

MEDFORD HIGH SCHOOL

STUDENT HANDBOOK 2015 - 2016



Home of the Tigers

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WELCOME TO THE 2015-2016 SCHOOL YEAR

The student handbook contains such helpful information as the highlights of the school calendar for the year and the bell schedule. It also includes a summary of the rules and regulations, which all students are expected to follow. Medford School enforces rules and regulations for all students, faculty and visitors. The school believes that everyone needs to be informed of the expectations, it is everyone's responsibility to live within the established structure, and that all rules and regulations be applied equally and fairly. Referenced School Board policy numbers have been included to assist in requesting further clarification on policy information.

Our goal is to provide students a safe and pleasant learning environment as they strive for success. It is only with student and parent help, and cooperation, that we can reach this goal. We are here to help, to motivate, to support, and to inform our students. This handbook will provide a way to communicate within families about school activities and procedures.

Copies of this handbook are found online and are available upon request from the high school office.

Chris Ovrebo, Principal

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MEDFORD PUBLIC SCHOOL CALENDAR 2015-2016

Aug. 24	New Teacher Workshop (7:30 a.m. - 11:30 a.m.)
Aug. 25	½ day Workday – ½ day Staff Dev. (7:30 a.m. - 3:20 p.m.)
Aug. 26	Teacher Workday (12:10 p.m. - 8:00 p.m.) Open House (6:30 p.m. - 7:30 p.m.)
Aug. 27	Staff Development (7:30 a.m. – 3:20 p.m.)
Sept. 1	First Day of Classes
Sept. 7	Labor Day (No School)
Oct. 14	Data Day (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 Dev. (No School for Students)
Nov. 17	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
Nov. 19	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
Nov. 20	Conference Comp Day (No School)
Nov. 26-27	Thanksgiving (No School)
Dec. 24-Jan. 3	Winter Break
Jan. 4	School Resumes
Jan. 21	End of Quarter #2
Jan. 22	Teacher Workday (No School for Students)
Feb. 15	Presidents' Day (No School)
March 7	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
March 10	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
March 11	Conference Comp Day (No School)
March 25-28	Spring Break (No School)
March 31	End of Quarter #3
April 1	½ day Workday – ½ day Staff Dev. (No School for Students)
May 27	Graduation (7:00 p.m.)
May 30	Memorial Day (No School)
June 2	End of Quarter #4 Last Day of Classes
June 3	Teacher Workday (7:30 a.m.- 3:20 p.m.)

NOTE: The community will be notified through Infinite Campus, Radio Stations KDHL (920), KRFO (1390), and WCCO (830) when weather conditions or other emergencies make it necessary to close school or start late.

Medford HS Bell Schedule 2015-2016

MW Schedule

First Bell	8:10
Period 1	8:15-9:06
Period 2	9:10-10:01
Period 3	10:05-10:56
A-Lunch (7/8)	10:56-11:26
Period 4A	11:30-12:21
Period 4B	11:00-11:51
B-Lunch (9-12)	11:51-12:21
Period 5	12:25-1:16
Period 6	1:19-2:10
Period 7	2:13-3:04

TThF Schedule

First Bell	8:10
Period 1	8:15-9:02
Period 2	9:06-9:53
Advisory	9:57-10:19
Period 3	10:23-11:10
A-Lunch (7/8)	11:10-11:40
Period 4A	11:44-12:31
Period 4B	11:14-12:01
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
Period 7	1:37-2:21
Pep-Fest	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.

2015-2016 FACULTY

TBD	Special Education Coordinator
Mr. David Bon	Science
Ms. Rachel Brock	Art
Ms. Theresa Buendorf	Social Studies
Ms. Beverly Cashman	Vocal Music
Mr. Mike Duffy	Mathematics
Ms. Kimberly Goblirsch	English/Language Arts
Mr. Brian Gustafson	Instrumental Music
Mr. Bryson Havumaki	Special Education
Ms. Lisa Hoefs	Ag Education
Ms. Carissa Hoha	Mathematics
Mr. Jerome Johannes	Social Studies
Ms. Julie Langenfeld	Health/Physical Ed.
Ms. Amanda Lannoye	Spanish
Mr. Tim Larson	Ag Education
Mr. Chris Merrigan	Social Studies
Ms. Rebecca Mohr	English/Language Arts
Ms. Sarah Olson	English/Language Arts
Mr. Rich Powers	Mathematics
Ms. Tanya Powers	Social Studies
Ms. Sara Routh	Counselor
Ms. Nichole Schelling	Science
Mr. Patrick Shipway	Technology Integrationist
Mr. Neil Smith	Special Education
Ms. Lisa Stewart	Science
Ms. Sarah Thursby	English/Language Arts
Mr. James Tratz	Special Education
Ms. Paige VanZuilen	Special Education
Ms. Ruth Verschaetse	Speech Therapist
Ms. Tricia Wagner	RtI Coordinator; Ramp Up Coordinator
Ms. Cynthia Welle-Erwin	ELL
Mr. Kevin Werk	Mathematics
Mr. Dennis Whitman	Health/Physical Ed.
Ms. Stephanie Wick	Business Education

GENERAL INFORMATION

ACADEMIC INTEGRITY

Integrity is essential to excellence both in 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 accounting 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.

CLASSIFICATIONS OF ACADEMIC DISHONESTY

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on schools 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 what is on a test with other students either verbally or electronically (i.e. text messages, IPODS, earphones, calculators with memory systems, PDAs, Bluetooth technology.)
4. Looking on another's test/quiz or allowing another to copy a test/quiz.
5. Submitting other's 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.

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

AGE OF MAJORITY

In Minnesota, the age of majority is 18. However, all students, whether 10 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 Schoology by the end of 2nd period. Copies will be posted on the hall bulletin board between the High School office and Counselor's office. Students and teachers are asked to submit announcements, in writing, to the office as far in advance as possible. Exceptions may be made for results of evening activities, which will be included if received by 8:30 a.m. the day of publication.

ATTENDANCE (District Policy #503)

In accordance with the Minnesota Compulsory Attendance Law, Minn. Stat. 120A.22, Subd. 5., 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; (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 three hours in any week.

After a total of five (5) accumulated excused and/or unexcused absences during the school year, the administration may impose the loss of academic credit in the class or classes from which the student has been absent or be referred to the Steele County Attendance Review Board. However, prior to loss of credit, an administrative conference addressing attendance and academic performance between the principal, student, and parent.

Rule # 1: Any anticipated absence from school requires written notice from the parent/guardian prior to the absence, and the student is required to circulate a work make-up sheet to obtain assignments.

Rule #2: A parent/guardian must call the school at 214-6301, on the day of the absence, between 7:30 and 8:30 a.m. If leaving a voicemail, give the student's name, who is calling, and the reason for the absence.

Rule #3: A student will be released from school during the day only after the parent/guardian has been contacted or has contacted the school.

Rule #4: Absences require a note from the parent/guardian, explaining the absence, before such absence can be classified as excused.

Rule #5: Parents may excuse their child up to 5 times per quarter, after that a doctor's note is required for an excused absence.

Rule #6: Extra curricular participants must be in school by the beginning of 1st hour to be eligible to participate that day unless they have a doctor's note. The only valid excuses will be confirmed medical appointments and funerals.

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 or dental appointments, court appearances, religious instruction (not to exceed three 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, and pre-approved family travel (5 days a quarter, not to exceed a total of seven (7) days per school year. A maximum of two (2) of these

days may be used to visit colleges in each of their junior and senior year. Any absences that exceed the allowable maximum may be counted as excused at the building principal's discretion. Students arriving more than 15 minutes late to class will be considered absent and not tardy.

Make-up work is due to the instructor no later than two attended school days after the date of absence. If the absence covers three or more consecutive days, the make-up work is due to the instructor no later than 5 attended school days after the student returns to class. Any work that is due during the absence that was assigned more than five school days prior to the absence will be due upon return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. The principal or the classroom teacher may extend the time allowed for extended illness or extenuating circumstances.

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, leaving the building at anytime without verbal and/or written permission from the building principal or designee, 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. Students that do not provide an excusable absence note within 1 day of returning from the absence will be marked unexcused. Parents or guardians of students with 3 or more unexcused absences will be notified that their student is a "continuing truant" and parents and guardians of students with 5 or more unexcused absences will be required to meet with the Attendance Review Board led by the Steele County Attorney's Office.

Students that are not in class and in their seats when the bell rings are considered tardy. Students that are late to school must report to the office to receive a tardy pass. Students that are late between classes will be handled by the teachers. All tardiness will be reported to the office on the day it occurs. Students accumulating multiple tardies, per class, per quarter, will be disciplined in accordance with the District Attendance Policy #503. Students that report late to school more than 5 times in a semester may lose their parking privileges.

Up to 80% credit will be given for work or tests due to an unexcused absence. All missed work is required to be completed within 2 days of returning to school. Also, for every unexcused absence after the first in a class period, per quarter, the student will receive a grade level reduction. For example, if a student had three (3) unexcused absences in a class period, the student will be given no credit for missed work and will drop two grade levels for that class (i.e. C+ to C-). When deducting grade levels, teachers will assign the median percentage of the resulting grade level range. Students grades will not be lowered below a D- due to unexcused absences. Students have a maximum of ten (10) school days at the end of each quarter to receive credit for work that is considered incomplete.

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. 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 an escort from a school official. Students arriving or returning to school must also sign in in the high school office.

BULLYING PROHIBITION POLICY (District 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. The Policy prohibits any act of bullying on school premises, school district property, at school functions or activities, or on school

transportation. School policy also applies to an act of 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. 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.

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

Christopher J. Ovrebo
Primary Contact Person
507-214-6302
covrebo@medford.k12.mn.us
750 2nd Ave SE
Medford, MN 55049

Medford Elementary School

Mark Ristau
Primary Contact Person
507-214-6312
mristau@medford.k12.mn.us
750 2nd Ave SE
Medford, MN 55049

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 found at www.medford.k12.mn.us or may be obtained in the office of any Medford Public School building.

CLOSED CAMPUS

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

COMPUTER, INTERNET AND OTHER TECHNOLOGY USAGE (District Policy #524)

The Medford School District provides computers for students to use in the media center, in various classrooms, and in lab locations. Students will also be issued a school-owned iPad to be used as a learning resource. Students are expected to respect the value of this equipment and accept responsibility for its proper care and use. Improper use of any technology, as described in Policy #524, will result in the restricted use or loss of technology privileges for a period of time ranging from one week to a calendar year, depending on the seriousness or frequency of the infraction, and be subject to discipline from the Student Code of Conduct policy #506.

All students are required to have a signed form on file (student and parent signatures) indicating they have received and read a copy of Policy #524 and agree to abide by its conditions. Copies of the signed document become a part of the students' permanent files. New students are asked to complete this form when enrolling.

Students will be able to use technology in the classroom at the teacher's discretion.

Medford High School holds high expectations for student behavior, academic integrity and responsible use of cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess or use such devices at school must do so with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Electronic devices including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images devices are to be turned off and kept out of sight during instructional time. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, in media centers and testing centers, and during fine arts performances. Use of cell phones and personal electronic devices is strictly prohibited in restrooms, locker rooms, or any room designated for changing clothes. *Students will not be allowed to leave class in response to a communication device without administrative approval. In the case of medical necessity or emergency, a student should speak with a school principal to receive advanced permission for cell phone use during the school day.*

Violations of the cell phone use policy will result in the device being confiscated by staff and turned in to the office. For the first offense, the cell phone will be returned at the end of the school day. All subsequent offenses will result in the cell phone being held in the office until the end of the following school day or returned to parents upon request. Students with more than 3 offenses per semester may receive additional consequences. Students that refuse to turn over their phones or devices to teachers upon request will be considered insubordinate and may be subject to suspension.

Use of iPads or personal electronics for listening to music is left to the discretion of the individual teachers. Earbuds and headphones are only allowed to be used during work time (with teacher permission), during passing time, or during lunch. All earbuds and headphone must be removed upon entering a classroom or upon request by a teacher or staff member. Students caught with earbuds or headphones without permission will face disciplinary consequences.

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

Student use or possession of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited. It shall be a violation of policy to use tobacco or tobacco related devices, 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 in any school location.

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

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

COUPLES' ETIQUETTE

Medford School enforces a "hands-off" policy concerning couples' etiquette in our school. Kissing and/or excessive hugging of one another is not allowed and students may be subject to the Student Code of Conduct.

DETENTION

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

Detention shall be served on Wednesdays from 3:08 p.m. until 4:08 p.m. A list of students who are to serve detention will be posted on the bulletin board between the High School office and Counselor's office. 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 will be put in ISS. Students who have more than 3 detentions may be assigned ISS (in school suspension), as determined by the principal.

Detention Rules

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

DRESS CODE (District Policy #504)

Student dress is recognized generally as a matter of personal good taste at Medford Schools. However, no student will be allowed to attend school while wearing bizarre, obscene, or odd clothes which could cause disruption of the orderly academic process or which constitute a health and/or safety hazard. Short shorts or mini-skirts (shorts or skirts that are less than the length of the students fingertips when their arms and hands are fully extended to their side), tops that expose the midriff, sleeveless shirts with arm holes that extend more than four inches below the armpit, and other clothing that is not in keeping with community standards will not be allowed. Strapless tops or tops with spaghetti straps must be covered by an outer shirt with straps at least one inch wide. Also, no article of clothing can convey obscene, racial, sexually oriented, discriminatory or violent messages, nudity, Satanism, swearing, alcohol or tobacco promotions or logos, statements or pictures demeaning to any group or person. Sweatbands for the head and wrist, bandanas, sunglasses, and link chains, of any type, are not allowed as dress accessories.

Hats, caps, trench coats, blankets, and heavy jackets may not be worn inside the school building during the school day and should remain in students' lockers throughout the school day. Hooded sweatshirts may be worn, but hoods must be left down. Shoes are to be worn at all times to avoid unnecessary injury. Purses and backpacks should be stored in lockers and may not be carried from class to class.

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

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, damages 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 student 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 driver'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. Students must register vehicles that are parked during the school day with the high school office.
7. All vehicles parked on the school property are subject to the District Search Policy (#502).

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY (District 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, pepfests, Mr. Medford, 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 reported as receiving a failing grade in any class at the end of any academic quarter or grade check is not eligible for participation in extra-curricular 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.

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.

GRADE CHECKS

Quarter 1

9/17/15 –3 wk check (9/24/15 1 wk)
 10/8/15-6 wk check (10/20/15 1 wk)
 11/5/15- End of Quarter 1

Quarter 2

11/25/15 – 3 wk check (12/4/15 1 wk)
 12/17/15 - 6 wk check (1/5/16 1 wk)
 1/21/16- End of Quarter 2

Quarter 3

2/11/16-3 wk check (2/18/16 1 wk)
 3/3/16- 6 wk check (3/10/16 1 wk)
 3/31/16- End of Quarter 3

Quarter 4

4/21/16- 3 wk check (4/28/16 1 wk)
 5/12/16 -6 wk check (5/19/16 1 wk)
 6/2/16- End of Quarter 4

FIRE DRILLS/WEATHER EMERGENCIES

The school district is required by law to conduct fire drills during the school year. In addition, the school will conduct tornado drills, and emergency procedure drills to help insure 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

The decision to allow food or water in the classroom will be decided by the individual teacher. Students are responsible for collecting and disposing of all trash associated with food and water, failure to do so may result in the loss of any privileges to have food or water outside the commons. Students are not allowed to bring school prepared food (breakfast or lunch) out of the commons.

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 (District 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, American Literature, World Literature, European Literature, Reading Strategies, and English Elective, and Speech
 - American Studies 9, American Studies 10, World Studies or AP European History, Political Science, and Economics.
 - 3 Math courses: Geometry, Algebra II, and Pre-Calculus or Algebra III/FST
 - 3 Sciences courses: Science 9, Biology, and Chemistry/Food Chemistry
 - PE/Health 9
 - Careers 10
 - 1 Fine Arts credit: Band,Choir or Art
 - 7 credits of Other Electives.
- D. Students must be within one-half (.5) credit of meeting graduation requirements to participate in graduation, the class Annual picture, the CAST picture, and 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 at the end of each grading period (quarter and/or semester). 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 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 (District 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. Personal locks are not allowed on lockers.

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

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

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

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 before school and until 9:00 a.m. Students may not charge more than the cost of two lunches onto their lunch 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 food or drinking beverages in classrooms is not allowed. 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. 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. Leave all books and items in your locker during lunch. iPads are allowed.
2. WALK from class to the lunchroom. No running.
3. Form two lines and respect the order of the lines. No budging.
4. A maximum of 10 people per table.
5. Clean up any messes that you make, contribute to or see.
6. When you are finished eating, check your table and area for messes, dump your tray and return to your seat.
7. 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.

8. 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 or disability. 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.

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 (District 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. Only one student at a time will be allowed out of the classroom by teachers. 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.

PHONE CALLS AND MESSAGES

Office phones are not for student use. Secondary students may use their cell phones with office permission.

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.

PLEDGE OF ALLEGIANCE (District Policy #531)

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

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

PROGRESS REPORTS, REPORT CARDS & PARENT CONFERENCES

Progress reports will be sent home with students at each mid-quarter. Parents will have access to student grade reports via online parent access through Infinite Campus. Report cards will be distributed to

students at the end of the first and third marking periods, and mailed to parents/guardians directly at the end of the first semester and the end of the school year.

Parent/Teacher Conferences will be held in the fall and spring as indicated on the school calendar. Parents are encouraged to contact teachers regarding their child's academic progress at any time. It is recommended that appointments be arranged ahead of time.

RESPECTFUL LANGUAGE

At MHS, students are to use language that is respectful to themselves and to others. Inappropriate language includes swearing, sexual innuendo, vulgarity 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

(District Policy #513)

Students who fail two or more core courses in grade 7 or 8 will be required to repeat the entire grade. 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 (District Policy #413, #525, and #526)

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

Verbal and physical abuses among students, or directed at school staff, are considered suspendable offenses, 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. While care is taken not to schedule these activities on top of each other, conflicts do appear when some of these events are cancelled 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 athletic) 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 rules for handling these conflicts:
 - a. Official sub-section, section, and state additions or corrections should take precedent 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.

STUDENT RECORDS AND DATA PRIVACY (District Policy #515)

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

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

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. artictic 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 posted on the bulletin board located between the High School office and Counselor’s office.

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

- 1. Meeting with the teacher, counselor, or principal;
- 2. Detention or restriction or loss of privileges;

3. Parent contact;
4. Parent conference;
5. Modified school programs;
6. Removal from class;
7. Suspension;
8. Exclusion;
9. Expulsion;

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

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

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

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

Suspension – In School Suspension (ISS)

- Students assigned to ISS will not be allowed to participate in extracurricular activities for the days ISS is assigned
- ISS 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.
- ISS is served during the school day on the first available day following the infraction
- The principal or ISS supervisor will determine when and where the student will eat lunch
- Students are expected to be on time and remain in the seat and be prepared with work, writing utensils, etc.
- The ISS supervisor will assist, when possible, in obtaining assignments and books
- There is no sleeping, food, beverages graffiti, cell phones, ear buds, or personal electronic devices during the suspension
- iPad 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 an assigned OSS

Suspension – 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 re-admission, and a copy of the Pupil Fair Dismissal Act
- A student assigned OSS cannot be on school property or attend school functions

STUDENT SCHEDULES/SCHEDULE CHANGES

Students will not be able to change their schedule once the registration process is complete, as students are expected to take the courses they select at registration. However, if a student requests to drop, discontinue or add courses, permission must be granted 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 (withdraw passing) or WF (withdraw 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, and then he/she is entitled to sign as necessary in place of the parent/guardian.

STUDENT VISITORS

Student visitors are not allowed during the school day without prior permission from the Principal. Students, who wish to arrange a visit, when considering enrolling at MHS, should have their parent/guardian contact the Principal in advance of any such visit. A student guide will be provided, as needed, throughout the day of a visit.

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, or restrooms. Students desiring to see a teacher, other than the study hall teacher, must obtain a pass from that teacher prior to the study hall period and present it to the study hall teacher following attendance roll.

No use of personal electronic devices including, but not limited to, cellular phones, iPods, and mp3 players will be allowed in study hall (even with headphones). Use of iPads will be left to the discretion of the study hall supervisor. No card playing is allowed in 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. iPad and personal electronics use for games, messaging, and social media is prohibited.
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. 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 employee's investigation into the student's behavior, may result in action being taken without complete information.

- 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 stated 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 tends to 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 (District Policy #707, 708, 709, 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 bus 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.

WEAPONS POLICY (District 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; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; 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.

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The information included in these past few 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 supercede this handbook.

SELECTED POLICY REFERENCE LIST

<u>Policy #</u>	<u>Policy Subject Matter</u>
413	Harassment and Violence
501	School Weapons Policy
502	Search of Student Lockers, etc.
503	Student Attendance
504	Student Dress & Appearance
505	Distribution of Non-School Materials
506	Student Discipline
507	Corporal Punishment
508	Extended School Year
509	Enrollment of Non-Resident Students
510	School Activities
511	Student Fundraising
512	School Sponsored Student Publications
513	Student Promotion, Retention & Program Design
514	Bullying Prohibition Policy
515	Protection and Privacy of Records
516	Student Medication
521	Student Disability Nondiscrimination
522	Student Sex Nondiscrimination
524	Internet Acceptable Use Policy
525	Violence Prevention
526	Hazing Prohibition
531	Pledge of Allegiance
540	Extracurricular Activities Eligibility
613	Graduation Requirements
707	Transportation of Public School Students
708	Transportation of Nonpublic School Students
709	Student Transportation Safety Policy
710	Extracurricular Transportation

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Age” means the person is over the age of 25 years.
2. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
3. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
4. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this

policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates Heidi Langeslag, Personnel Associate, as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness,

truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Medford Public Schools Policy 102 (Equal Educational Opportunity)
Medford Public Schools Policy 401 (Equal Employment Opportunity)
Medford Public Schools Policy 402 (Disability Nondiscrimination Policy)
Medford Public Schools Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Medford Public Schools Policy 406 (Public and Private Personnel Data)
Medford Public Schools Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Medford Public Schools Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Medford Public Schools Policy 506 (Student Discipline)
Medford Public Schools Policy 515 (Protection and Privacy of Pupil Records)
Medford Public Schools Policy 521 (Student Disability Nondiscrimination)
Medford Public Schools Policy 522 (Student Sex Nondiscrimination)
Medford Public Schools Policy 524 (Internet Acceptable Use and Safety Policy)
Medford Public Schools Policy 525 (Violence Prevention)
Medford Public Schools Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

- A. “Weapon”
 - 1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 - 2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 - 3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of 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, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
 - 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 - 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 - 7. a gun or knife show held on school property;

- 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 - 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools
While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Firearms in School Parking Lots and Parking Facilities
A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:
 - 1. immediate out-of-school suspension;
 - 2. confiscation of the weapon;
 - 3. immediate notification of police;
 - 4. parent or guardian notification; and
 - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion
While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
 - 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
 - 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References:

Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References:

Medford Public Schools Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Medford Public Schools Policy 506 (Student Discipline)
Medford Public Schools Policy 525 (Violence Prevention)

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior

of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

- C. Personal Possessions and Student's Person
The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: Medford Public Schools Policy 417 (Chemical Use and Abuse)
Medford Public Schools Policy 418 (Drug-Free Workplace/Drug-Free School)
Medford Public Schools Policy 501 (School Weapons)
Medford Public Schools Policy 506 (Student Discipline)

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.

- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) Pre-approved college visits or job shadowing experiences. Up to two times each year in the junior and senior year.
- (14) Pre-approved family travel. A maximum of five days in one quarter, not to exceed seven days per school year, will be excused to permit a student to travel with a parent on a family trip. Students are responsible for all work missed due to family travel. The student must be passing all classes at the time of the trip and not on an attendance contract or habitually truant.

c. Recording Excused Absences

Rule 1: Any anticipated absence from school requires written notice from the parent/guardian prior to the absence, and the student is required to circulate a work make-up sheet to obtain assignments.

Rule 2: A parent/guardian must call the designated attendance line, on the day of the absence, between 7:30am and 8:30am.

Rule 3: A student will be released from school during the day only after the parent/guardian has been contacted or has contacted the school.

Rule 4: Absences require a note from the parent/guardian explaining the absence, before such absence can be classified as excused.

Rule 5: Parents may excuse their child up to 5 times per quarter, after that, a doctor's note is required for an excused absence.

Rule 6: Extra-curricular participants must be in school by the beginning of 1st hour to be eligible to participate that day unless they have a doctor's note. The only valid excuses will be confirmed medical appointments and funerals.

d. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within two days from the date of the student's return to school. Any work that is due during the absence that was assigned more than five days prior to the absence is due upon return. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program. This includes interviews and training.
- (5) Car trouble.
- (6) Personal trips to schools or colleges, vacations with family, or job shadows that are not pre-approved.
- (7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the fourth cumulated unexcused absence in a semester the student will be required to make up work missed due to such absence for a maximum of 80% credit. Disciplinary consequences, such as detention, in school suspension, and out of school suspension, may be applied to all unexcused absences.
 - (b) After the second cumulated unexcused absence in a semester, a student's parent or guardian will be notified by email and first class mail that his or her child is nearing a total of three unexcused absences and that, after the two unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (d) After two cumulative unexcused absences in a semester the teacher will reduce the student's semester letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). A student's grade will not be lowered to below a D-. However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
 - (e) After 4 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

- (g) Students may appeal a loss of credit decision with the principal. The student will remain in the course until a decision about the appeal is made.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness
 - a. Tardies will only be excused with a valid pass from a teacher.
 - b. A tardy becomes an absence 15 minutes after a class or program begins.
 - c. When a student is tardy, he or she must go immediately to his or her assigned class or event. School office personnel do not issue tardy passes without written excuse from a parent/guardian.
4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Consequences of tardiness may include detention after three unexcused tardies. In addition five unexcused tardies will be referred to the office.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

E. Closed Campus

1. Students must stay on school grounds during school hours. Students may not leave campus, loiter in the parking lot, or ride/drive/sit in vehicles during the school day. Any student who leaves campus or the school building must receive permission from their parents/guardians and sign out in the office.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

Medford Public School Policy 506 (Student Discipline)

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student

conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following 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 or property immediately adjacent to school grounds; 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, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. 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.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or

- 31. pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- 32. Criminal activity;
- 33. Falsification of any records, documents, notes, or signatures;
- 34. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- 35. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- 36. Impertinent or disrespectful language toward teachers or other school district personnel;
- 37. Violation of the school district's Harassment and Violence Policy;
- 38. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- 39. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- 40. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- 41. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
- 42. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- 43. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
- 44. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
- 45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item,

article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- 4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. Procedures for Removal of a Student From a Class.
1. The teacher shall notify an administrator or designee when a student is being removed from class.
 2. The teacher/administrator/designee shall determine if the student will be accompanied to their destination and, if so, by whom.
 3. A discipline referral shall be used when removing a student from class.
- D. *Responsibility for and Custody of a Student Removed From Class.*
1. The student shall report directly to the administrator's office or designated ISS area.
 2. The student removed from class is the responsibility of the administrator or designee.
 3. The student shall remain in the custody of the administrator/designee until the student is returned to the classroom.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
1. The length of time of the removal from class shall be at the discretion of the administrator and a conference with the teacher/student/parent.
 2. The student shall be returned to class upon completion of the period of removal and any other conditions established at the administrative conference.
- F. Procedures for Notification.
1. The parent/guardian shall be notified by the administrator/designee of the violation of the rules of conduct and resulting disciplinary actions.
 2. The student shall be verbally notified of the violation and resulting disciplinary actions.
- G. Disabled Students; Special Provisions.
1. A teacher who removes a student who is receiving special education services shall notify the student's case manager.
 2. The student's case manager shall determine whether a student's removal from class requires a meeting to review the adequacy of the student's current Individual Education Plan (IEP) or whether there is a need for further assessment. If it is determined that such a meeting is necessary, the student's case manager shall schedule and provide appropriate notices of such meetings.
- H. Early Intervention
1. A teacher who removes a student from class may forward a copy of the notice of a student's removal from class to the appropriate site student assistance team for review of the following:
 - (a) Any procedures or services appropriate for encouraging early involvement of parents or guardians to improve the student's behavior
 - (b) Any procedures or services determined appropriate for encouraging early detection of behavioral problems
 - (c) Whether the student may need special education services in order to benefit from his or her education
 - (d) The appropriateness of referring a student to the school district chemical abuse preassessment team
 - (e) The appropriateness of addressing the student's behavior through a crisis intervention plan

- (f) The appropriateness of any other interventions to improve the student’s conduct and behavior

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

- 1. Willful violation of any reasonable school board regulation, including those found in this policy;
- 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
- 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures

- 1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
- 2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- 3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the

student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's

parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: Medford Public Schools Policy 413 (Harassment and Violence)
Medford Public Schools Policy 501 (School Weapons)
Medford Public Schools Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Medford Public Schools Policy 503 (Student Attendance)
Medford Public Schools Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Medford Public Schools Policy 514 (Bullying Prohibition Policy)
Medford Public Schools Policy 524 (Internet Acceptable Use and Safety Policy)
Medford Public Schools Policy 525 (Violence Prevention)
Medford Public Schools Policy 526 (Hazing Prohibition)
Medford Public Schools Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
Medford Public Schools Policy 610 (Field Trips)
Medford Public Schools Policy 709 (Student Transportation Safety Policy)
Medford Public Schools Policy 711 (Video Recording on School Buses)
Medford Public Schools Policy 712 (Video Surveillance Other Than on Buses)

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of

school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See Medford Public Schools Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Medford Public Schools Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three

school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment;
- 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- 5. Teach students to advocate for themselves and others;
- 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
- 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Medford Public Schools Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Medford Public Schools Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 124D.10 (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

- Medford Public Schools Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- Medford Public Schools Policy 413 (Harassment and Violence)
- Medford Public Schools Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Medford Public Schools Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Medford Public Schools Policy 423 (Employee-Student Relationships)
Medford Public Schools Policy 501 (School Weapons Policy)
Medford Public Schools Policy 506 (Student Discipline)
Medford Public Schools Policy 507 (Corporal Punishment)
Medford Public Schools Policy 515 (Protection and Privacy of Pupil Records)
Medford Public Schools Policy 521 (Student Disability Nondiscrimination)
Medford Public Schools Policy 522 (Student Sex Nondiscrimination)
Medford Public Schools Policy 524 (Internet Acceptable Use and Safety Policy)
Medford Public Schools Policy 525 (Violence Prevention)
Medford Public Schools Policy 526 (Hazing Prohibition)
Medford Public Schools Policy 529 (Staff Notification of Violent Behavior by Students)
Medford Public Schools Policy 709 (Student Transportation Safety Policy)
Medford Public Schools Policy 711 (Video Recording on School Buses)
Medford Public Schools Policy 712 (Video Surveillance Other Than on Buses)

524 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system, use of school-owned devices, and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system, school-owned devices, and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system, school-owned devices, and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, school-owned devices, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access and access to computers and mobile devices. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension

or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may

not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

- D. Students using either school-owned or privately-owned electronic devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the school network.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system, or on issued or personal devices which use the school district system.
- B. Routine maintenance and monitoring of the school district system, or on issued or personal devices which use the school district system, may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files, or on issued or personal devices which use the school district system. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district hard drives, servers, or any other storage device for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Electronic Technology use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district, hard drives, servers, or any other storage device.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Medford Public Schools Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Medford Public Schools Policy 406 (Public and Private Personnel Data)
Medford Public Schools Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Medford Public Schools Policy 506 (Student Discipline)
Medford Public Schools Policy 515 (Protection and Privacy of Pupil Records)
Medford Public Schools Policy 519 (Interviews of Students by Outside Agencies)
Medford Public Schools Policy 521 (Student Disability Nondiscrimination)
Medford Public Schools Policy 522 (Student Sex Nondiscrimination)
Medford Public Schools Policy 603 (Curriculum Development)
Medford Public Schools Policy 604 (Instructional Curriculum)
Medford Public Schools Policy 606 (Textbooks and Instructional Materials)
Medford Public Schools Policy 806 (Crisis Management Policy)
Medford Public Schools Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions,

activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

- Cross References:** Medford Public Schools Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Medford Public Schools Policy 413 (Harassment and Violence)
Medford Public Schools Policy 506 (Student Discipline)
Medford Public Schools Policy 514 (Bullying Prohibition Policy)
Medford Public Schools Policy 525 (Violence Prevention [Applicable to Students and Staff])

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only if there is an emergency and permission has been granted to the student by the high school principal or designee to

use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, behind the school building, or in the bus loading or unloading zone.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

- A. Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle
The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.
- C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures
A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.
- D. Seizure of Contraband
If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
- E. Dissemination of Policy
A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: Medford Public Schools Policy 417 (Chemical Use and Abuse)
Medford Public Schools Policy 418 (Drug-Free Workplace/Drug-Free School)
Medford Public Schools Policy 501 (School Weapons Policy)
Medford Public Schools Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Medford Public Schools Policy 506 (Student Discipline)
Medford Public Schools Policy 712 (Video Surveillance Other Than on Buses)