

Medford HS
Student Handbook
2014 - 2015



Home of the Tigers

STUDENT HANDBOOK 2014 - 2015

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This handbook belongs to:

Name_____

Address_____

City/Town_____ Zip Code_____

Phone_____

Student No._____

WELCOME TO THE 2014-2015 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

**MEDFORD PUBLIC SCHOOL
2014-2015**

Aug. 21	New Teacher Workshop (7:30 a.m. - 11:30 a.m.)
Aug. 25-26	½ day Workday – 1½ day Staff Dev. (7:30 a.m. - 3:20 p.m.)
Aug. 27	Teacher Workday (7:30 a.m. - 8:00 p.m.) Open House (6:30 p.m. - 7:30 p.m.)
Aug. 28	Teacher Workday (7:30 a.m. – 3:20 p.m.)
Sept. 1	Labor Day (No School)
Sept. 2	First Day of Classes
Oct. 15	Data Day (No School for Students)
Oct. 16-17	Education MN Convention (No School)
Nov. 6	End of Quarter #1
Nov. 7	½ day Workday – ½ day Staff Dev. (No School for Students)
Nov. 11	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
Nov. 13	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
Nov. 14	Conference Comp Day (No School)
Nov. 27-28	Thanksgiving (No School)
Dec. 24-Jan. 4	Winter Break
Jan. 5	School Resumes
Jan. 16	End of Quarter #2
Jan. 19	Teacher Workday/Martin Luther King Day (No School for Students)
Feb. 16	Presidents' Day (No School)
March 3	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
March 5	K-12 Conferences (4:00 p.m. - 7:30 p.m.)
March 6	Large Group Music, Conference Comp Day (No School)
March 26	End of Quarter #3
March 27	½ day Workday – ½ day Staff Dev. (No School for Students)
April 3-6	Spring Break (No School)
May 25	Memorial Day (No School)
May 29	Graduation (7:00 p.m.)
June 4	End of Quarter #4 Last Day of Classes
June 5	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 2014-2015

MWF 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

TTh Schedule

First Bell	8:10
Period 1	8:15-9:01
Period 2	9:05-9:51
Advisory	9:55-10:25
Period 3	10:29-11:15
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 5	12:39-1:25
Period 6	1:29-2:15
Period 7	2:18-3:04

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	8:15-8:57
Period 2	9:01-9:43
Period 5	9:47-10:29
Period 3	10:33-11:15
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 6	12:39-1:26
Period 7	1:30-2:17
Pep-Fest	2:17-3:04

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.

2014-2015 FACULTY

Ms. Lisa Androli	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. Beth Keskey	Science
Mr. Jon Kison	Technology Integrationist
Ms. Julie Langenfeld	Health/Physical Ed.
Mr. Tim Larson	Ag Education
Mr. Chris Merrigan	Social Studies
Ms. Rebecca Mohr	English/Language Arts
Ms. Sarah Olson	English/Language Arts
Mr. John Ott	Special Education
Mr. Rich Powers	Mathematics
Ms. Tanya Powers	Social Studies
Ms. Julie Ridenour	Spanish
Ms. Sara Routh	Counselor
Ms. Nichole Schelling	Science
Mr. Neil Smith	Special Education
Ms. Sarah Thursby	English/Language Arts
Mr. James Tratz	Special Education
Ms. Ruth Verschaetse	Speech Therapist
Ms. Tricia Wagner	Peer Coach
Ms. Cynthia Welle-Erwin	ELL/High Potential
Mr. Kevin Werk	Mathematics
Mr. Dennis Whitman	Health/Physical Ed.
Ms. Stephanie Wick	Business Education

GENERAL INFORMATION

ACADEMIC DISHONESTY

Academic Dishonesty (cheating) is not permitted at Medford High School. Academic dishonesty is defined as claiming work as your own when in fact it is someone else's or using information under false pretenses to gain an advantage academically. Academic Dishonesty includes but is not limited to: cheating on tests, copying of other student's homework, plagiarism, etc. Students may be asked to resubmit work fully or partially, take a zero on the paper/test/quiz or be assigned consequences in accordance to the progressive Student Code of Conduct.

ANNOUNCEMENTS

Announcements will be sent by e-mail during the second period to students. 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, 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, working at home, working 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.

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. Three (3) unexcused tardies will equal one (1) unexcused absence.

No credit will be given for work due to an unexcused absence. 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. When a student's grade drops to an F, or is an F, the student will earn a 59% for an F that is a result of the attendance policy or their actual class percentage, whichever is less. Students have a maximum of ten (10) school days at the end of each quarter to receive credit for work that is considered incomplete.

BULLYING PROHIBITION POLICY (District Policy #514)

It is the policy of the school district to maintain a learning and working environment that is free from bullying which includes, not only students who are directly engaged in an act of bullying but also 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or school staff. This policy includes cyber bullying, texting, and "sexting".

Bullying includes behavior that is intimidating, threatening, abusive, or hurtful conduct that is objectively offensive *and* (1) the conduct involves an imbalance of power; *or* (2) the conduct materially and substantially interferes with a student's education or ability to participate in school activities.

Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: harming a student; damaging a student's property; placing a student in reasonable fear of harm to his or her person or property; or creating a hostile education environment for a student. These circumstances also apply to bullying acts toward school staff.

No teacher, coach, administrator, or other employee of Medford Public School will permit, condone, or tolerate bullying.

Complaints of bullying can be made to the principal by completing a written report form. The primary contact for reporting incidents of bullying at the high school is Mr. Ovrebo and at the elementary school, Mr. Ristau. Oral reports shall be considered complaints as well. False accusations or reports of bullying against another student are prohibited and may result in discipline. All complaints will be investigated and acted upon appropriately.

Bullying among students, or directed at school staff, may result in positive behavioral interventions up to and including suspension and/or expulsion. The circumstances of each bullying incident will be taken into account, which may include developmental and maturity levels of the parties involved, levels of harm and nature of behavior, relationship between parties involved, past incidents or continuing pattern of behavior, and the context in which the alleged incidents occurred to determine appropriate consequences .

Policy on this issue is extensive and space does not allow for complete printing here. This policy is available in the school offices and posted by the principal office for public viewing at any time.

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. *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.*

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 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 may have their detention doubled or be put in ISS. Students who have more than 3 detentions may be assigned ISS (in school suspension), as determined by the principal.

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), skimpy tank tops, strapless tops, spaghetti straps, tops that

expose the midriff, sheer leggings and other clothing that is not in keeping with community standards will not be allowed. Also, no article of clothing can convey obscene, racial, sexually oriented, discriminatory or violent messages, nudity, Satanism, swearing, alcohol or tobacco promotions or logos, statements or pictures demeaning to any group or person. 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.

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

9/18/14 –3 wk check (9/25/14 1 wk)
10/9/14-6 wk check (10/21/14 1 wk)
11/6/14- End of Quarter 1

Quarter 2

11/26/14 – 3 wk check (12/5/14 1 wk)
12/18/14 - 6 wk check (1/6/15 1 wk)
1/16/15- End of Quarter 2

Quarter 3

2/5/15-3 wk check (2/12/15 1 wk)
2/26/16- 6 wk check (3/5/15 1 wk)
3/26/15- End of Quarter 3

Quarter 4

4/16/15- 3 wk check (4/23/15 1 wk)
5/7/15 -6 wk check (5/14/15 1 wk)
6/4/15- 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.

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, English 12 Composition and English Elective, and Speech
 - American Studies 9, American Studies 10, World Studies, 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
 - PE/Health 9
 - Careers 10
 - 1 Fine Arts credit: Band or 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 have successfully passed the Minnesota Graduation Required Assessments for Diploma-GRAD(Class of 2010 and beyond) in math, reading, and writing to graduate. Students who do not pass after their first attempt may be placed in a remedial course.
- 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 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 bring their lunch cards or 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. The juice machine is available to students throughout the day.

In accordance with Federal law and U.S. Department of Agriculture policy, we are prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence 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.

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.

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.

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.

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.

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

TRANSFERS TO OTHER SCHOOLS

The school district forwards educational records of students to other schools and school districts in which a student 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.

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