and regulations that the Board of Education has mandated for Medford High School. This is not meant to be an exhaustive policy book, but it is a snapshot of the procedures, policies, and regulations that most often affect the students of Medford High School. All policies, regulations, definitions, and procedures comply with the laws of the State of Minnesota and of the United States. The full policies are available on the District Website.

Though an attempt has been made to make this handbook as comprehensive as possible, no book could cover every situation that will be encountered at the high school. The staff and administration will make every effort to apply the disciplinary code in an equitable and consistent manner. The final determination of any issue will be made at the discretion of the administration. If there are questions or comments in regards to this handbook and its policies, please direct them to a building administrator. Overwhelming positive comments from students, parents, and staff reinforce that it has become a necessary part of the education provided at Medford High School. The District recommends that parents and students carefully review the contents of this handbook together.

This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. All parents, students, and staff are expected to be familiar with the contents of this book. Students, you will be held accountable for adhering to the rules stated herein. Please read carefully to become familiar with the important procedures, activities, rules and expectations necessary for the effective operation of our school. Sound decisions are based upon a clear understanding of the outlined expectations.

Best

Regards,

The High School Team

TABLE OF CONTENTS

[Medford School Calendar](#)

[Medford HS Bell Schedule](#)

[2024-2025 FACULTY](#)

[ACADEMIC INTEGRITY/PLAGIARISM](#)

[AGE OF MAJORITY](#)

[ANNOUNCEMENTS](#)

[ATTENDANCE \(Policy 503\)](#)

[BUILDING CHECK IN/CHECK OUT PROCEDURES](#)

[BULLYING PROHIBITION POLICY \(Policy 514\)](#)

[CHAIN OF COMMAND](#)

[CHROMEBOOK POLICY AND AGREEMENT \(Policy 524\)](#)

[CLOSED CAMPUS](#)

[CONTROLLED SUBSTANCES, ALCOHOL, TOBACCO \(Policy 506 and Policy 419\)](#)

[COUNSELING/SOCIAL WORKER OFFICES](#)

[COUPLES' ETIQUETTE](#)

[CRISIS MANAGEMENT POLICY](#)

[STUDENT CRISIS/SUICIDE PREVENTION INFORMATION](#)

[DETENTION](#)

[DRESS CODE \(Policy 504\)](#)

[DRIVING, PARKING, TRAFFIC RULES](#)

[EXTRA-CURRICULAR ACADEMIC ELIGIBILITY \(Policy 540\)](#)

[FIDGETS](#)

[FIELD TRIPS](#)

[FIRE DRILLS/INTRUDER DRILLS/WEATHER EMERGENCIES](#)

[FOOD/BEVERAGES](#)

[FUNDRAISING](#)

[GRADUATION REQUIREMENTS \(Policy 613\)](#)

[HONOR ROLL/ACADEMIC RECOGNITION](#)

[LOCKERS \(Policy 502\)](#)

[LOST OR DESTROYED TEXTBOOKS](#)

[LUNCH PROGRAM](#)

[MEDIA CENTER](#)

[MEDICAL AND DENTAL APPOINTMENTS](#)

[MEDICATIONS \(Policy 516\)](#)

[PASSES](#)

[PHONE CALLS AND MESSAGES](#)
[PROGRESS REPORTS, REPORT CARDS & PARENT CONFERENCES](#)
[RESPECTFUL LANGUAGE](#)
[RETENTION/PROMOTION: REPEATING FAILED COURSES \(Policy 513\)](#)
[SEXUAL HARASSMENT/VERBAL & PHYSICAL ABUSE](#)
[\(Policy 413, Policy 525, and Policy 526\)](#)
[SCHEDULING OF STUDENT EVENTS AND PRIORITIES](#)
[STATEWIDE TESTING](#)
[STUDENT RECORDS AND DATA PRIVACY \(Policy 515\)](#)
[STUDENT DISCIPLINE \(District Policy #506\)](#)
[STUDENT IN GOOD STANDING](#)
[STUDENT SCHEDULES/SCHEDULE CHANGES](#)
[STUDENT PRIVACY RIGHTS](#)
[STUDY HALLS](#)
[TENNESSEN WARNING TO STUDENTS AND PARENTS](#)
[TRANSFERS TO OTHER SCHOOLS](#)
[TRANSPORTATION \(Policy 707, Policy 708, Policy 709, Policy 710\)](#)
[VISITORS/GUESTS](#)
[WEAPONS POLICY \(Policy 501\)](#)

Medford HS Bell Schedule

M,T,W,Th,F Schedule

First Bell	8:10
Period 1	8:15-9:02
Advisory period	9:06-9:28
Period 2	9:32-10:19
Period 3	10:23-11:10
A-Lunch (7/8)	11:10-11:40
Period 4A	11:14-12:01
Period 4B	11:44-12:31
B-Lunch (9-12)	12:01-12:31
Period 5	12:35-1:22
Period 6	1:26-2:13
Period 7	2:17-3:04

2-Hour Late Start Schedule

First Bell	10:10
Period 1	10:15-10:43
Period 3	10:47-11:15
A-Lunch (7/8)	11:15-11:45
Period 4A	11:49-12:35
Period 4B	11:19-12:05
B-Lunch (9-12)	12:05-12:35
Period 2	12:39-1:13
Period 5	1:16-1:50
Period 6	1:53-2:27
Period 7	2:30-3:04

Pep-Fest Schedule

First Bell	8:10
Period 1	8:15-9:00
Period 2	9:04-9:49
Period 5	9:53-10:38
Period 3	10:42-11:27
A-Lunch (7/8)	11:27-11:57
Period 4A	11:31-12:16
Period 4B	12:01-12:46
B-Lunch (9-12)	12:16-12:46
Period 6	12:50-1:33
Pepfest	1:37-2:21
Period 7	2:21-3:04

NOTE:

1. The schedule during two (2) hour late start days shall be modified to accommodate the 7 instructional periods but will not include an advisory. Students should report to their 1st hour class at 10:15 and follow the day's modified schedule.

July 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MEDFORD PUBLIC SCHOOL 2026-2027

FINAL DRAFT - Start September 1st

Aug. 19	New Teacher Workshop (7:30 a.m.-11:30 a.m.)
Aug. 20	New Teacher Workshop (7:30 a.m.-3:20 p.m.)
Aug. 24	½ Day Staff Development – ½ Day Workday (7:30 a.m. - 3:20 p.m.)
Aug. 25	Teacher Workday (7:30 a.m. - 7:00 p.m.)
	Open House (5:00 p.m. - 7:00 p.m.)
Aug. 26	Staff Development Day (7:30 a.m. - 3:20 p.m.)
Aug. 27	½ Day Staff Development (7:30 a.m. - 11:30 a.m.)
Sept. 1	First Day of Classes (Grades 7-12)
Sept. 1-2	School Readiness Days (Grades 1-6)
Sept. 1-4	School Readiness Days (Kindergarten)
Sept. 3	First Day of Classes (Grades 1-6)
Sept. 7	Labor Day (No School)
Sept. 8	First Day of Classes (Kindergarten)
Oct. 13	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
Oct. 14	K-12 Conferences (8:00 a.m. - 11:30 a.m.) (No School for Students)
Oct. 15-16	Education MN Convention (No School)
Nov. 5	End of Quarter #1
Nov. 6	½ Day Workday – ½ Day Staff Development (7:30 a.m. - 3:20 p.m.) (No School for Students)
Nov. 25	Flexible Learning Day
Nov. 26-27	Thanksgiving (No School)
Dec. 24-Jan. 1	Winter Break
Jan. 4	School Resumes
Jan. 15	End of Quarter #2
Jan. 18	Teacher Workday (No School for Students)
Feb. 25	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
March 4	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
March 5	½ Day Workday – ½ Day Staff Development (7:30 a.m. - 3:20 p.m.) (No School for Students)
March 8-11	Spring Break (No School)
March 12	Conference Comp Day (No School) (Spring)
March 24	End of Quarter #3
March 25	½ Day Workday – ½ Day Staff Development (7:30 a.m. - 3:20 p.m.) (No School for Students)
March 26	Easter Break (No School)
May 28	Graduation (7:00 p.m.)
May 31	Memorial Day (No School)
June 3	End of Quarter #4
June 4	Last Day of Classes
	Teacher Workday (7:30 a.m. - 3:20 p.m.)
Quarter #1 –	44 days
Quarter #2 –	41 days
Quarter #3 –	41 days
Quarter #4 –	48 days
	174 student contact instructional days
	9 teacher workdays/staff development
	2 conference days
	185 teacher contract days

Key:	O	First & Last Day of Classes
	□	Staff Development/Workday
	X	Vacation Day
	Δ	End of Quarter
	=	Conference
	+	Education Minnesota
	—	Graduation
	☆	New Teacher Workshop
	☆	Flexible Learning Day

Cancelled days may be rescheduled.

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2024-2025 FACULTY

Ms. Linnea Anderson	English	
Mr. Craig Albers	Business	
Ms. Amanda Akers	Art	
Ms. Lyn Andrews	Special	Education
Ms. Alexis Bauer	Health/Physical Education	
Mr. Steven Boehning	Social	Studies
Mr. David Bon	Science	
Ms. Ellery Bonde	Special Education	
Mr. Sean Carney	Mathematics	
Mrs. Brittany Cato	Special Education	
Mr. Josh Cluever	Mathematics	
Mr. Randy Domstrand	English/Language Arts	
Ms. Megan Finley	English/Language Arts	
Ms. Ellen Hansen	Assessment Coordinator/Instructional Coach	
Mr. Bryson Havumaki	Ag Education	
Ms. Carissa Hoha	Mathematics	
Mrs. Leah Inman	Science	
Mr. Jerome Johannes	Social Studies	
Mrs. Kaylee Swenson	Band	
Ms. Amanda Lannoye	Spanish	
Mr. Tim Larson	Ag Education	
Mr. Joe Melles	Social Studies	
Mr. Keegan McCorkel	Social	Studies
Ms. Karrie Olson	Special	Education
Ms. Trista Rudstrom	Counselor	
Ms. Laura Boles	ELL	
Mrs. Audrey Revier	Science	
Mrs. Breanna Scheer	English	
Mx. Olivia Schmidt	Choir	
Ms. Kelli Nibbe	Art	
Ms. Taleah Smith	English	
Ms. Lisa Stewart	Science	
Mr. Kevin Werk	Mathematics	
Ms. Peggy Wetmore	Social Worker	
Mr. Dennis Whitman	Health/Physical	Education

GENERAL INFORMATION

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 email 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. If the teacher's syllabus allows, they will set a date and time 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. Students whose infraction violates MSHSL rules and/or other clubs, groups, or classroom rules may receive disciplinary action as well and the infraction will be recorded in their behavior record.

Note: Students who are members of the National Honor Society who violate the Academic Integrity/Plagiarism Policy will be granted a hearing, at which point a decision will be made regarding whether or not their membership will be revoked.

AGE OF MAJORITY

In Minnesota, the age of majority is 18. However, all students, whether 18 or older, are considered students and must follow all student rules and regulations. Parents will receive all communications from the school.

ANNOUNCEMENTS

Announcements will be posted to Google Mail (Classroom) by the start of the day and copies will be posted on the common areas televisions. Students and teachers are asked to submit announcements, in writing, to the office one day in advance. Exceptions may be made for results of evening activities, which will be included if received by 7:15 a.m. the day of publication. Announcements will be read aloud during advisory/homeroom.

ATTENDANCE (Policy 503)

It is the philosophy of Medford High School that attending school each and every day is very important. Additionally, school attendance is mandated by state law. Students are required to attend all assigned classes and/or school-sponsored programs every day school is in session, unless (1) the student has completed the prescribed course of studies and/or requirements to graduate early; (2) the student's bodily or mental condition is such as to prevent attendance at school or application to study; or, (3) the student has permission from a parent or guardian to attend religious instruction for not more than an aggregate of 3 hours in any week.

ATTENDANCE REGULATIONS AND PROCEDURES

The school district and Medford High School have established rational rules on attendance to be followed equally by all students to assure that students do receive an adequate education as mandated by Minnesota State Statute. Absences from school fall under three classifications: 1) Excused, 2) Unexcused, and 3) Tardy. A student receives an EXCUSED ABSENCE when the school determines it meets the established criteria for excused absences and/or administrative approval is given. A student receives an UNEXCUSED ABSENCE when the absence DOES NOT meet the established criteria for excused absences and/or administrative override is not deemed appropriate. A student who receives an UNEXCUSED ABSENCE may be required to make up the time that has been missed and/or lose some credit for assignments missed during the unexcused period(s). **Attendance (tardies and unexcused absences) can result in a student losing "good standing" and becoming ineligible for extra curricular activities and dances.

In the case a student is unable to attend school parents/guardians must inform the school of absences or tardies prior to or the day of by calling the high school attendance line, **507-214-6353 or 507-214-6301 before 8:30 AM** (Extracurricular participants must be in school by 8:30 am to be eligible to participate that day unless they have an excused note/notification. The only valid excuses for extracurricular participants will be confirmed medical appointments and funerals. If leaving a voicemail, include the student's name, who is calling, the reason for the absence and/or time the student should be dismissed. Students may also bring a note from parents/guardians to excuse them prior to the absence or the day of for appointments.

EXCUSED

There are times when it is necessary for students to be absent from school for various reasons; however, students and parents should make every effort to use non-school related time for appointments (doctor,

dentist, eye, etc.) as well as for other personal matters. Students who know in advance that they will be absent must secure make-up work with the teacher's.. Notes from home should include the following: 1) name of the student, 2) date/s of absence/s, 3) specific reason for the absence, 4) current date, 5) and parent/guardian signature. If absence is called into the attendance line please include all of the above (your email will be a signature of the absence).

Parents may excuse their child up to 5 times per quarter, after that a doctor's note is required for an excused absence. Students that do not provide an excusable absence note within 1 day of returning from the absence will be marked unexcused.

MEDICAL PROVIDER DOCUMENTATION

Documentation from a licensed medical provider may be required in order for an absence to be considered excused after a student has exceeded the allowable number of parent-excused absences. Medical documentation will only be used to excuse absences that occur within a reasonable period of time related to the documented medical condition or appointment, generally not to exceed two (2) weeks from the date of the provider's note unless otherwise specifically indicated by the medical provider or approved by administration.

A medical note verifying a chronic or recurring condition (for example, migraines) does not automatically excuse all future absences for the remainder of the school year. Additional medical documentation **may** be required for subsequent absences related to the same condition if those absences occur outside the approved timeframe. Medford High School administration retains final discretion in determining whether an absence will be classified as excused or unexcused.

The following reasons constitute excused absences:

- Personal illness, serious illness in your immediate family
- Death in the immediate family, or of a close friend or relative
- Medical, dental, orthodontic, or counseling appointments
- Court appearances
- Religious instruction (not to exceed 3 hours per week)
- Physical emergency conditions such as a fire, flood, or storm*
- Official school field trips or other school-sponsored activities
- Removal of a student pursuant to a suspension
- State fair competitions
- Family emergency
- Pre-approved family travel - a maximum of 5 days a quarter, not to exceed a total of 7 days per school year will be excused to permit a student to travel with a parent on a family trip. A maximum of 2 of these days may be used to visit colleges in each of their junior and senior school years.
- Medford high school administration has final discretion over determining whether an absence is excused or unexcused for any reason.
 - *If Medford buses are running and school is in session absences due to weather conditions MAY NOT be excused.

UNEXCUSED

Parents or guardians of students with 5 or more unexcused absences for any given class period/s on at least 5 different days will be notified that their student is truant. Counseling staff will work with students and families to remove barriers and improve attendance. Letter/email notification will also follow informing parents that further absences may require a doctor's note to be excused. Additional referrals to the Youth Support Coordinator may be made after 6 unexcused absences. Parents and guardians of students with 10 or more unexcused absences will receive notification that their student is a Habitual Truant and subject to additional requirements including legal truancy proceedings. Administration will reach out to determine if there are additional barriers affecting attendance and/or create a plan to improve attendance. If deemed appropriate, they may impose the loss of academic credit in the class or classes from which the student has been absent and/or impose other consequences such as detention or alternative assignments. Prior to loss of credit, an administrative conference will be held addressing attendance and academic performance between the principal, student, and parent/s. These conferences are mandatory. All schoolwork missed during ANY absence is required to be completed within 2 days of returning to school, unless other arrangements are approved by the teacher and/or principal. Failure to submit missed work within the two-day time-line may result in loss of credit for those assignments.

The following situations are not excusable under state regulations or school district policy:

- Truancy (an absence without prior school approval or parental notification),
- Any absence for which the student failed to comply with any reporting requirements of the school, such as leaving the building/school grounds without permission, failure to provide documentation of absence, etc.
- Car trouble
- Working at home
- Working or training at a business (except under a school-sponsored Mentorship program),
- Family vacations during regularly scheduled school days that exceed the allowable maximum without prior administrative approval
- Shopping trips, or other non-medical appointments.
- PSEO conflicts and/or assignments unless cleared with administration prior to the day of
- Other events that are not related to the students class schedule regardless of parent permission: (I.E. forgetting something at home, chores, spectating when class is still in session)
- Medford high school administration has final discretion over determining whether an absence is excused or unexcused for any reason.

****Students in grades 7-12 will not be excused from regularly scheduled classes to attend or spectate at elementary or preschool activities during the school day. This includes, but is not limited to, graduation ceremonies, elementary field days, gymnastics exhibitions, classroom celebrations, and similar events. Absences for these purposes will be recorded as unexcused and may result in academic consequences as outlined in this policy.**

TARDINESS

When students are not in the classroom, prepared with all materials necessary for that class and in their seats on time, they are considered tardy unexcused. Each student will be allowed five unexcused tardies per quarter (does not have to be the same class), but on the sixth, students will be assigned to an alternative lunch to discuss their tardiness. **After 10 unexcused tardies, students may be assigned an after school detention AND will no longer be considered a student in good standing for that quarter.** If a student is tardy to the first period of the day, he/she must have a pass signed by the main office. Excessive tardiness will result in additional detention or possible in-school suspension. A tardy becomes an absence 15 minutes after a class or program begins. Teachers may refer chronic cases to the office for disciplinary action.

The purpose of this attendance policy is to encourage students to attend classes and be ready to learn. It must be recognized that much of the educational value of classes is derived from class participation.

BUILDING CHECK IN/CHECK OUT PROCEDURES

Students are not allowed to leave the school building during the school day without permission from the high school office. If students need to leave the building during the school day, they must receive permission from a parent/guardian or present a note signed by the parent/guardian. Students must receive permission from the high school principal or office staff before leaving the building, and sign out in the high school office. Students will not be allowed to leave the school building to retrieve items from their car (including homework, food, chargers, etc) without approval from a school official. Additionally, Medford High School is a closed campus, therefore students are not allowed to leave the building to retrieve items from home/elsewhere that they “forgot” etc. Students arriving or returning to school following an approved appointment or absence must also sign in in the high school office.

BULLYING PROHIBITION POLICY (Policy 514)

The Medford School District has enacted a Bullying Prohibition Policy designed to prevent and respond to incidents of bullying, cyberbullying, and related prohibited conduct. This policy prohibits any act of bullying on school premises, school district property, at school functions or activities, or on school transportation. It also specifically includes cyberbullying and sexual exploitation. Cyberbullying that occurs on school premises or through the use of school resources, as well as cyberbullying that occurs off school premises to the extent such acts substantially and materially disrupt student learning or the school environment, also fall under this prohibition. Retaliation for asserting, alleging, reporting or providing information about an act of bullying or cyberbullying or knowingly making a false report of bullying similarly is prohibited.

Additionally, any activity verbal, physical, cyber, or otherwise that is deemed malicious or sadistic is also prohibited. “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

The Medford School District encourages students, parents, employees and others impacted by bullying to work together to intervene and prevent such acts. Any person who believes he or she has been the victim of bullying or similar prohibited conduct under the Policy or any person with knowledge or belief of conduct which may constitute bullying should report the alleged acts immediately to the Primary Contact Person:

Medford High School Primary Contact

Jen Ford
750 2nd Ave SE
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The School District takes bullying concerns seriously and will conduct an investigation of any report of bullying. Students, employees or other individuals who violate this Policy will be subject to consequences pursuant to school policies.

Policy on this issue is extensive and space does not allow for complete printing here. A complete copy of the Bullying Prohibition Policy may be obtained in the district office or any Medford Public School building.

ELECTRONIC DEVICES, MUSIC, TELEPHONES, CELL PHONES, SMART WATCHES, EARBUDS, IPODS, E-READERS, SMARTGLASSES, etc

Students shall not use any electronic device that in any way disrupts or detracts from the educational environment. If any of the above devices are seen or heard during school hours, except under the direct supervision and permission of an adult, it can be confiscated by any staff member and brought to the office. It is strongly suggested that all electronic devices be kept turned off and in a locker. If a device is confiscated, it will be brought to the office and can be picked up by the student (on a first offense) at the end of the school day. Further violations may result in a required parent pick-up, loss of privilege to have that device in school, required device check-in with an administrator before starting the day, and other possible consequences as outlined in this handbook and policy.

ALL student cell phones and non-school issued electronic devices, must be turned off and left in student lockers from first bell (usually 8:15 AM) to the final bell (usually 3:05 PM); this includes lunch and passing time. THIS INCLUDES SMARTGLASSES. **If a device or cell phone is seen and taken by an adult during the day, it will be turned into the office. For the first infraction, the student may pick up the phone from the office at the end of the school day. For a second infraction, a parent/guardian will be required to pick up the phone or device from school and additional consequences may be assigned including but not limited to: detention or alternative learning placement,. Any student who incurs four phone infractions will be required to either leave the phone at home or check his/her phone into the office at the beginning of every day; the student may pick up the phone at the end of the day. Students with a medical disability that requires cell phone access will need to have that privilege written into their health plan, IEP or 504 plan. All students regardless of accommodations are subject to the provisions of this policy if accessing/using their phone for non-medical activities. If written into a health plan, IEP or 504, students will be allowed access to their phones as required for the management of their disability. Accessing it for other reasons will result in consequences.

Students (grades 7-12) will not be allowed to leave class in response to a communication device without administrative approval. Students are not to use their phones to call individuals during the school day without permission from a staff member. To request this permission, students should report to the office. A telephone located in the office is also available for student use. Students will NOT be called to the phone during the school day except for an emergency. Students needing to call home may, with permission (including pass to the office etc) use their phone in the high school office.

Violations of this policy will result in the following:

1. For the **FIRST** offense (from any class), the teacher/adult staff member will confiscate the device and turn it into the office. **It will be returned at the end of the day.** Students refusing to give a teacher a device will result in an office referral and additional potential consequences, including detention, in-school suspension and/or out of school suspension. Teachers will document on a spreadsheet when a phone/device is taken. All discipline will be handled by the high school principal/dean of students..
2. For the **SECOND** offense (from any class) the teacher/adult staff member will bring the device to the office. Parents will be required to retrieve the device. Students will receive 1 hour of alternative lunch.
3. For the **THIRD** offense (from any class) the phone/device will be brought to the office. Parents will be required to retrieve the device. Students will receive 1 hour of after school detention.
4. For the **FOURTH** offense, Students will receive ½ day additional consequence/restorative reflection time.
5. **FIFTH** or greater: Students along with parent/guardian, will be required to meet with the principal/dean of students and develop a plan to prevent further violations. The plan may include having the student turn their phone/device into the office at the beginning of the day and retrieving it at the end for a specified period of time. It may also include leaving the phone/device at home. Additional restorative/reflection time will also be assigned. Failure to comply with the plan developed, will result in additional consequences.

Refusal to turn a cell phone/device over to any adult upon request will be considered insubordination. The student could be suspended for insubordination along with being assigned the appropriate communication device offense. Loaned devices or handing off a device instead of turning it in to staff, will result in an offense being assigned to both students involved.

The use of communication devices or other objects, which cause distractions to the educational environment, making, distributing or posting recordings, either audio or video, of any school activities, classroom, or school employee without prior approval of a building administrator; and the use of communication devices in locker rooms, bathrooms, as well as classrooms or other areas requiring a private, secure, or distraction-free setting; are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school- sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school -related functions including fire drills, ALICE drills etc.. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

ANY DEVICE with photo-taking capabilities is NOT allowed in locker rooms or bathrooms before, during or after school hours. Confiscation and search of photo-capable devices is standard procedure if found in any of these areas, including the infractions for use of a phone during the school day. Students who take pictures or videos of students without their permission, or in the act of a behavior violation in any school setting, including the bus, will be subject to disciplinary actions.

Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action. Medford High School is **not** responsible for, nor will it have an obligation to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus. Medford High School reserves the right to inspect a student's electronic device if there is reason to believe the student has violated Medford High School Board Policies, administrative procedures, school expectations or has engaged in other misconduct while using their electronic device. The student may not use a device to record, transmit, or post photos or video of a person or persons on school grounds or the bus without the express permission of a teacher/administrator **and** the filmed subject.

Additionally, ear buds may NOT be worn in the hallways or in the cafeteria. All earbuds must be corded and can only be used with teacher permission. Students with smartwatches will be allowed to wear their smartwatch provided they do not engage in activities other than checking the time on the watch. If messaging, photo taking, phone calls, or other activities are witnessed, the watch will be treated as a phone and subject to the same consequences as such.

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.

CHAIN OF COMMAND

Parents/Students are often discouraged when they attempt to communicate with district 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 and High School Websites. [Medford School District Chain of Command \(1\)](#)

CHROMEBOOK POLICY AND AGREEMENT (Policy 524)

The Medford School District has a program to loan each student a chromebook and chromebook charger that is actively enrolled in grades 9-12.. The Chromebook is provided by the District for educational use by students primarily at school, and when necessary at home. For students in grades 7 and 8, Chromebooks are not individually assigned but will be available for classroom use. Check out procedures have been established for students who are ill or need extra time to finish an assignment. **Students need to verify the assignment with the assigning teacher PRIOR to 7th period.** The teacher will write a note granting the student permission to check out a Chromebook from the loaner library. Teachers reserve the right to deny check out if students are not working/using time wisely in class etc. Failure to comply with these procedures may result in loss of device privileges.

Students and their parents/guardians are reminded that the 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. This policy is reviewed with students at the beginning of every school year and is part of the annual update for campus families. 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 the use of district technology tools, resources, and services are subject to reasonable and appropriate monitoring by the District and school administration in accordance with the requirements of all applicable federal and state laws.

Violations of technology policy will result in the following possible consequences:

- 1) Chromebook access restriction- **High restriction**- limits students internet access*
Whitelist restriction- limits internet access and email*
- 2) Temporary loss of Chromebook- 2 weeks, 4 weeks, quarter*
- 3) Permanent loss of Chromebook- Remainder of the school year*

*Students will not be academically penalized for chromebook consequences. Teachers will be notified and alternative arrangements (paper/pencil or other alternatives) will be afforded to the student.

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 school year. Students may NOT retain their Chromebooks over the summer. 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. Damage and/or other malfunction of the chromebook should be reported to the technology department and/or the high school office immediately to avoid further damage and/or additional charges for repairs.

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 the 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 following conditions:

1. Students shall comply with the District's "Electronic Technologies Acceptable Use Policy." This includes using the chromebook only for school related/academic purposes.
2. Students in grades 9-12 shall bring their Chromebooks to every class every day (unless otherwise instructed by teachers or administration) 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 lost or stolen and a police report may be filed if necessary.
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. The login information for this account should not be shared with others or it may result in loss of privileges.
5. Students shall treat their device with care and never leave it in unsecured locations, throw it, punch it, use it to hit other people or objects, break pieces of it, stick metal or other objects into various ports, and/or remove keys or other attached parts of the chromebook. Doing so may result in both a bill for damages and/or loss of chromebook privileges.
6. Students shall not intentionally remove or damage any identification markings assigned on the Chromebook- this includes the name sticker on the bottom of the chromebook and on the charger..
7. Students shall not attempt to disassemble, remove or change the physical structure of the Chromebook, including keys, plastic coverings, rubber edges, etc.
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. Nor shall they engage in behavior that attempts to use Google programs inappropriately and/or to subvert district programs like GoGuardian. This includes using a VPN or other means to avoid monitoring software and gain access to websites otherwise not allowed.
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 and/or stopping in the office to complete the report form. Failure to do so, may result in increased cost to the student, disciplinary action, and loss of chromebook privileges.
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 these items in good working order shall result in the student/parents/guardians being responsible for the full replacement cost of the items. If not returned, the Chromebook may be reported stolen and a police report may be filed.

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.
7. **Appropriate use:** The chromebook should be considered an extension of the classroom textbook and treated as such. This means that students should not be writing upon it, playing games, shopping, or doing other activities except those assigned by their teachers.

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.

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. A bill will be sent home with the student if the damage exceeds the Chromebook insurance and must be paid or other arrangements made within 72 hours or device and loaner privileges will be suspended. All Chromebook policies apply to loaner

computers. The student **may not** opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. Loaner devices must be returned at the end of each school day and/or if granted permission for a longer loan, may be retained for a maximum of 2 weeks.

EQUIPMENT DAMAGE AND REPAIR

The District shall repair or replace damaged equipment and/or peripherals resulting from normal use. The cost of all other breakages, accidental or intentional, will be the responsibility of the student/parent/guardian. These instances shall be reviewed on a case by case basis by the Director of Technology and administration. The District shall make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost. A loaner MAY be given on a limited basis while the chromebook is being repaired. If damage is determined to be intentionally caused by the student, the district reserves the right to deny a loaner device. Students will not be academically penalized for this, but will be given alternative paper/pencil assignments instead. Failure to pay for damages/repairs may result in loss of loaner equipment as well.

INSURANCE

Insurance will be provided by the District at a cost of \$45/device. This insurance covers the student/parent/guardian from the cost of average wear and damage to the chromebook. It also acts as deductible unless the damage is deemed to be intentional. Successive breakages will increase the cost of the repair.

If damage, at any time, is found by Administration to be intentional, the insurance deposit may be forfeited and the responsibility of the full cost of repair/replacement will be directed to the student/parent/guardian.

If families chose NOT to pay the Chromebook insurance, the student will not be assigned a device and other arrangements will be made so that the student can complete all assignments for class without a device.

CLOSED CAMPUS

Medford Public Schools will enforce a closed campus policy in accordance with District Policy #503. Students may not leave the campus, loiter in the parking lot, or drive vehicles during the school day. Exceptions for student driving and leaving campus may be made by the principal with parent permission for post-secondary classes (PSEO), attending approved work-study programs, and other career student opportunities, etc. Students in violation of the closed campus policy will be subject to the Student Code of Conduct.

PSEO Students. Students enrolled in PSEO on a full- or part-time basis are not required to remain in the building during the specific times their PSEO coursework is scheduled, whether the course is offered online or on a college campus. This exception applies only to actual scheduled instructional time:

- **Synchronous PSEO courses** (courses that meet at a fixed, scheduled time, whether online or on a college campus): the student may be released from the building only during that specific scheduled period. The release period must be reflected in the student's schedule in Infinite Campus and coordinated in advance with the counseling office.
- **Asynchronous PSEO courses** (no fixed meeting time): because there is no scheduled instructional period, no building-release time may be scheduled for this course. Students taking asynchronous

PSEO courses will have their Medford High School courses scheduled consecutively, with any unscheduled time placed at the start or end of the school day, or will be scheduled into a study hall between Medford High School courses. Students may not schedule a mid-day gap for the purpose of leaving campus to complete asynchronous coursework and returning later for additional Medford High School classes.

Outside of the specific instances above, PSEO students are subject to the same closed campus expectations as all other students, including during study halls and other unassigned periods.

This policy also applies to lunch and lunch deliveries. Students are NOT allowed to leave campus to pick up lunch from home or other establishments. Students who return with lunch from outside the building may be subject to having their lunch searched and/or be directed to eat lunch in the office. In addition, due to rules through the USDA's school lunch program, students are NOT permitted to order and/or accept food/drinks/snacks and have them delivered from paid/unpaid delivery services such as (but not limited to) DoorDash, GrubHub, Uber Eats, or any other delivery service, family member, or friend. All deliveries of this nature will be denied.

CONTROLLED SUBSTANCES, ALCOHOL, TOBACCO (Policy 506 and Policy 419)

Student use or possession of controlled substances, toxic substances, and alcohol or Marijuana/THC containing substances before, during, or after school hours, at school or in any other school location including the parking lot, buses, and sports facilities/fields, is prohibited. Paraphernalia associated with controlled substances, including tobacco and/or Marijuana/THC containing substances is prohibited. It shall be a violation of policy to use tobacco, nicotine, and/or Marijuana/THC related devices, including e-cigarettes, 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. It shall be a violation of school policy for any student to use alcohol, toxic substances, or controlled substances including Marijuana/THC containing substances in any form 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. 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.

COUNSELING/SOCIAL WORKER OFFICES

Professional school counseling services are available to all students. The focus in school counseling is on four main areas: Academic, Personal, Social, and Career. The Counseling and Career Center does not have a secretary so appointments must be made ahead of time by using the YouCanBookMe calendar provided by the counselor and social worker and then getting a pass issued from office personnel. Because class time is valuable, students are expected to request appointments during study hall, before or after school, or during lunch. If deemed necessary, exceptions are made; however, students should not wait around in the office or be sent from class without a scheduled appointment time. More information can be found on the school's web-page.

COUPLES' ETIQUETTE

Medford School enforces an inappropriate no touching policy concerning couples' etiquette in our school. Kissing and/or excessive touching/hugging of one another is not allowed and students may be subject to the Student Code of Conduct. There is no public display of affection (PDA) permitted.

CRISIS MANAGEMENT POLICY

The purpose of the Medford Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each building has developed tailored building-specific crisis management plans and sections or procedures may be added or deleted in those crisis management plans based on building needs. The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

STUDENT CRISIS/SUICIDE PREVENTION INFORMATION

Medford Schools actively works to promote positive mental health for all students and staff. If, however, someone is struggling with a mental health issue and needs immediate assistance we encourage families to utilize the national crisis/suicide textline 988lifeline. Additional assistance is also available locally through the Steele County Mobile Crisis line at (507)-451-1202 or toll free at (800)-451-1202.

DETENTION

Detention may be assigned for unacceptable behavior addressed under the Rules of Conduct. Parents will be notified by email or a call when a detention is assigned. Any request to change a detention date must be made with the principal by 3:00 on the Tuesday before the assigned detention.

Detention shall be served on Wednesdays (unless other arrangements have been made with the teacher and/or principal) from 3:05 p.m. until 4:00 p.m. A list of students who are to serve detention will be posted on the announcements each Wednesday and the student will receive notification via email and/or paper notice. Students on this list will be identified by their student identification numbers only. It is the responsibility of the student to check this list. Students who skip detention may face additional consequences, which could lead to in-school suspension (ISS) or alternative learning. Students who have more than 3 detentions may be assigned ISS, as determined by the principal.

Detention Rules

1. Students must bring schoolwork or a book to read. Chromebooks can only be used for schoolwork or reading (no games, social media, or messaging). The detention supervisor can put the Chromebook on guided use to ensure students are on task. No cell phones, earbuds/headphones or other electronic devices are allowed
2. No sleeping.
3. No food or beverages are allowed.
4. The room will be a quiet study hall- talking will be limited.
5. Students should be seated quietly and spread throughout the room.
6. Failure to listen to the detention supervisor's instructions may result in dismissal of the student with no credit for time served.
7. Skipped detentions or dismissal from detention for poor behavior could/will result in ISS.

DRESS CODE (Policy 504)

The policy of the school district is to encourage students to be dressed suitably and appropriately for school activities and in keeping with community standards. A student's clothing or appearance may not materially

or substantially disrupt or interfere with the educational mission, school environment, class work, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others. Therefore, acceptable clothing choices include, but are not limited to,

1. Appropriate choices for the weather conditions (trench coats, heavy jackets, blankets and capes are not allowed in the classroom);
2. Those that do not create a health or safety hazard;
3. Must appropriate for the activity (i.e. physical education or the classroom);
4. Footwear that does not present a safety hazard;
5. Headware, including hats or head coverings, that still allow for easy identification of the student's face and do not impede the educational process; (Hoodies are allowed with the hood completely off the head and on the shoulders;
6. All private areas and those typically covered by bathing suits MUST be covered
7. Purses, backpacks, fanny packs/cross bags, shoebags, and/or any other accessories or articles used to carry objects not approved by administration, should be stored in lockers and are not allowed in class.
8. Students wearing clothing depicting alcohol and/or drugs, guns and/or violence, and/or those of a sexual nature that are considered disruptive will be asked to change or cover the area with a sweatshirt or other shirt. Tape, paper, and other materials covering the depictions will not be accepted.

When in the reasonable judgment of administration a student's clothing or appearance is not in adherence to these standards and the dress code policy (Policy 504) students will be asked to comply and given direction as to how that can be achieved - which may include, a change of clothes, parent contact, or consequences as set out in Policy 506 (Student Discipline).

DRIVING, PARKING, TRAFFIC RULES

Students who drive to school do so at their own risk and the District is not responsible for the vehicle, personal injury, damage or theft. Driving and parking at school are privileges provided to students who show responsible behavior and respect for the rules. Students violating these rules may have parking privileges suspended or banned on school property as determined by the building principal or designee. Student discipline, District Policy #506, shall be enforced as follows:

1. All drivers should follow posted directions when entering school property and when driving on school grounds.
2. Parking of vehicles is restricted to the student lot located in the front of the building. Parking in restricted zones is prohibited and subject to ticketing. Improperly parked vehicles may be towed at the owner's expense.
3. Motor vehicles, when driven to school by students, are not to be moved from the parking lot or occupied during school hours without permission from the building administrator or designee.
4. Students are required to obey all traffic codes, including school area speed limits, pedestrian right-of-way, etc.
5. ATV's (All Terrain 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.
6. All vehicles parked on school property are subject to the District Search Policy (#502).

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY (Policy 540)

Policies governing student eligibility follow the guidelines of the Minnesota High School League and the I.S.D.# 763 policy. Students being declared ineligible via MSHSL violation will not be allowed to be in a leadership position at Medford High School for one calendar year (homecoming court, pep fests, etc.).

Students being declared academically ineligible will not be able to be in a leadership position during their ineligibility but can participate after the most recent grade check. A student may be declared academically ineligible for the following two scenarios:

A) A student who is reported as receiving a failing grade (F) in any class at the end of any academic quarter or grade check is not eligible for participation in extracurricular activities. Grade checks to determine academic eligibility reinstatement will occur approximately every three weeks. Teachers turn in grades on the dates listed below and students are either eligible or ineligible the following day. Students, who were previously ineligible, may have their eligibility reinstated only if the student is not failing any class at the determined grade check. Specific grade check and quarter ending dates are listed below for each academic quarter. All work must be completed within the three week period.

B) Students who were **not** previously academically ineligible must have passing grades for all classes at the three week grade checks. If a student who was not previously ineligible has a failing grade at this grade check, they have one week to get all grades to passing to avoid being placed on the academic ineligibility list. These students must submit to the activities director after completion of this one week period a current grade sheet with their teacher signature verifying they are passing for all classes. Students who do not get all grades to passing or fail to submit this information to the activities director are declared academically ineligible. There is no one week period to get grades to passing upon the completion of a quarter.

C) All School dances, INCLUDING Homecoming/Prom, as well as other school group sponsored events and activities (not involving academic credit) also fall under this category. Students must be in good standing (academically, behaviorally, and attendance) in order to participate in these activities.

GRADE CHECKS

(There will be no final Friday's. All work must be completed within a 3 week timeframe.)

Quarter 1

9/22/26 - 3 wk check (9/29/26) - 1 wk check)
10/13/26- 6 wk check (10/23/26- 1 wk check)
11/05/26 - End of Quarter 1

Quarter 2

12/01/26 - 3 wk check (12/08/26) - 1 wk check)
12/23/25 - 6 wk check (1/08/27) 1 wk check)
1/15/27 - End of Quarter 2

Quarter 3

2/09/27 - 3 wk check (2/16/27) - 1 wk check)
3/02/27 - 6 wk check (3/16/27) - 1 wk check)
3/24/27 - End of Quarter 3**

Quarter 4

4/20/26 - 3 wk check (4/27/27) - 1 wk check)
5/11/27 - 6 wk check (5/18/27) - 1 wk check)
6/03/27 - End of Quarter 4

**Academic eligibility for Prom will be determined by quarter 3 final grades as well as attendance/tardies (Truancy and/or 10 + tardies)

FIDGETS/TOYS

Fidgets and small sensory tools: these may be used during instructional time only when they support a student's focus and do not disrupt the learning environment and are allowed by the teacher.

To be permitted in class, fidgets must:

- Be small enough to fit within the student's hand and the student must be able to close their fingers around it

- Not make noise
- Not create a visual distraction
- Be used quietly and appropriately at the student's desk
- Cannot Contain any liquid, gel, water bead, foam, or sand that can leak or burst

Fidgets may not be thrown, used in gestures, struck against objects, shared with other students, or used in any manner that disrupts instruction or creates a safety concern. Items that explode, break apart, create a mess, or cause damage are prohibited. If a fidget is used inappropriately, violently, or in a way which causes it to break, explode, etc. The student MUST dispose of the fidget immediately and clean up any mess created. Additional disciplinary action may also be taken.

Teachers may require a student to put a fidget away or may temporarily confiscate it if it is used inappropriately or becomes a distraction. Repeated misuse may result in loss of the privilege to bring fidgets to school.

Students with documented accommodations (IEP or 504 Plan) will be permitted access to sensory tools as outlined in their individual plans. These tools may be adjusted, switched, and/or temporarily removed if the student is being distracted, causing a distraction, using them inappropriately, or otherwise negatively impacting the general classroom environment. These students and their fidgets are still subject to this policy if used inappropriately.

FIELD TRIPS

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Students and parents/guardians will sign a permission form at the beginning of the year that could excuse their child for all field trips. Notification will still be sent home about upcoming field trips. Every trip and every student is subject to going based on behavior and/or grades. Student trips will be categorized within three general areas:

- 1. Instructional Trips** - Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may be assessed against students to defray the direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees) These trips are mandatory for students unless determined otherwise by school administration.
- 2. Supplementary Trips** - This category pertains to those trips in which students voluntarily participate and which usually (but not always) take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups (career navigator trips). These trips are subject to review and the approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees) Participation in these trips may be impacted by disciplinary action, student in good standing policy, and parent permission.
- 3. Extended Trips** - Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or

expedited to accommodate emergencies or contingencies (e.g. tournament competition). The school board acknowledges and supports the efforts of booster clubs and similar 610-2 organizations in providing extended trip opportunities for students.

All students have the right to go on instructional field trips. However, based on prior behavior and course standing the principal and teacher/s may decide whether or not a student should attend a particular field trip. If a student is denied attending a field trip, the student and parent/guardian will be notified.

FIRE DRILLS/INTRUDER DRILLS/WEATHER EMERGENCIES

The school district is required by law to conduct fire and intruder drills during the school year. In addition, the school will conduct tornado drills, and other 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.

FOOD/BEVERAGES

Except for special occasions, such as classroom reward/potluck, food and drinks are NOT allowed in classrooms EXCEPT in some advisories with the permission of the advisory teacher. Students may bring WATER to class if they are in a closed/lidded container. Open cans, bottles without caps, cups of liquid, and liquids other than water (coffee, soda, energy drinks, gatorade, etc.) are not allowed. All liquids must be in a spill proof container such as a Stanley or water bottle- lidded drinks from fast food, pop/water bottles etc. are not acceptable. Staff members have the right to confiscate and dispose of food and drink that is brought to class in non-compliance with this policy. This includes beverages purchased at breakfast and/or lunch, which must be consumed during those designated times and are NOT allowed to be taken back to lockers/class.

CAFFEINE POUCHES (e.g. zin)

Caffeine pouches, including products such as “Zin,” are prohibited on school property. These products resemble tobacco/chewing tobacco and will be treated the same as tobacco/nicotine products under school rules. Possession, use, or distribution of these items may result in disciplinary action consistent with tobacco/nicotine policy.

FUNDRAISING

The school district recognizes a desire and a need by some student organizations for fundraising. It also recognizes a need for some constraint to prevent these activities from becoming too numerous and overly demanding on employees, students and the general public.

All fundraising activities must be approved in advance by the administration. Forms are available in the office to apply for such approval. The district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner.

GRADUATION REQUIREMENTS (Policy 613)

Current 9th-12th grade students must meet the following expectations and regulations. Medford High School graduation requirements will at a minimum follow these statutes.

- A. The minimum student class load per year shall be six credits. Students must be enrolled in six classes each year and/or semester.
- B. Students shall need a minimum of twenty-four (24) approved credits to graduate.
- C. Students must meet the core curriculum:
 - English 9, English 10, English 11, English 12 or CN Literature/CN Composition, English Elective.
 - American Studies 9, American Studies 10 or AP US History, World Studies or AP European History, Political Science/government/civics, and Economics, social Elective
 - 3 Math courses: Must be above Algebra I level and include the completion of Algebra II or its equivalent
 - Science: At least 3 courses: Biology, Chemistry (or Concepts in Chemistry) or Physics, Earth Science are mandatory.
 - PE/Health 9
 - Personal Finance
 - 1 Fine Arts credit
 - 7 credits of Other Electives
- D. Students must be within one-half (.5) credit of meeting graduation requirements to participate in graduation, and any other senior activities connected with graduation. Students who meet these criteria may participate in graduation exercises and will receive a certificate of attendance, in lieu of a diploma, until the full credit requirement is met.
- E. Students must complete or pass all required assessments for graduation.
- F. The Board of Education may provide a waiver of credit.

HONOR ROLL/ACADEMIC RECOGNITION

The Honor Roll will be published outside the high school office and on the district website (high school link) at the end of each quarter. Two honor roll lists are issued: (1) High Honor Roll, which recognizes students who have earned a grade point average of 3.67-4.00; (2) Regular Honor Roll, which recognizes students who have earned a grade point average of 3.00-3.66. Students that receive an incomplete will not qualify for the honor roll unless they receive a waiver from the principal. Students are not eligible for honor roll if any grades are not able to be verified as a final grade (such as but not limited to PSEO, which are typically semester grades).

Students who graduate with a grade point average of 3.67 or higher will be recognized as Graduating with Distinction and those with a grade point average of 3.00-3.66 will be recognized as Honor Graduates.

LOCKERS (Policy 502)

Each student is assigned an academic locker. Students will be given their academic locker combination at the beginning of the school year. Students will not be allowed to change lockers without administrative approval. Students are advised not to share lockers as this may result in lost items or penalties if damage occurs, inappropriate, illegal or dangerous items are found, etc. Personal locks are not allowed on lockers without prior approval of the principal (if it is granted, combination and/or keys will be provided to the office).

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. Additionally, students should not disable locks and other closing devices on the lockers. This can be considered vandalism and result in a fine to the student. Students caught tampering with and/or going into another students locker without permission will also be subject to disciplinary action.

LOST OR DESTROYED TEXTBOOKS

The school will charge an appropriate replacement fee for textbooks, workbooks, or library materials lost or destroyed by students.

LUNCH PROGRAM

Students may deposit money into their lunch account for a la carte items before school and until 9:00 a.m. Students may not “charge” to these accounts. Applications for Free and Reduced lunches are available in the District Office and from the food service manager at the kitchen. Completed forms should be returned to the manager for processing.

Students are expected to remember their lunch account number to help reduce the time waiting in the lunch line. Students are expected to maintain a pleasant atmosphere, by using a moderate talking voice during lunch. Eating lunchroom/cafeteria food or drinking beverages in classrooms is not allowed unless arrangements have been made with the principal. Open beverage containers are not to be stored in lockers. Soft drink and candy machines are shut down between 8:05 a.m. and 3:10 p.m. due to government guidelines for school lunch programs.

Students do not have free access to the building during the lunch period. All lunch periods are closed and students will not be permitted to leave the school grounds or building, nor are they permitted to order food deliveries from outside sources/vendors. Students are to remain in the commons for the duration of their lunch period unless they have received a pass to leave from a teacher.

LUNCHROOM EXPECTATIONS

1. Try to leave all books and items in your locker during lunch.
2. WALK from class to the lunchroom. No running.
3. Form two lines and respect the order of the lines. Cutting into the lunch line is not permitted.
4. A maximum of 10 people per table.
5. Clean up any mess that you make, contribute to or see. Do not throw food, purposefully make a mess, and/or otherwise intentionally create more work for the custodial staff.
6. When you are finished eating, check your table and area for messes, dump your tray and return to your seat.
7. Students will only be allowed 1 drink and 2 a la carte items during lunch. These must be consumed during the lunch period and cannot be brought to class.
8. Do not leave the commons without permission from a faculty monitor. Use the restrooms near the kitchen. You must have a pass from a teacher for permission to leave the lunchroom.
9. Stay in your seats until the bell dismisses you to your next class.

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, economic status or disability. This includes food delivery and other practices that compete with the provided school lunch. Doordash, GrubHub, Uber eats, and any other food delivery by family member, friend, or vendor delivery is prohibited and will be denied. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-

W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

MEDIA CENTER

Students are encouraged to use the media center during scheduled hours. Students should have a pass to go to the media center. EXCEPTIONS: Teacher or librarian reserves the library for class instruction. ***No food or drink in the media center***

MEDICAL AND DENTAL APPOINTMENTS

It is very important that routine medical and dental appointments and orthodontia visits be made outside of school hours whenever possible to not interrupt student class time. The school reserves the right to verify such appointments with the appropriate medical office if a student requests to be excused from school for such an appointment without providing a written parental request.

MEDICATIONS (Policy 516)

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medication in accordance with the school district procedures. School personnel cannot administer or make available any medications such as aspirin or other non-prescription drugs. Medical drugs, prescription or otherwise, are not to be stored in lockers, gym bags, or carried on the person without administrative approval. The school nurse, the trained health clerk or the principal must approve any exceptions to this rule.

PASSES

Students who wish to move from one area of the building to another when classes are in session, must use a pass. The high school will utilize the GoGuardian electronic hall pass system. Students request passes using an application on their chromebooks. Those classrooms where students do not have a 1:1 device can request passes via a kiosk in the room or from the teacher. Students found in hallways and other spaces without a pass or with an expired pass, or are doing things not approved by teacher/admin, are subject to disciplinary actions; such as restricted passes or no pass list. This means that students would be restricted from leaving their classroom during class time if others with whom they have been inappropriate in the hallway are also on a pass OR lose the privilege to leave the classroom during the period all day. Students do have time between classes and can request an escort during class if they are on the No Pass list. This list is reviewed monthly by staff.

Students are expected to be considerate of other students studying, and in class, by passing quietly and with a minimal amount of disruption through the halls. Students, who are detained in the office, or by a teacher, should request a pass from the person who detained them before going to their next destination. The office will not issue a pass for students who have been detained by a teacher. Any student on a 'no pass list' will not be able to use a pass.

PHONE CALLS AND MESSAGES

Office/classroom phones are *not* for student use. **Students may not answer teacher phones.**

Students will not be called from class for a phone call unless it is an extreme emergency. Messages will be taken by the office and delivered to students in a timely manner. Unauthorized use of staff members' telephones will result in disciplinary action.

RESPECTFUL LANGUAGE

At Medford High School, students are to use language that is respectful to themselves and to others. Inappropriate language includes swearing, sexual innuendo, vulgarity, racial, or that which is disrespectful to another person. The use of inappropriate language will result in a warning from staff. Students will need to choose and use appropriate vocabulary. Students continuing to use inappropriate language will be subject to the consequences for inappropriate behavior according to the MHS discipline policy.

RETENTION/PROMOTION: REPEATING FAILED COURSES (Policy 513)

Students who fail two or more core courses in grade 7 or 8 may be required to attend summer school. Students in grades 9-12 who fail core courses and/or multiple courses may be required to attend night classes and/or summer school for credit recovery. Core courses are those in the curriculum areas of English, science, social studies, and mathematics.

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade-level at the completion of each school year.

SEXUAL HARASSMENT/VERBAL & PHYSICAL ABUSE (Policy 413, Policy 525, and Policy 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 abuse among students, or directed at school staff, are considered suspendable offenses, which may lead to expulsion for chronic offenders. Incidents shall be reported to the principal.

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

SCHEDULING OF STUDENT EVENTS AND PRIORITIES

Medford High School has lots of activities for students to be involved in. While care is taken not to schedule these activities on top of each other, conflicts do appear when some of these events are canceled due to the weather, cross regional conflicts, and other unforeseen circumstances. When a scheduling conflict appears, the following procedures should be followed:

1. The Activities Director and coaches/advisors/directors involved will meet to see if the adopted rules (listed below) can handle the conflict.
2. If the adopted rules (listed below) do not apply or when an agreement on the interpretation cannot be reached, the Activities Director and coaches/advisors/directors involved will meet with the HS Principal to resolve the conflict.
3. School activities (both fine arts and athletics) that have been scheduled and appear on the master schedule in the activities office take priority over late scheduled or rescheduled activities, unless the normal progress for advancement may be affected. Listed below are the rules for handling these conflicts:
 - a. Official sub-section, section, and state additions or corrections should take precedence over non-conference and locally scheduled events.
 - b. All performances (games, meets or concerts) take priority over a practice or rehearsal.
 - c. A concert will take priority over a JV or "B" squad game or meet.
 - d. A JV or "B" squad game or meet will take priority over a practice or rehearsal.

- e. All conference tournaments where a conference championship is determined, subsection, sectional, or state activities will take priority over any other scheduled activities or practice.
- f. All 7-12 music activities will take priority over high school practices.
- g. A high school event will take precedence over a middle level activity.

STATEWIDE TESTING

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Parents/guardians have a right to deny their student/s participation in state required standardized assessments. Minnesota Statutes require that we provide information about statewide assessments to parents/guardians and include a form to opt your student out of testing. [Please click here to obtain the form.](#) Additional information may be required to complete the opt out. A school or district may have additional consequences for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact the school for more information if you have questions about these policies.

STUDENT RECORDS AND DATA PRIVACY (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.

AUTHORIZATION OF RELEASE OF STUDENT RECORDS

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release the information without first obtaining parental consent. If a parent/guardian or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within 10 days of receiving a written statement from the district regarding the release of directory information.

Student's name, parent's names, address, telephone number, grade level, participation in officially recognized activities and sports including audiovisual or photographic records of openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, honors and awards received and photos, including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy by a reasonable person.

In addition, the district is authorized under law to provide student education records without consent to its contractors, consultants, volunteers, and other outside service providers who perform institutional services and functions provided that these groups meet the requirements regarding the use of the educational records set forth by federal regulations.

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.

The Code of Student Conduct is available on the school website as part of Policy 506. A brief overview is available [here](#).

DISCIPLINARY 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;
6. Removal from class;
7. Suspension;
8. Exclusion;
9. Expulsion;

A teacher, a school employee, school bus driver or other agent of the district may use reasonable force 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, moving a student temporarily to another location, contacting the student's parents, or requesting an office referral to the principal or designee. "Removal from class" is the short-term exclusion of a student from class during which the school retains custody of the student. A staff member shall escort students removed from class to the High School office. The removed student shall be accompanied by a staff member and seated in the office until the principal or their designee conferences with the student. After the conference is completed, and pending further possible disciplinary actions, the student may return to class.

INSUBORDINATION

Insubordination is a student's failure to accept and carry out reasonable instructions as directed by any staff member. Any student who is insubordinate will be subject to disciplinary action.

The principal or designee shall conference with the teacher and will have a written referral 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 or designee. 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, meeting with counseling staff, restorative measures, 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 without parent/guardian notification.

IN SCHOOL SUSPENSION (ISS)

- Students assigned to ISS MAY not be allowed to participate in extracurricular activities for the days ISS is assigned
- ISS will be categorized as an excused absence. Students are expected to complete all work assigned and will be given credit for that work, including tests and projects. For all suspensions, work is due upon return to class.
- ISS is served during the school day on the first available day following the infraction
- Student will eat lunch in the ISS room
- Students are expected to be on time and remain in their seat and be prepared with work, writing utensils, etc.
- The ISS supervisor/principal will assist, when possible, in obtaining assignments and books
- There is no sleeping, food, beverages, graffiti, cell phones, smart watches, earbuds, or personal electronic devices during the suspension
- Items will be checked in with high school office staff prior to suspension.
- Chromebook usage will be allowed with permission from teachers that indicate it is necessary to complete an assignment
- Failure to successfully complete ISS may result in additional ISS time or Out of school suspension (OSS)

OUT OF SCHOOL SUSPENSION (OSS)

- Students assigned to OSS will not be allowed to participate in extracurricular activities for the days OSS is assigned
- OSS will be categorized as an excused absence. Students will be given credit for work missed, including tests and projects. For all suspensions, work is due upon return to class.
- Students assigned OSS will not be eligible for the current quarter and semester honor roll, will not be recommended as a student in good standing for requests to attend activities at other school districts, and may be removed from or ineligible for school leadership positions (student council, National Honor Society, homecoming/snow week court, etc.)
- OSS, in accordance with district policy, may be for a period of up to ten days, and will be imposed by the Principal after an administrative conference
- OSS infractions will be notified by letter from the Principal to the parent within 48 hours of the assigned suspension, detailing the reason for the suspension, a statement of facts leading to the suspension, the plan for readmission, and a copy of the Pupil Fair Dismissal Act
- A student assigned OSS cannot be on school property or attend school functions during the suspension period.

STUDENT IN GOOD STANDING

A student is considered to be “In Good Standing” if they meet the eligibility requirements in regard to extra curricular activities including: substance use, attendance, behavior, and academic standards. (See previous bullets for specifics). Students NOT in good standing will not be permitted to participate in extra non-academic school activities including, but not limited to: some field trips, school dances including Prom/Homecoming, middle school dances, club/group extra curricular activities, etc.

PROM AND GOOD STANDING

A student is considered to be in *Good Standing* when they meet eligibility expectations related to **attendance, behavior/substance use, and academic performance**. Students who are not in good standing are not permitted to participate in Prom.

Attendance Requirements

- A student may not have more than **five (5) unexcused absences** for the school year.
- This total includes **LTS (Late to School)**, which applies when a student arrives after **8:30 a.m.**
- Additionally, a student is no longer in good standing if they accumulate **ten (10) or more unexcused tardies within a single quarter**.
- For Prom eligibility, **both 3rd and 4th quarter attendance** will be reviewed. (Please note that tardies reset at the start of each quarter.)

Academic Requirements

- As stated in the handbook, **Prom eligibility is determined using 3rd quarter grades**.
- Students who **fail one or more classes in the 3rd quarter will not be eligible to attend Prom**.

If a student is struggling academically or with attendance, they are strongly encouraged to communicate with their teachers as soon as possible while there is time to make improvements.

STUDENT SCHEDULES/SCHEDULE CHANGES

Students will not be able to change their schedule once the registration process is complete or after August 15, as students are expected to take the courses they select at registration. However, if a student requests to drop, discontinue or add courses, permission may be granted IF approved by the principal, counselor, affected teachers and parent or guardian. The following rules apply:

1. Classes dropped after the first full week of a semester and/or yearlong courses dropped after the first semester are recorded on the student's transcript with a WP (withdrawn passing) or WF (withdrawn failing) based on the judgment of the teacher involved and the amount of time since the course began.
2. Courses dropped after the third week of a semester will result in an automatic failing grade for the semester in that course.
3. The counselor and principal will jointly make decisions regarding schedule changes. The principal's decision will be final.

Schedule changes may be granted for students ADDING a class prior to the start of each semester, depending on the size of the class. Deadline: No schedule changes are allowed within 3 days before the next semester begins. Schedules will not be changed once a semester begins.

Requests for schedule changes after the deadline will only be allowed for the following circumstances:

1. Medical/physical restriction
2. Missing the pre-requisite
3. Inappropriate placement as determined by the counselor and teacher
4. Counselor discretion, based on class size

STUDENT PRIVACY RIGHTS

Educational records which identify or could be used to identify a student, other than directory information, may not be released to members of the public without the written permission of the student's parent/guardian, or if the student is 18 years of age or attends a post-secondary institution. Students over the age of 18, still residing at home with a parent or guardian, must provide parent permission as required for younger students when requested by the school. If a student no longer resides with his/her parents or guardians, then he/she is entitled to sign as necessary in place of the parent/guardian.

STUDY HALLS

Students must attend a study hall with materials appropriate for study purposes. Study hall supervising staff may issue passes to the office, counseling office, media center, commons, or restrooms. Students desiring to see a teacher, other than the study hall teacher, must obtain a pass from the teacher prior to the study hall period and present it to the study hall teacher following the attendance roll.

No use of personal electronic devices/communication devices including, but not limited to, cellular phones, gaming devices, etc. will be allowed in the study hall. Use of Chromebooks (with headphones/earbuds) will be left to the discretion of the study hall supervisor. No card playing is allowed in the study hall, the media center or classrooms.

STUDY HALL EXPECTATIONS

1. Students are expected to bring schoolwork or material to read to their study hall.
2. Chromebook and personal electronics use for games, messaging, and social media is prohibited including cell phones, game boys, nintendo switch etc.
3. No sleeping.
4. Students that need to work with other students or complete work outside the study hall location must bring a pass from the teacher that assigned the project/assignment. Students are not allowed to leave the study hall to obtain a pass.
5. Any student that leaves a study hall to work at another location must report back to the study hall at least three minutes before the end of the period.

TENNESSEN WARNING TO STUDENTS AND PARENTS

Minnesota law requires that the school district provide the following warning or notice to parents and students. The Tennesen Warning is a "notice of collection of private/confidential data" and is to enable students to make informed decisions about whether to give information to administration. Parents and students should be advised that:

1. Students attending school in the school district or their parents will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as: homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her educational program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his or her education program. The education program includes athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects the student will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and

activities, and that students and parents will participate fully by providing information relating to either athletic or extra-curricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employees investigation into the student's behavior, may result in action being taken without complete information.

4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

TRANSFERS TO OTHER SCHOOLS

The school district forwards educational records of students to other schools and school districts in which a student will enroll, upon request of that school or district. A parent, or student who is 18 years of age, may request and receive a copy of the records which are transferred and may challenge the accuracy of those records. Official records are not released directly to parents or students for transfer to other schools. They are sent district-to-district when signed requests are received

TRANSPORTATION (Policy 707, Policy 708, Policy 709, Policy 710)

Students using school bus transportation are under the jurisdiction of the school while riding the bus to and from school. Students are to observe all school rules and regulations as applicable. Failure to observe the rules or to create unsafe or threatening conditions on the bus will result in a parent conference with the principal and possible suspension from school and/or loss of riding privileges.

CONSEQUENCES FOR MISCONDUCT:

- 1st Offense: Written warning and parent notification
- 2nd Offense: 5 day suspension of riding privileges
- 3rd Offense: 30 day suspension of riding privileges
- 4th Offense: Loss of riding privileges for the remainder of the school year.

The school district reserves the right to extend the length of these measures if the behavior is egregious or so serious in nature that it warrants a lengthier suspension to ensure student safety.

VISITORS/GUESTS

All visitors, including parents/guardians, must check in at the high school office and receive proper authorization to be in school. Visitors will be given an identification badge (ex. lanyard, stickers, etc.) from the office before entering the school site. In general, unless pre-arranged, visitors are not authorized to visit classrooms, walk around campus, including the media center, cafeteria, gyms, or auditorium, during the instructional school day, including before and directly after school hours. Only parents of our current students, adults with siblings on the student's information form (Infinite Campus), and graduates of Medford High School are allowed to visit. All parents and visiting alumni must abide by our dress code while on campus. We make no exceptions or apologies regarding this policy and the safety of your child.

Students who wish to arrange a visit, when considering enrolling at Medford High School, should have their parent/guardian contact the office in advance of any such visit.

LUNCH

Lunch visitors will be restricted to parents/guardians (siblings on the student's information in Infinite Campus) and grandparents (with written permission). Visits must be approved by administration at least 24 hours in advance and will be limited to the lunch period lunchroom/commons area. Visitors may not visit

VISITORS

any other part of the building without permission from the high school office. Any other permission must be pre arranged with the principal.

WEAPONS POLICY (Policy 501)

It is the intent of this school to assure a safe environment for students, staff and the public. Therefore, no student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. A “weapon” means any object, device or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This may include, but is not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

“School location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, and all school related functions.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school may be expelled for at least one year. The School Board may modify this consequence on a case-by-case basis.

The information included in these pages should not be considered a complete listing and explanation of school policies governing Medford High School. They represent highlights of policies and regulations based on the most commonly asked questions or requests for information. There are complete sets of school policies available in each school office for inspection by members of the public. Copies of policies are available for a nominal charge per page. The Medford Public School student handbook is approved annually by the Board of Education and amendments or changes may take place during the school year. The building principal will post any changes. State and/or Federal Statutes supersede this handbook. Policies are available by contacting the District Office.