

*Medford Area
Middle School*

**2015/16
FACULTY
HANDBOOK**

A Code of Ethics for Staff

Positive character traits are commonly recognized as part of our heritage and are necessary for the full development of our students and our community.

To that end, the Medford Area Public School District believes that all staff members should affirm for themselves, for our students, and for other staff members the following core values:

Respect - exhibit a high regard for all people as well as the physical world around us.

Responsibility - demonstrate good judgment and accountability for ones actions while accepting both positive and negative consequences.

Honesty - tell the truth to one's self and to others.

Self Control - exercise restraint over one's own impulses, emotions or desires for the good of self and/or others.

Tolerance - acknowledge beliefs or practices differing from or conflicting with one's own.

Courage - willingness to do the right thing even when facing rejection.

Compassion - show kindness and caring for others and their needs.

Attitude

It is my conviction that students are here to learn, and we, to teach. This relationship should be evident in our daily association with students. We are not here to entertain or to compromise recognized principles of good behavior. We must encourage and demand good manners and proper respect in all phases of a youth's growing years. We will serve as an example and lift up our students on all occasions as we work with students in and out of the classroom.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

"The contents of this handbook are presented as a matter of information only and are subject to any collective bargaining agreement and the Municipal Employment Relations Act, ss111.70. The plans, policies and procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guaranty of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause or as otherwise provided in any applicable contract or collective bargaining agreement."

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Medford Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal complaints under this policy; however, a formal complaint resolution procedure is available to address allegations of violations of the policy in the Medford Area Public School District.

Any questions concerning this policy should be directed to Pat Sullivan, Administrator, at the Medford Area Public School District Office, 124 West State Street, Medford, WI 54451.

Our Mission

To ensure that all students learn.

Vision

We expect all students to learn at high levels. We will work collaboratively with colleagues, students, and parents to challenge and support all individuals to achieve success.

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DISTRICT POLICIES

POLICY AND INFORMATION

The purpose of the following is to briefly outline the general rules and regulations that will be in effect for this coming year. If at any time you feel these regulations can be changed to improve our over-all program, please feel free to contact the principal.

ADMINISTRATIVE REQUESTS

Administrative requests and reports will be expected in the office on the due dates. Due dates will be announced in the bulletin.

ANNOUNCEMENTS

General announcements will be given over the morning news. Please have your announcements into the news desk in the library by 8:07 a.m. Emergency announcements are made as necessary.

ATTENDANCE

Each teacher should keep an accurate account of each student's attendance. When a student has been absent, you must require an admit slip. If a student does not have one, send him/her to the office. The normal procedure is for students to come to the office to get an admit slip prior to the start of school. When the student presents the admit slip, sign the slip and give the student any make-up work. The names of all students who are absent are to be entered into the computer at the beginning of each class period in grades 7 and 8. In grades 5 and 6, attendance is to be taken at the beginning of the day. The following instructions are for use of the attendance program:

1. Whenever a student is absent from your class, use W (unexcused-unverified).
2. If a student is late to Activity Period and does not have an admit slip, please send the student to the office for a pass and mark him T (tardy).
3. If you have marked a student W at the beginning of class and the student shows up later, please try to remember to delete that W when you have time.
4. If a student has previously been marked absent and is now present in your class, please inform Cheryl in the office.
5. If a student is tardy to school, with or without an excuse, s/he should obtain a late pass from the office. Excessive or unexcused tardiness (more than five times in a school year) may result in a detention. Those students who are not in their rooms when the period bell rings are to obtain a pass from their previous teacher if that teacher detained them. If the student has no valid excuse, the teacher to whom s/he reports will be responsible for assigning a consequence. Do not send the student who is tardy to class to the office for a pass unless the student has just arrived to school. If you detain a student at the end of class, be sure to give him a late pass for the next class.
6. If a student gives you the form for pre-excused absences, you are to give assignments and sign the form. You may require that the work be handed in prior to the absence or upon return.

BREAKFAST

The middle school offers a nutritional breakfast which is served from 7:40 a.m. to 8:07 a.m. daily. Regular breakfast price is \$1.85 for adults.

BUILDING USAGE

All teachers and other staff members are to have access to their building or other district property for preparation of school-related activities. It is to be understood that the staff member who uses a school

facility for this purpose assumes responsibility for the facility.

Staff members are discouraged from using school facilities in the evening or on week-ends for personal business. It is imperative that when using the building after hours that you use the sign-in sheet and alarm system at the front entrance.

Any student group using the building after school, in the evening, or on week-ends must be under the direct supervision of a staff member.

CALENDAR

When scheduling activities, each teacher should consult the master MAMS Google calendar and then contact Cheryl/Keva/Charlie/Al to schedule the activity. An activity will only be scheduled if it does not conflict with one already scheduled.

CHANGING CLASSES

No student may drop or change any class on his or her schedule without the principal's permission.

CLASSROOM ORGANIZATION

1. Seating Charts - Each teacher should prepare a seating chart for each of the classes.
2. Student Passes - Whenever a student needs to leave the building, s/he must present to the teacher a pass to leave the building. These passes are obtained by giving the office personnel a note from the parents. Students must report to the office to sign out before leaving the building.
3. Sufficient make-up work should be assigned to each student after an absence from class.

COMMUNITY LEARNING CENTER

The Community Learning Center (CLC) Program at the Medford Elementary School has been includes 5th & 6th grade students. This program runs Mondays – Fridays from 3:30 – 5:30 p.m. Cost of this program is \$3.75/session (\$2.50/session if on free or reduced lunch). Fees are automatically deducted from your child's lunch account. All 5th & 6th grade students wanting to attend this program should ride the bus to MAES at the end of the school day.

After School Knowledge Seekers (A.S.K.S.): The A.S.K.S. program provides academic assistance and tutoring for students in grades 5 – 8. It runs on Mondays, Tuesdays, and Thursdays at MAMS from 3:15 - 4:00 p.m. Cost of the program is \$1.00/session. Fees are automatically deducted from your child's lunch account.

A variety of enrichment clubs, that involve fitness, technology training, recreation, character development, community service, and multi-cultural educational activities, are offered throughout the course of the year. There are often additional fees for these enrichment clubs to cover the cost of supplies and instructors. Please call the school office for additional information or see the Medford Middle school web page at www.medford.k12.wi.us.

COPIES

Copiers are located in the teachers work room, main office and the band office area. DO NOT SEND STUDENTS TO THE OFFICE TO MAKE COPIES.

DAILY BULLETIN

A daily bulletin is published and distributed every morning (usually by 2nd hour) via e-mail. If you want an item included in the daily bulletin, your request should be in the main office by 3:30 prior to the day it is to be run.

DAMAGE TO SCHOOL PROPERTY

All damages to school property should be reported to the principal's office immediately. Students will be held responsible for expenses.

DETENTION DUTY

You will be required to do detention duty on the week you are scheduled. If you cannot do detention on a day during your given week, please check with the office. Friday is optional to send the students to the office for detention.

DISCIPLINE PLAN

School Wide Rules

1. Students will follow directions.
2. Students will promote a positive learning environment.
3. Students will respect others and property.
4. Students will use appropriate language and gestures.

All SCHOOL WIDE rules will apply throughout the school building and all school sponsored events. Parents will receive a letter explaining both the SCHOOL WIDE and classroom discipline plans; they must sign a statement acknowledging that they have read and understood their stipulations. This signed statement must be returned to the classroom teacher.

Following SCHOOL WIDE rules will result in rewards for students. Students who violate these rules will be required to serve one detention per infraction. Failure to serve a detention will result in suspension from school. Parents will be informed of student failure to serve detentions. Students will not be able to participate in dances or fun nights until all detentions are served.

Candy, pop, or other food may not be consumed in school unless part of a classroom celebration or activity in which case they must be consumed before leaving that particular classroom. Water bottles are prohibited during regular school hours unless a note from a physician has been provided. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code of conduct and subject to disciplinary action.

Classroom Rules

Teachers will develop classroom rules and a discipline plan for their classrooms. The first rule of each classroom will be: **All school wide rules apply in his/her classroom.** Classroom rules will be posted in the room. A copy of each classrooms' discipline plan will be submitted to the office at the beginning of the

school year. Violations of classroom rules will result in consequences as defined in the classroom discipline plan.

Dealing with Severe/Habitual Misconduct

Students will be sent to the principal's office for one or more of the following infractions, or if they have habitually violated the classroom discipline plan.

1. Fighting.
2. Use of foul, vulgar, or abusive language or gestures.
3. Stealing.
4. Disrespect/insubordination.
5. Unsafe conduct or destruction of property.
6. Bullying/harassment (see Student Harassment, File: JBA which is included in the policy section of this handbook.)

Teachers who send a student to the office because they are in violation of the discipline plan should complete a Code of Conduct Form and send that form to the office as soon as possible. Action taken by the Principal/Assistant Principal may include one or more of the following:

1. A conference with the teacher and student.
2. A conference with the parents.
3. In-school suspension.
4. Out-of-school suspension.
5. Referral to legal authorities.
6. Referral to the Board of Education for expulsion.

Detention Guidelines

1. The teacher issuing the detention will give the student a Student Detention Form at the time of the infraction.
2. The student must satisfactorily complete the student portion and have it signed by his/her parents or guardian before he/she can serve the detention. If a parent signature can't be obtained, the office may approve the detention after speaking with the parents.
3. Students must give the detention form (which is filled out appropriately and signed/approved) to the supervising teacher. Students will not be able to serve their detentions without this form.
4. Detentions may be served either before or after school. Morning detentions can be served in the library from 7:10 - 7:50 a.m. After school detentions can be served in that week's assigned detention room from 3:15 - 3:45 p.m. Each detention will be 30 minutes long.
5. Students must remain at their desks and work silently by themselves.
6. Students who have unserved detentions and their names appear on the daily announcement list are ineligible for extra-curricular participation 3 days after the detention date if it is not served.
7. If a student fails to serve his/her detention within 5 school days, the parents may be notified if the detention remains unserved the student will receive an In-School Suspension.
8. Students who receive three or more detentions in any thirty-day period will be considered in habitual non-compliance. Receiving three detentions in a thirty-day period may result in suspension.
9. Disputed detention(s) will result in a conference between the Assistant Principal, the teacher who wrote the detention(s), and the student.

In-School Suspension Procedures

1. Work will be provided for students on in-school suspension by their teachers.
2. The same rules for conduct apply as for detentions.
3. If students need to use the bathroom, they will be escorted by the supervising teacher.
4. The in-school suspension room will be supervised.

EQUIPMENT USE

The facilities and equipment of the Medford Area Public School District exist for the benefit of student instruction. Students may use equipment for instructional purposes, subject to the conditions listed on the "Equipment Use Agreement." This agreement can be found in the main office. An agreement must be completed and turned into the office each time a piece of equipment is loaned out to a student.

FAX MACHINE

A fax machine is available in the office for school related correspondence. The number is 748-1213. To send or receive personal faxes there is a flat rate per page of: within Wisconsin .50/page or outside Wisconsin .80/page. This rate should also be used for anyone that may need to use the fax machine from the public sector.

FIRE DRILL PROCEDURES

1. The major purpose of the fire exit drills is to insure the safe evacuation of the building by the orderly use of all available exit facilities. Preservation of life takes priority over preservation of property. It is of utmost importance that fire drills be carefully organized and properly supervised to assure effective and efficient operation. Generally speaking, the loss of life in school fires has been due to the following: delays in detecting the presence of fire, delays in sounding the alarm, and delays in leaving the building.
2. Students and teachers are not panic proof. Knowledge and training to meet emergencies are the best guarantee against panic. To help guard against panic, fire drills will be held without advance notice and specific exits will sometimes be blocked.
3. In case of actual fire, the following procedures will be followed:
 - A. Sound the alarm - evacuate the building (see "Evacuation Plan").
 - B. Notify the fire department.
 - C. Search for exact location of fire. If feasible, fire extinguishers will be utilized by custodial personnel or teachers pending arrival of the fire department.
4. Although rapid evacuation of the building is important, orderly and controlled movement is even more important.
5. Students must be taught to remain silent while the fire drill is in progress. Students must be able to hear the teacher's instructions when and if needed.
6. Custodians will turn off central ventilation fans, man the fire extinguishers and attempt to locate the fire. Any non-teaching employee not performing protective functions and visitors are to evacuate the building.
7. Shop students will be instructed to turn off motors, torches, forges and other equipment that might create a hazard while they are out of the building. Similar action will be taken in laboratories, home economics classes, and the lunchroom kitchen.
8. After evacuation of the building, each class should move to a predetermined area, away from the danger zone or interference with fire fighters, at least 50 feet from the building, clear of fire hydrants

and electric power lines. A definite evacuation area for each class will help prevent panic should there be a fire and anxious parents attracted to the scene.

9. It is vital that each teacher remember to carry a class list so that they can take roll immediately on arrival at the evacuation area. If any student is unaccounted for, a messenger should be sent immediately to the Assistant Principal who is located opposite the east doors on 7th street.
10. Each class should remain at its assigned area until the recall signal is given to return to the building, or when dismissed. Because re-entry can be dangerous, no re-entry will be permitted until the re-entry signal has sounded.
11. Upon return to the classroom following a drill, teacher and class will discuss the good and bad features of the drill and plan for improvement of future drills.
12. Upon leaving the room, close all doors and windows.
13. Students who are not with their class (e.g., in the bathroom) are to exit by the closest door and report to the Assistant Principal who will be located across from the east doors on 7th Street.

FIRE EXIT EVACUATION ROUTES

ART (A121, A123)

West exit south of Tech Ed room.

AUDITORIUM/GYMNASIUM

Auditorium door to sidewalk. Take sidewalk to athletic field.

B WING (5th Grade) (B104 - B118)

Exit North doors and turn right on driveway and then left on first sidewalk into north parking lot.

BAND (A131)

West exit south of tech ed room.

C WING (6th Grade) (C101 - C113)

Exit South doors and when you get to Clark Street turn right and proceed past loading dock/parking lot. Line up on sidewalk.

CAFETERIA

Exit north cafeteria doors and proceed to north parking lot.

CHOIR (A124)

West exit south of tech ed room.

COMPUTER LABS

Library Lab (B138). Exit north cafeteria doors and proceed to north parking lot.

MAC Lab (B118). Exit north cafeteria doors and proceed to north parking lot.

D WING (D104 - D137)

7th GRADE HALLWAY: Exit East doors. When you get to the 7th street sidewalk, turn left. Walk past the north parking lot and line up on sidewalk.

8th GRADE HALLWAY: Exit East doors. When you get to the 7th street sidewalk, turn right. Walk to Clark Street and turn right so that all students are on the sidewalk and clear of the driveways.

HEALTH CLASS (A166)

Proceed north down hallway to north/east exit. Proceed to north parking lot.

KITCHEN

Exit north cafeteria doors and proceed to north parking lot.

LIBRARIANS

Librarians will provide the Assistant Principal a list of all students (other than classroom groups accompanied by their teacher) who are in the library.

SECRETARIES

All secretaries will report to the Assistant Principal who will be located across from the east doors on 7th Street. The attendance secretary will bring 1) Daily Bulletin; 2) Sign In/Out Sheet; 3) Absentee Phone-in Sheet; 4) Daily Attendance Report

SMALL GYMNASIUM

Auditorium doors to sidewalk. Take sidewalk to athletic field.

TECH ED (A113/A119)

West exit south of tech ed room.

ALTERNATE PLAN

It is the duty of the teacher to designate the evacuation route necessary to evacuate his/her class in the safest possible manner.

FIRST AID AND INSURANCE

All students, while in attendance at the Medford Middle School or at any activity sponsored by the school, will not be covered by insurance paid by the Board of Education. If a student becomes injured, the supervising teacher must report this to the principal and complete an accident report. Please fill this out and turn in to the principal as soon as possible after the injury has been reported to you. Even in instances in which only first aid treatment is necessary, the action should be reported.

GRADING

Our grading system will utilize the letter system A, B, C, D, E, F.

A+/A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	E	0.50
C+	2.33	F	0.00
C	2.00		

"E" grade - Indicates that although a student has not met minimum achievement requirements, credit is being granted for this course because the student has tried with reasonable effort and lacks the ability to improve by repeating the course.

Classroom teachers are reminded to provide time for students to prepare their next day's assignment during their class period. The amount of time depends upon the assignment.

HALL DUTY

You will be required to do hall duty on the week you are scheduled. If you cannot do hall duty on a day during your given week, please let the other person that you are scheduled with know. See Hall/Detention Duty List in the "MAMS Forms/Schedules" section of this handbook.

ILL STUDENTS

Teachers are to send ill students to the health room (accompanied by another student, if appropriate). Do not allow students to use the phone in your room to call home when they are ill. These arrangements must be made through the office.

INTERNET/E-MAIL

Internet and e-mail communications are public and not private in nature and the district reserves the right to monitor and access an employee's content. Email is a public document and copies of all emails have to be made available to any citizen if they make a request.

ISS (In-school Suspension) COVERAGE

ISS will be held in the office. The office will try to give you adequate notice that ISS coverage is needed, but some instances arise that you won't be given notice ahead of time. See In-School Suspension Schedule in the "MAMS Forms/Schedules" section of this handbook.

KEYS

A single key will be issued to each teacher that will open their classroom door. It will be numbered and assigned specifically to you. You will also receive a FOB to open the outside main door.

LESSON PLANS

Lesson plans and assignments for the succeeding week should be completed and posted on your Website prior to the beginning of school on Monday. These plans will make you a more effective teacher and will be especially important to anyone who might be called upon to teach your class.

LIBRARY

When the librarian is notified by a teacher that a group is working on a specific topic, she will place on reserve all the books on that subject so that everyone has a chance to use them. These may be taken from the library for only 24 hours at a time.

LOCKED CLASSROOMS

It is the responsibility of the last teacher in a classroom to lock the door when leaving at the end of a day.

This Is a Must.

LOCKERS

The schools' lockers are made available and are assigned to students for use as a storage area for books and clothing only. It is important to recognize that the lockers remain the property of the school. The school, therefore, reserves the right to periodically inspect the contents of any lockers. The principal or designee may inspect any locker. No student should open any locker but the one to which s/he is assigned. Keeping lockers locked open or padlocked shut is not allowed. If a student has trouble with their locker, report it to the office.

LOST AND FOUND

Clothing found in the building will be displayed on a rack located in the hallway leading to the auditorium.

Miscellaneous items such as glasses, jewelry, etc. should be brought to the office and will be stored there until they are claimed. Unclaimed clothing will be given to local charities quarterly.

LUNCH

Hot lunch is available every day starting at 10:35 a.m. and continuing until 12:50 p.m. Cold sandwiches and a salad bar is also offered several times a week. Adult lunch price is \$3.25.

LUNCH DUTY

Selected staff are required to help with lunch supervision. Refer to the Duty Schedule for a lunch duty listing. You can volunteer for lunch duty. The first two volunteers during each lunch group will be given free lunch if they volunteer for the entire 30 minutes.

MAILBOXES

Staff members should check their mailboxes daily. This is an important habit to develop. “Do not send students to the workroom to get your mail.”

MEDICATION POLICY

All students taking medication must have permission from their parents (and in the case of prescription medications, from their physician). This should be cleared through the school nurse and principal. All medications must be stored in the student services office and administered by designated office personnel.

POSTERS AND SIGNS

All posters and signs should be posted on existing bulletin boards. Students must have the principal's approval to post posters & signs.

RETENTION/SUMMER REMEDIATION

Student failures at the middle school will follow district policy IKE-R. The following outlines more specifically the way in which failure will be addressed.

It is the philosophy and practice of the middle school staff to work with students and parents to prevent failure. Students who demonstrate effort do not fail. The staff uses an "E" grade to recognize hard work which does not meet class standards. The student receives credit for a class with an E grade.

Program modifications can be made for students who experience academic limitations. The staff may also accommodate the needs of students experiencing emotional or personal problems and takes these things into consideration when assigning grades. Year end failure(s) will be determined by averaging the letter grades earned from each quarter.

1. In grades 5-8, students who fail more than two core courses (math, science, reading, social studies, language arts) and who meet the district guidelines for retention may be retained. These students will be allowed to proceed to the next grade only if they successfully complete a summer school program consisting of three weeks. They must attend 90% of the classes and receive a passing grade in the courses which they have failed. Their report card grade of "F" will not be changed; however, they will be allowed to proceed to the next grade.
2. In grades 7-8, students who fail more than two courses or two core courses and two non-core courses plus meet the district guidelines for retention, may be retained.
3. Seventh grade students who fail one core course have to make up that course work in some type of summer school.

SAFETY

It is important that we be constantly aware of and alert for any safety hazard that may present itself. Student and staff safety is priority when corrective measures are concerned.

SCHOOL ADDRESS

The correct address to use in correspondence is:

Medford Area Middle School
509 East Clark Street
Medford, WI 54451

SCHOOL CANCELLATIONS

The Medford Area Public Schools will close, start late or release early if conditions make it unsafe to keep or take students, at, to and from school. Closed for entire day - Full-time secretaries and custodians are expected to report. Contact principal if you cannot make it in or if you will be delayed. All other support staff and teachers are not to report. Start Late - All employees are to be at school at their regular start time. Contact principal if you are going to be late. Early Release - Teachers will stay until regular dismissal time unless conditions warrant an earlier

departure. Teachers should contact the principal if they need to leave early due to the conditions. Teacher assistants will be dismissed after the students leave for the day. Secretaries and custodians will work regular hours unless other arrangements are made with the Principal.

SEVERE WEATHER PLAN

This plan offers some degree of assurance that we can control our chances of safety in the event of severe weather. Confusion and hysteria must be avoided at such a time, therefore, the first rule is NO TALKING; idle remarks can lead to mass hysteria.

When the warning is announced, you are to proceed immediately without question to your assigned area and remain there quietly until the “all clear” is announced.

These rules apply during evening activities as well as when school is in session during the day.

THINGS TO REMEMBER:

- A. Middle School teachers are to lead their students to their proper places. Assign students to close windows and doors and turn off the lights.
- B. No windows or exterior doors should be left open.
- C. Students should be seated against the wall.
- D. Students are not allowed to talk during this drill. Staff members are to talk only when necessary.
- E. The plan which has been developed for each handicapped student will be followed.
- F. When the situation is “all clear”, the PA should be used to announce the return to class.

ASSIGNED AREAS

- ART (A121, A123)..... to Clay Room
- AUDITORIUM. Girls go to girls’ locker room. - Boys go to boys’ locker room.
- B WING..... B104 go to B111
B105 go to B111
B106 go to B111
B111 remain in room
B113 go to B117
B116 go to B117
B117 stay in room
- BAND. to General Music room and attached practice rooms.
- C WING..... C101 go to B133
C102 go to C107
C103 go to C107
C105 go to C106
C107 remain in room
C111 go to C106
C112 go to conference room
C113 go to B133
- CAFETERIA. to main hall leading to office
- CHOIR (A124). to band practice rooms adjacent to choir room. Band office and the connecting hallways if needed.
- COMPUTER LABS..... MAC Lab remain in room
Library Lab go to MAC Lab

<u>D WING.</u>	D105 go to D120
	D108 go to D120
	D109 go to D120
	D110 go to D121
	D111 go to D121
	D112 go to D121
	D113 go to D127
	D127 remain in room
	D128 go to D127
	D131 remain in room
	D132 go to D120
	D133 go to D120
	D134 go to D124
	D135 go to D124
	D136 go to D124
	D137 go to D124
<u>GENERAL MUSIC ROOM.</u>	Remain in room
<u>GYMNASIUM.</u>	Girls go to girls' locker room - Boys go to boys' locker room
<u>HEALTH CLASS (A166).</u>	remain in room
<u>KITCHEN.</u>	to kitchen storeroom
<u>OFFICE.</u>	to office hallway
<u>RESOURCE CENTER/COMP. LAB.</u> ..	to B118
<u>TECH ED (A113/A119).</u>	to Clay Room

SOLICITATIONS AND SURVEYS

Solicitations and surveys of students and faculty must be cleared through the principal's office prior to the initiation of such a program. Sales people, insurance agents, etc., must have permission to be in the building. Class time should not be used to speak to these people.

STAFF CONDUCT

It is my conviction that students are here to learn, and we, to teach. This relationship should be evident in our daily association with students. We are not here to entertain or to compromise recognized principles of good behavior. We must encourage and demand good manners and proper respect in all phases of a youth's growing years. We will serve as an example and lift up our students on all occasions as we work with students in and out of the classroom.

STAFF COMMITTEE MEMBERS/DATES

Sunshine Committee Dates:

Meeting Day - First Wednesday

Meeting Dates

- October 7, 2015
- November 4, 2015
- December 2, 2015
- January 6, 2016
- February 3, 2016

Staff Meeting Dates:

Meeting Day - Second Wednesday

Meeting Dates

- September 9, 2015
- October 14, 2015
- November 11, 2015
- December 9, 2015
- January 13, 2016

March 2, 2016
April 6, 2016
May 4, 2016

February 10, 2016
March 9, 2016
April 13, 2016
May 11, 2016

Liaison Committee:

Meeting Day - Third Wednesday

<u>Members</u>	<u>Meeting Dates</u>
Cathy Pernsteiner	September 16, 2015
Carol Wieman	October 21, 2015
Jake Bucki	November 18, 2015
Laurie Keefe	December 16, 2015
Tracy Schumacher	January 20, 2016
Carrie Frahm	February 17, 2016
Tom Burt	March 16, 2016
Kevin Wellman	April 20, 2016
	May 18, 2016

STAFF DIRECTORY

Al Leonard. Principal
Charles heckel. Assistant Principal
Keva Schult. Office Secretary
Kathy Alexander. Psychologist
Jackie Strick. Guidance Counselor
Cheryl Wieting. Student Services Secretary
Christie Wirz. Librarian
Andy Guden. District Activities Director

Agriculture: Lisa Kopp

Art: Larry Lechler, Dalan Hartmann

Assistants: Brenda Radtke, Nancy Sperl, Brenda Kraegenbrink, Gloria Lindahl, Susie Werner, Samantha Brandner, Robbin Hedberg, Julie Scott, Lori Buehler, Ann Fleege

Band: Tom Burt, Kendra Junk

Choir and General Music: Becky Risch, Jacob Hickey

Computers: Traci Grinker

Family and Consumer Education (FACE): Juliann armbrust

Foreign Language: Bridget Smith

Technical Education and STEM: Scott Geisler

Grade 5: Nikki Brost, Dan Nelson, Lisa Shear, Colleen Waldhart, Kelli Ray, Cathy Pernsteiner

Grade 6: Virgil Berndt, Jake Bucki, Laurie Keefe, Elizabeth Rachu, Garrett Shipman, Angela Stibbe

Language Arts: Rachel Dolezalek, Carrie Frahm, Tracy Schumacher, Stephanie Stockwell

Math: Toby Anderson, Scott McMurry, Sara Holewinski

Phy Ed: Lisa Brooks, Dave Vaara, Jessica Haenel, Ryan Brown

Reading: Judy Mader, Lynn Coyer, Kris Brandner, Molly Kliner

Social Studies: Kevin Wellman, Greg Klapatauskas

Science: Jenny Shipman, Jeanine Gelhaus

Special Education: Jan Farmer, Julie Kakes (5), Sue Laher (8), Carol Wieman (7), Andree Brushaber (6), Lisa Derfus(intervention)

STUDENT SIGNOUT

All students must report to the office to sign in and out of the building.

SUPERVISION

Student supervision is the responsibility of all teachers at all times while on the school grounds. Teachers should monitor the hall between classes. Teachers should also make it a point to be in their classes before the bell rings for the starting of classes. Students may not use any area of the building (e.g., gym, cafeteria, classrooms) without teacher permission and teacher supervision. This includes the school day and non-school hours.

TARDINESS

Tardiness is an attitude that becomes a bad habit. Teachers should not tolerate repeated tardiness on the part of individual students. After an initial incident of tardiness, warn the student that future tardiness could result in detention or other disciplinary consequences.

If a student is tardy to school, with or without an excuse, s/he should obtain a late pass from the office. Excessive or unexcused tardiness (more than five times in a school year) may result in a detention. Those students who are not in their rooms when the period bell rings are to obtain a pass from their previous teacher if that teacher detained them. If the student has no valid excuse, the teacher to whom s/he reports will be responsible for assigning a consequence. Do not send the student who is tardy to class (other than activity period) to the office for a pass unless the student has just arrived to school. If you detain a student at the end of class, be sure to give him a late pass for the next class.

TEACHER ABSENCE (See Employee Handbook)

When a teacher absence is necessary, please call AI at home, (715) 748-3664, by 6:30 a.m. If the principal is not available, call Charlie at 965-2300. In order to help the substitutes, each teacher is requested to appoint two reliable students in each class to assist the substitute by taking roll, ascertaining assignments, etc. In addition, each teacher should make up a sub folder for all of their classes. The names of the designated pupils marked on the seating charts, along with any other pertinent information, should be on file in the office.

Teachers must report to school at 7:45 a.m. each school day. They may leave at 3:45 p.m. A teacher is not to leave early unless permission has been given by the principal. If the principal or assistant principal is not available and an emergency necessitates a teacher having to leave early, the teacher may notify the main office.

TELEPHONE CALLS

No long distance calls are to be made unless prior permission has been received from the principal. If a long distance call is made, the call needs to be entered on a “Long Distance Log Sheet” and turned in to the office at the end of each month.

TEXTBOOKS

Teachers should keep on file a record of all textbooks. Textbooks should be stamped with the school property stamp and numbered. All textbooks are to be covered by students within the first week of school. Students may improvise a cover or purchase one if they are available. Textbooks are to remain covered throughout the entire year.

TRANSFERRING TO ANOTHER SCHOOL

Any student transferring to another school must check with the office before the clearance can begin. Announcements of such transfers will be made via e-mail.

USE OF ROOMS FOR MEETINGS

Permission from the principal is required for the use of any room in this building for meetings not related to school business. (Examples: Scouts, M.E.A.). These meetings may not take place during the regular school day. The conference room in the main office may be reserved for school related meetings. Please see the conference room Google calendar for availability.

VISITORS

All visitors must sign in at the office before they may remain in the building. For student visitors, a note must be signed by parent(s) or guardian and by the principal prior to the day of visitation. A pass will be given to the student visitor to carry with them during the day of visitation.

WEEKLY BULLETIN

A weekly bulletin is published and distributed every Friday afternoon (late). If you want an item included in the weekly bulletin, a written note or e-mail must be in the main office by 3:30 p.m. Thursday.

WINDOWS

All classroom windows should be closed all day.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SELECTED DISTRICT POLICIES

Emergency School Closing (FILE: EBCD)

The district administrator or his/her designee shall have the authority to close or evacuate one or more of the district schools or delay openings in one or more of the district schools in the event of inclement weather or other emergencies which threaten the health or safety of students and staff or property of the district.

Area radio and television stations shall be notified as early as reasonable on any day that schools are closed, evacuated, or under a delayed start due to inclement weather or other emergency.

The district administrator or his/her designee shall develop other necessary plans for the closing, evacuation or early dismissal of schools. Inclement weather days and days missed due to other emergencies leading to school cancellation or evacuation will be made up upon review by the board of education.

Student Transportation/Route Requests (FILE: EEAA)

It is the goal of the Medford Area Public School District to provide safe, timely, and economical transportation for all eligible students residing within school attendance boundaries as designated under provisions of the appropriate Wisconsin State Statutes and board of education policies governing pupil transportation. The Medford Area Public School District shall accommodate transportation needs of district students according to the procedures and conditions established in EEAA-R.

Use of School-Owned Vehicles (FILE: EEBA)

When conducting official school business, board members and district staff shall use a school-owned vehicle if a school vehicle is available. In cases where a school vehicle is not available, board members and district staff shall provide their own transportation and shall be reimbursed at the board approved rate.

Vehicles shall be scheduled and released through the district office or individual school buildings. Vehicles shall generally be scheduled on a first come, first-served basis. However, priority in assignment may be given on the basis of distance to be traveled, duration of the trip, nature of the school business, and number of people traveling.

The following information must be secured prior to the release of a school vehicle: name of driver, destination (e.g., school, hotel, town), date and time of departure, date and time of return.

The driver must hold a valid driver's license. All traffic citations and their payments shall be the responsibility of the drivers.

School vehicles are purchased for school purposes only. These vehicles should never be used for personal use. School-owned vehicles may be used to transport students only if state law requirements are met.

A board member or employee may take a school vehicle home when there is a scheduled trip on the following day or when returning from a trip provided the vehicle is returned in a timely manner and is ready for the next scheduled trip.

It is expected that ordinary care shall be taken when operating or riding in a school vehicle. All warning lights and gauges should be monitored and the vehicle checked when there is indication that the vehicle may be functioning improperly. The driver shall report any damage, malfunction, or impending malfunction to the district office immediately.

Use of Vehicles on School Business (FILE: EEBB)

The board discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation needs far enough in advance to avoid any non-emergency use of private vehicles.

The district administrator will develop regulations for staff use of private vehicles that will safeguard the district, its employees, and students in matters of safety, insurance, and liability.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. School district administrators and teachers assigned to multiple buildings shall be granted standing authority to use their private vehicles for routine school-related business and/or to travel between district facilities. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the board.

Any traffic violations committed by a driver while using private vehicles are the financial responsibility of the driver. The vehicle driver and passengers must follow all applicable state of Wisconsin safety and legal requirements.

The district shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the required permission to transport students.

When driving his/her own vehicle, the driver must hold a valid driver's license and a certificate of insurance for the vehicle.

Staff Ethics (FILE: GBC)

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the Medford Area Public School District are expected to maintain high standards in their school relationships. These standards include the following:

- The maintenance of just and courteous professional relationships with students, parents, staff members, and others.
- The maintenance of their own efficiency and knowledge of the developments in their fields of work.
- The transaction of all official business with the properly designated authorities of the school system.
- The establishment of friendly and intelligent cooperation between the community and the school system.
- The placement of the welfare of children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restraint from using school contracts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the district administrator if necessary.

Employees shall comply with Wisconsin Statutes, including the Code of Ethics for Local Government Employees. Specifically, employees shall not:

- Use their position for financial gain or to obtain anything of substantial value for the private benefit of his/her self, his/her immediate family or an organization to which s/he belongs.
- Solicit or accept from any person, directly or indirectly, anything of value if it could be reasonably expected to influence his or her official actions or independent judgement or it could be considered a reward for any action or inaction.
- Take any action that substantially affects a matter in which the employee, a member of his or her immediate family, or an organization with which the employee is associated has a substantial financial interest.
- Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.

Staff Conflict of Interest (FILE: GBCA)

No employee of the Medford Area Public School District may have a substantial interest in any contract, purchase of materials, or any other transaction involving district funds except as provided by law.

The board of education requires private disclosure of any pecuniary interest which any employee of the district may have in any transaction involving school district funds.

Business Related Gratuities

No employee of the Medford Area Public School District will accept gifts from any person, group, or entity doing, or desiring to do, business with the district. All business related gratuities are specifically prohibited except nominally valued, widely distributed items (calendars, pencils, etc.).

An employee may have a less than substantial pecuniary interest in a school transaction; however, the board requires employees in this situation to disclose privately what the interest is prior to or soon as the employee becomes aware of the interest in transaction occurring.

Solicitation by School Personnel

No employee of the Medford Area Public School District shall act as a formal agent or solicitor for the sale of books, supplies, school equipment or other goods and services to be utilized by the district and/or students.

Violations

Any staff person violating state law and/or board of education policy regarding the ethics code or conflicts of interest is subject to disciplinary action by the board of education and as prescribed by law.

Staff Use of School Facilities Equipment/Materials (FILE: GBCAA)

The facilities and equipment of the Medford Area Public School District exist for the benefit of student instruction. Employees may use facilities and/or equipment for non-instructional but not-for-profit purposes, subject to the following conditions:

1. Permission must be obtained by the employee from the building principal and the person responsible for maintaining the specific facility and/or equipment to be used. In all cases, the building principal has the final authority in determining who may use the facility and/or equipment.
2. School employees are prohibited from using school facilities and equipment under this policy from 11 p.m. to 6 a.m. or during the employee's work day. An exception to the overnight prohibition is permitted equipment removed from school property.
3. If school owned equipment is to be removed from school property, prior approval from the building principal establishing condition and duration of use must first be obtained. Whenever there is a conflict in use of material/equipment or facilities between use for school purposes and use for personal employee purposes, school purposes shall have priority.
4. The employee is personally responsible for the cost of replacing or repairing any equipment lost or damaged while in the employee's possession. Any loss or damage must be reported immediately and arrangements satisfactory to the building principal or his/her designee made for replacement or repair. Employees are expected to pay according to the established fee schedule for the use of certain equipment and materials, such as copy machines, printers, FAX machines and so on.

5. In no instance shall approval be given, nor shall any employee use school facilities and/or equipment for profit, including personal or private business ventures unless the employee has an approved facility rental agreement prior to use. Approval to use facilities will not be allowed if that use is frequent, regularly scheduled, in competition with or duplicative of normal and/or local commerce.
6. Employees using a school facility and/or equipment shall leave them as clean as when they found them.
7. An employee will be prohibited from using facilities and/or equipment when in the judgement of the person responsible for maintaining the facility and/or equipment the employee is unable to demonstrate a proficiency necessary for safe operation. If necessary, the presence of a responsible person may be required by the person responsible for the facility and/or equipment during the period of operation with the employee bearing the cost for any such presence.
8. Employees may not use school owned motor vehicles, such as trucks, vans and cars for personal use.
9. All consumable materials must be purchased by the employee. When tax law or other regulations prohibit sale to employees, employees will be required to purchase materials from a source other than the school district.
10. The employee is responsible to follow proper safety precautions. Employees are to become familiar with and follow all applicable safety procedures.

Failure to abide by this policy may result in loss of privileges and possible disciplinary action.

The high school swimming pool is a special facility controlled by board of education policies and procedures established by the building principal or his/her designee. Refer to those policies and procedures when contemplating use of the swimming pool.

School equipment is owned by all the citizens of the district and its use is subject to public scrutiny. Improper use or the exercise of poor judgement by one individual may result in the loss of this privilege for all employees.

Internet Safety/Telecommunications - Staff (FILE: GBCAB)

The power of electronic networks and resources is transforming the educational culture from one of isolation to one of connectivity. The one characteristic shared by all network sites is the use of common communication protocol to transmit data. The Medford Area Public School District provides telecommunication access for its users. These resources will be integrated where appropriate in the PreK-12 curriculum. When possible, the community will be partners with the district in telecommunications efforts. As users of the Medford Area Public School District use telecommunications resources, it is essential that each user recognize his/her responsibility in having access to vast services, sites, and people. The user is ultimately responsible for his/her actions in accessing telecommunication services, and for adhering to district use policies, procedures and guidelines.

In the environment of a global network, it is impossible to control all materials. The Medford Area Public School District believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that students may procure materials that are not consistent with the educational goals of the district. Our focus is in providing individual students with the understanding and skills needed to use the Internet or other telecommunications in ways appropriate to their educational needs.

Through telecommunication access, students/staff may

- access global resources
- enter into partnerships to enhance their learning options
- broaden their problem-solving and decision-making abilities
- broaden their research capabilities by using primary materials
- develop their higher-level thinking skills
- gain an employability skill needed for the 21st century
- utilize a personalized, motivational learning opportunity
- differentiate and assess available resources

Policy Statements

1. Access to the electronic network and resources within the Medford Area Public School District is a privilege, not a right. This privilege will be revoked at any time for deliberate use not consistent with the "Telecommunication Code of Conduct" (GBCAB-R) of the district. Furthermore, unacceptable use may result in suspension or revocation of network privileges and possibly other disciplinary action up to and including discharge from employment.
2. Users shall not access or use electronic mail or other computerized communication systems to relay threatening, intimidating, abusive or harassing messages. Such use may result in criminal sanctions consistent with state law.
3. Users shall not impose their choices on others, access private files, attempt to break the security systems, copy software illegally, or use computer supplies that are not for school-related activities.
4. Users accessing district telecommunications systems may not corrupt network integrity by deliberately allowing inappropriate and/or dangerous files (i.e. viruses) to enter the system.
5. Any use of the network to facilitate illegal activity is prohibited and will be reported to the appropriate authorities.
6. Copyrighted material may not be placed on the network without the copyright owner's permission.
7. Users are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall not intentionally obtain copies of and/or modify the files or passwords belonging to other users.
8. The district is not responsible for the accuracy or quality of information obtained through its telecommunications services. The district is also not responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, hardware system problems or service interruptions. Use of any information obtained via district technology is at the user's risk.
9. Principals may establish additional rules and procedures that they deem necessary to insure proper use of the telecommunications in their buildings.
10. The staff has the responsibility of making the educational goal clearly understood to the student. In addition, it is the responsibility of the staff to inform students of his/her responsibilities when accessing the networks and the proper etiquette for their use.

Responsibility and Consent

Though the district does employ some types of filtering software it **DOES NOT** have complete control of information on the Internet or other telecommunication services. Therefore, the information which users have access to may include material that is illegal, defamatory, inaccurate, or potentially objectionable to some people. While it is the intent of the Medford Area Public School District to make Internet access or other telecommunication services available to further educational goals, users may have the ability to access unintended materials as well. Therefore, access to the Internet independently via technology provided through the Medford Area Public School District requires "signature of user acknowledgment of responsible use".

Internet Safety/District Web Site - Staff (FILE: GBCAC)

The Medford Area Public School System may develop, display and maintain a district web site on the Internet.

1. The district web site shall be developed and controlled under the supervision of staff designated by the district administrator or his/her designee or building principals. No one else is authorized to add, change or alter district web pages.
2. District web pages shall not provide identification of students beyond their first name and initial of their last name and grade or class. Photos of individual students may be used, but only with permission of the student if 18 or older or the parent/guardian. Group pictures may be used without identification of individual students.
3. District web pages may not include any information that indicates the physical location of specific students at specific times, other than attendance at a particular school, or participation in activities.
4. District web pages shall meet the criteria established under the district's Internet acceptable use policies for content. District web pages shall not be linked to sites that do not meet the same criteria.
5. As specified in board policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the school's equipment, including its web server. This includes all materials published on the web page, including any graphics, audio or video.
6. The staff may use district web pages to provide information to the public on school programs and events, curriculum, policies, staff and student accomplishments, and so on. However, district web pages are not to be used as "personal web space" as these pages are seen as official publications of the district.
7. District web pages shall be maintained and updated on a regular basis.

Any deliberate tampering with or misuse of the Medford Area Public School District network services or equipment will be considered vandalism subject to appropriate disciplinary measures.

Staff Conduct (FILE: GBCB)

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as they affect their work, the policies of the board of education and the regulations designed to implement them.

The realization of the Medford Area Public School District mission is dependent upon the professional behavior of all staff. The following list is intended to provide concrete examples of types of unacceptable conduct which may lead to discipline. It is not intended to include all types of activity which could lead to discipline. The following are specifically prohibited:

1. Refusal to follow the board approved district curriculum.
2. Violation of an established board policy or administrative procedure.
3. Theft of school property or that of any other person.
4. Falsification of any school record or employment application.
5. Deliberate destruction of school property or the property of another school employee.
6. Fighting or causing physical harm to another employee during working hours or on school property.
7. Gambling and/or games of chance during working hours or on school property.
8. Volatile discussion of professional or personal differences with other staff members in the presence of students.
9. Unauthorized absence.
10. Refusal to obey a supervisor's work related instructions or the use of threatening language or actions directed toward supervisors in connection with those instructions.
11. Sexual exploitation, sexual assault and all sexual conduct defined in Chapters 944 and 948 of the Wisconsin Statutes.
12. Sleeping during working hours or taking breaks in excess of determined break time.
13. Leaving assigned work site without permission.
14. Divulging confidential information in violation of any state or federal law which guarantees the confidentiality of said information.
15. Inappropriate or threatening language directed toward another employee, including such acts as prohibited by Chapter 947 of the Wisconsin Statutes.
16. Failure to demonstrate concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision during the school day and at school sponsored activities.
17. Failure to provide careful attention to all professional duties, including student registration, attendance keeping and record keeping, student discipline, reporting to parents/guardians, supervision of students, attendance at appropriate meetings, and the request for, care of, and accounting for instructional materials and equipment, as well as effective classroom interaction with students.

Harassment in the Workplace (FILE: GBCBA)

The Medford Area Public School District does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the Medford Area Public School District to maintain and ensure a working environment free of any form of harassment or intimidation toward employees, board of education members, volunteers, staff in training, and applicants.

All board of education members, employees, and volunteers who work in the Medford Area Public School District on a regular basis are required to be familiar with, and comply with, the policy of the Medford Area Public School District prohibiting harassment.

Harassment is an individual act and/or a pattern of abusive and degrading conduct towards another based in whole or in part, on sex, race, color, age, ancestry, arrest or conviction record, membership in the military reserve, national origin, creed, marital status, sexual orientation, or disability, which substantially interferes with performance or creates an intimidating, hostile, or offensive work environment, and is considered a form of discrimination according to state and federal law.

Sexual harassment can be by a person of the same or opposite gender, and is defined to include unwelcome sexual advances, unwelcome requests for sexual favors, physical contact of a sexual nature or verbal or physical conduct of a sexual nature when:

- a. submission to or acquiescence in such conduct is made either explicitly or implicitly a term or condition of an individual's employment status;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, compensation, etc., affecting such individual;
- c. such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment, even if it leads to no tangible employment consequences; or
- d. such conduct has the effect of causing harm to the professional atmosphere of the school or violates community standards or ethics.

Sexual harassment may include, but is not limited to, deliberate and/or repeated displays of sexually explicit gestures, verbal comments or graphic or written materials or verbal or physical conduct of a sexual nature, whether repeated or not, that is sufficiently severe to create a hostile environment.

No board of education member, employee, student, applicant, staff in training, or volunteer shall threaten or insinuate, either explicitly or implicitly, that an employee's, applicant's, board member's, staff in training, or volunteer's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, or career development. Nor shall any board member, employee, student, staff in training, applicant, or volunteer promise, imply, or grant any preferential treatment for engaging in sexual conduct.

Anyone who engages in harassment is subject to disciplinary action, up to and including termination, and referral to authorities for criminal prosecution.

Any employee, board of education member, staff in training, volunteer, or applicant who believes they are victims of harassment should report their concerns to the building principal or the designated harassment officer as identified in the complaint procedure. Complaints under this policy shall be filed in a timely manner.

It is the intent of the Medford Area Public School District to create an atmosphere where complaints will be treated fairly and quickly. If an individual is not comfortable with making a complaint to the designated harassment officer, the complaint may be filed with any other administrator. The administrator will report the complaint to the designated harassment officer unless the designated harassment officer is allegedly involved as a party to or the focus of the complaint, in which case it shall be reported to the district administrator or board of education president.

The right to confidentiality, of both the complainant and of the accused, will be respected consistent with the district's legal obligations, provided it does not interfere with the district's ability to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Retaliation against anyone reporting or thought to have reported harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or complaint of harassment is substantiated. Encouraging others to retaliate also violates the policy.

Policy Dissemination

1. This policy and procedure will be made available to all employees on not less than an annual basis.
2. New employees will attend an inservice in which an understanding of harassment, the board of education policy and complaint procedures and importance of vigilance will be emphasized.
3. Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for filing a complaint.

Employee Possession, Use, Sale or Distribution of Alcohol and Other Drugs (FILE: GBCBB)

It is the policy of the Medford Area Public School District to comply with the Drug-Free Workplace Act in order to further the health, welfare, and safety of students and employees.

No employee shall unlawfully manufacture, distribute, dispense, possess, or use alcohol or "controlled substances" (drugs) as defined in state and federal law on any school premises, in any school-owned or school-approved vehicles, or while involved in any school-sponsored activity.

In addition, any employee engaged in the performance of a grant received directly from the federal government shall notify the district administrator in writing of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days of such conviction. Within thirty

calendar days of giving notice of such conviction, the employee shall be required to participate satisfactorily in a professional assessment and rehabilitation program.

All employees shall abide by this policy. Any violation of this policy, including failure or refusal to participate satisfactorily in a required professional assessment and rehabilitation program, shall result in disciplinary action – consistent with the provisions of the current employee agreement, board of education policies, and local, state, and federal law – up to and including termination of employment and referral to law enforcement authorities for prosecution.

A copy of this policy shall be distributed annually to all employees of the district.

Control of Lockers and Facilities - Staff (FILE: GBCE)

The Medford Area Public School District, pursuant to state and federal laws and regulations, does not discriminate in its provision of any district facilities on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

1. Lockers and other places of storage are offered to staff as a convenience, but the ownership and possessory control of these facilities remains with the board of education and its appointed authorities. All lockers and other places of storage on school grounds are deemed to be the property of the school, and as such, are subject to search by school personnel as determined necessary or appropriate without staff notice, without consent, and without a search warrant.
2. All lockers / other places of storage and with reasonable cause the contents therein may be searched by the district administrator or his/her designee(s) for weapons, drugs, contraband or any other item that may place any student, employee, or anyone else on the premises in danger. Any staff member using a locker or other place of storage does so with the understanding that its use is contingent upon an implied consent for search by the district administrator or his/her designee as deemed necessary or appropriate.
3. The district administrator or his/her designee may request the assistance of law enforcement in conducting a locker search or place of storage search or search of contents therein if he/she has information that he/she believes to be true that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature are located in a staff member's locker or place of storage.
4. Any unauthorized item found as a result of a locker search or place of storage search may be returned to its rightful owner or forwarded to law enforcement as circumstances may warrant.
5. The school shall maintain passkeys to all lockers and other places of storage so that the school shall have access at all times.
6. Staff shall not secure their lockers or other places of storage in any way whatsoever other than the locking mechanism provided by the school.
7. The district shall include a copy of this policy in the staff handbooks that are distributed annually to staff in the district.

Staff Health & Safety (FILE: GBE)

In accordance with state law, a physical examination and certification that the individual poses no direct threat to the health or safety of the individual or others will be required of each school district employee at the time of his/her initial employment. This physical exam must include a chest x-ray or two-step tuberculin test. Freedom from tuberculosis in a communicable form is a condition of employment. If the reaction to the tuberculin test is positive, a chest X-ray shall be required. Additional physical examinations shall be required thereafter at intervals determined by the board of education.

Upon initial district employment, individuals will be given a two-step tuberculin skin test. If reaction at second test is negative (0 mm), no further testing will be necessary at that time. A positive reaction will be considered high risk and will be referred for a Chest X-Ray and follow-up with the school medical advisor. A positive reaction will be based upon 5, 10, or 15 mm criteria as described by the Department of Health and Social Services, State of Wisconsin.

In the case of a new school employee, the board of education may permit the school employee to submit proof of an examination, chest x-ray, or tuberculin test complying with this policy which was taken within the past 90 days in lieu of requiring such examination, x-ray, or test.

The physician making a physical examination shall prepare a report of the examination upon a standard form prepared by the department of health and family services and the department. Such report shall be retained in the physician's files and the physician shall make confidential recommendations therefrom to the school board and to the school employee on a form prepared by the department of health and family services and the department. The recommendation form shall contain space for a certificate that the person is free from tuberculosis in a communicable form. The cost of such examinations, including X-rays and tuberculin tests, shall be paid out of school district funds.

In all cases, the examining physician will be a Medford Area Physician and the cost shall be as determined by the said physician and the Medford Area Public School District. Anyone wishing to use other medical sources for these exams must have prior approval and will be paid only that amount set by the Medford Clinic for these services.

If an employee is absent from work due to illness, the board of education may request certification that the individual poses no direct threat to the health or safety of the individual or others before the employee resumes work.

Threats Against Staff (FILE: GBEA)

Threats to and/or harassment of Medford Area Public School District staff by students will not be tolerated. Any staff member being threatened or harassed by a student should immediately report it to the building principal. The building principal shall investigate the situation and take appropriate action which may include, but is not limited to, notification of parents, notification of police, suspension and/or expulsion. The district administrator should be informed as soon as practicable.

Staff Serving as Volunteers (FILE: GBFA)

Staff of the Medford Area Public School District may serve as non-school volunteers such as: Auxiliary Police, Emergency Medical Technicians, Volunteer Fire Fighters, United Way, Big Brothers/Big Sisters, etc. However, staff may not be absent from scheduled/assigned work to perform these volunteer functions. Exceptions may be made by the district administrator and/or his/her designee.

Any compensation received for volunteer services performed during regular work hours must be turned over to the school district if the staff person also received compensation in any form from the district for that specific time period.

The Medford Area Public District School Board of Education does not assume responsibility for injury or loss of life incurred during volunteer time. Any condition not expressly listed in this policy is subject to board of education action and its decision shall be final.

Nothing in this policy shall be construed so as to suggest that the district does not support staff volunteerism in worthwhile, needed activities outside the normal school day.

Staff Gifts and Solicitations (FILE: GBI)

Gifts

The giving or exchange of gifts of significant material value between students and teachers or other personnel is discouraged.

It shall be unlawful for any school district employee or school district official to receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of significant value which he/she is not authorized to receive from any person, if such a person:

1. Has or is seeking to obtain contractual or other business or financial relationships with the board or the school district,
2. Conducts operations or activities which are regulated by the board or the school district, or
3. Has interests which may be substantially affected by the board or the school district.

For example: No school employee is to receive any commission, expense-paid trips, or anything of significant value from individuals or companies supplying equipment or materials required in the operation of the schools. The operation of the schools includes the purchase of materials for the repair and maintenance of the school plant, for the conducting of students classes, for materials and supplies used in school organizations, such as clubs and school classes, and for comparable items.

The receipt of any gift, gratuity, or anything of significant value as denoted above is contrary to the public policy of the Medford Area Public School District. Any person violating this policy may be subject to disciplinary action.

Solicitations

No non-school organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools unless approved in advance by the board of education and/or the district administrator.

The board of education permits no distribution of literature or the placement of advertisements in district buildings or on district property by sales people or representatives of commercial companies, including insurance companies. Sales people or representatives of commercial companies, including insurance companies, will not be permitted to interfere with the professional time of a staff member, including teacher preparation time. Such non-work related appointments must be scheduled away from district buildings and outside of the normal workday.

Soliciting and selling other than described above must have the approval of the district administrator or his/her designee.

Personal Records (FILE: GBL)

A personnel file shall be maintained for each employee and may include, but is not limited to, such information as application, credentials, transcripts, references, evaluations, and other pertinent information concerning the employee. Personnel files shall be housed in the administrative offices. Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in the current employee agreement(s) and/or state law.

Use of Laser Devices (FILE: GCQP)

Except as otherwise provided, the Medford Area Public School District prohibits the possession and/or usage of laser pointers and/or laser devices at any time on school property, at any school-sponsored function either home or away, or on school owned or contracted vehicles. Laser pointers and/or laser devices may only be used with administrative approval for instructional purposes by teachers or presenters and shall not be loaned to or checked out by students for their private use.

Individuals found to have unauthorized possession of laser pointers and/or laser devices shall be subject to discipline established by the board of education.

Internet Safety/Telecommunications - Students (FILE: IIBGA)

The power of electronic networks and resources is transforming the educational culture from one of isolation to one of connectivity. The one characteristic shared by all network sites is the use of common communication protocol to transmit data. The Medford Area Public School District provides telecommunication access for its users. These resources will be integrated where appropriate in the PreK-12 curriculum. When possible, the community will be partners with the district in telecommunications efforts. As student(s) of the Medford Area Public School District use telecommunications resources, it is essential that each student recognize his/her responsibility in having access to vast services, sites, and people.

The student(s) is ultimately responsible for his/her actions in accessing telecommunication services, and for adhering to district use policies, procedures and guidelines.

In the environment of a global network, it is impossible to control all materials. The Medford Area Public School District believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that student(s) may procure materials that are not consistent with the educational goals of the district. Our focus is in providing individual student(s) with the understanding and skills needed to use the Internet or other telecommunications in ways appropriate to their educational needs.

Through telecommunication access, student(s) may

- access global resources
- enter into partnerships to enhance their learning options
- broaden their problem-solving and decision-making abilities
- broaden their research capabilities by using primary materials
- develop their higher-level thinking skills
- gain an employability skill needed for the 21st century
- utilize a personalized, motivational learning opportunity
- differentiate and assess available resources

Policy Statements

1. Access to the electronic network and resources within the Medford Area Public School District is a privilege, not a right. This privilege will be revoked at any time for deliberate use not consistent with the "Telecommunication Code of Conduct" (IJBA-R) of the district. Furthermore, unacceptable use may result in suspension or revocation of network privileges and possibly other disciplinary action up to and including possible suspension or expulsion from school.
2. Student(s) shall not access or use electronic mail or other computerized communication systems to relay threatening, intimidating, abusive or harassing messages. Such use may result in criminal sanctions consistent with Wisconsin Statutes §947.0125.
3. Student(s) shall not impose their choices on others, access private files, attempt to break the security systems, copy software illegally, or use computer supplies that are not for school-related activities.
4. Student(s) accessing district telecommunications systems may not corrupt network integrity by deliberately allowing inappropriate and/or dangerous files (i.e. viruses) to enter the system.
5. Any use of the network to facilitate illegal activity is prohibited and will be reported to the appropriate authorities.
6. Copyrighted material may not be placed on the network without the copyright owner's permission.
7. Student(s) are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Student(s) shall not intentionally obtain copies of and/or modify the files or passwords belonging to other users.
8. The district is not responsible for the accuracy or quality of information obtained through its telecommunications services. The district is also not responsible for any damages the student(s) suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, hardware system problems or service interruptions. Use of any information obtained via district technology is at the user's risk.
9. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Usage and employment of network systems (data, video, or voice) to harass, intimidate, or bully is described as cyber bullying, and is unacceptable and punishable.
10. Principals may establish additional rules and procedures that they deem necessary to insure proper use of the telecommunications in their buildings.
11. The staff has the responsibility of making the educational goal clearly understood by the student. In addition, it is the responsibility of the staff to inform the student of his/her responsibilities when accessing the networks and the proper etiquette for their use.

Student and Parent Responsibility and Consent

Parents should be advised that even though the district does employ some types of filtering software it **DOES NOT** have complete control of information on the Internet or other telecommunication services. Therefore, the information which students have access to may include material that is illegal, defamatory, inaccurate, visual depictions that are harmful to minors, or potentially objectionable to some people. While it is the intent of the Medford Area Public School District to make Internet access or other telecommunication services available to further its educational goals, students may have the ability to access other materials as well. Therefore, all students who access the Internet independently via technology provided through the Medford Area Public School District are asked to sign the Student Internet Access Consent (SIAC) Form at the time of initial use. The form will be renewed as students change buildings. In addition, the Telecommunications Code of Conduct, including the Rules for Telecommunications Use along with any additional building use regulations will be discussed with the students. The building principal or his/her designee may require a written test, and/or a demonstration of personal competency before access is granted.

Since students may have access to material which is beyond the school district's control, a parent or guardian must sign the Parent Internet Access Consent (PIAC) Form requesting that his/her child have or not have individual access to the Internet. PIAC forms will be sent to parents/guardians of students at the time of initial use and will be renewed as students change buildings (i.e. middle school, high school) or more frequently if deemed necessary by the building principal or his/her designee. If the parent/guardian does not return the form, it will be assumed that the parent/guardian does not want his/her child to have independent (other than supervised classroom use) access to the Internet.

District Promotion Criteria K-12 (FILE: IKE)

The initial responsibility for deciding whether there will be retention or advancement of a student shall rest with the teachers primarily responsible for the child's education, the principal of the building in which that child is primarily educated, and the parents/guardians of the child. In making this decision, these persons shall consider the opinion of other trained personnel, the child's educational background, classroom performance, age, emotional and social well-being.

Before a decision to retain a child is made, the building principal and classroom teacher(s) shall ensure that appropriate communication regarding the child's educational or related difficulties has taken place between the district and the parent(s)/guardian(s) at appropriate times. Promotion or retention due to social/emotional maturity may not always solve a student's school achievement problem.

If the parent/guardian of a child requests retention in grades K-8, the building principal will follow essentially the same steps as if the classroom teacher generated the request.

These guidelines are designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation will be sent to the parent/guardian and placed in the student's cumulative file regarding the final decision at the end of the school year.

The district administrator, or his/her designee, shall be responsible for the general supervision and management of the promotion of students under this policy. The district administrator or his/her designee, shall determine whether a student has satisfied the criteria in these guidelines. Building level retention decisions may be appealed to the district administrator. In the event that there is a disagreement regarding promotion/retention that cannot be resolved, the district administrator or his /her designee will make the determination. If the parties involved disagree with the district administrator's decision they may appeal it to the board of education for a final determination.

Graduation Requirements (FILE: IKF)

Specific requirements for graduation from Medford Area Senior High School will be published each year in the Medford Area Senior High School Scheduling Handbook. Any changes in the requirements shall be approved by the Medford Area Public School District Board of Education prior to implementation.

In order for a student to graduate from the Medford Area Public School District the student must complete twenty-three and three-fourths (23.75) credits of study. Of the twenty-three and three-fourths (23.75) credits, 13 are required by state statute: 4 credits in English/Language Arts, 3 in Social Studies, 2 in Mathematics, 2 in Science, 1.5 in Physical Education, and .5 in Health Education. In addition, the district requires 1 credit of Mathematics, .5 credit of Physical Education, .5 credit of Computer Systems, .25 of Life Management, .5 credit of Vocational Education and .5 credit of Fine Arts. The student must be enrolled for four years of high school. Students must have enrolled in a class or have participated in a board-approved activity for each class period of each day or under the direction of a district approved Individualized Education Program (IEP) or the competency-based alternative educational program. ****Alternative high school students must successfully have completed the competencies contained within their instructional plan.

Study abroad programs which have received prior board approval may be substituted for one of the required four years of enrollment. Students will be required to meet the Medford graduation requirements. Course work and grades earned by resident students as a result of district approved study abroad programs will be reviewed by the building principal and guidance officials to determine if they reflect comparable local course work requirements. If comparable, that course work will be incorporated into the transcript being noted as earned outside of the district on a pass / fail basis and will apply toward graduation requirements. Such course work will not be used in determining the student's GPA.

Nondiscrimination (FILE: JB)

The Medford Area Public School District is committed to equal educational opportunity for all students in the district.

It is the policy of the Medford Area Public School District, pursuant to state and federal laws, that no person, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, or handicap may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program from homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

It shall be the responsibility of the district administrator or his/her designee to examine existing policies and develop new policies where needed to ensure that the Medford Area Public School District does not discriminate pursuant to federal and state law. The district administrator or his/her designee shall ensure that an employee is designated annually to receive complaints filed under state laws and/or regulations Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with state law is completed in accordance with state regulations.

Student Harassment (FILE: JBA)

The Medford Area Public School District does not tolerate student harassment including sexual harassment and bullying, in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the Medford Area Public School District to maintain and ensure a learning environment free of any form of harassment/bullying or intimidation toward and between students. The Medford Area Public School District consistently and vigorously addresses harassment and bullying so that there is no disruption to the learning environment and learning process.

Student harassment is behavior towards students based in whole or in part, on sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment and is considered a form of student discrimination according to state law.

Sexual harassment can be by a person, of the same or opposite gender, and is defined as any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of, but is not limited to any unwanted sexual or gender related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats or bribes and subtle or express pressure for sexual activity.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion).

Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Usage and employment of network systems (data, video, or voice) to harass, intimidate, or bully is described as cyber bullying, and is unacceptable and punishable.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Students who believe they have been subjected to harassment/bullying or any parents/guardians who believe their child has been subjected to harassment/bullying should report the incident(s) to the building principal/designee.

It is the intent of the Medford Area Public School District to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a guidance counselor, psychologist, teacher or other administrator, with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal or other administrator. The designated harassment/bullying officer shall be informed of any complaints.

Third party witnesses are strongly encouraged to report observed incidents of harassment/bullying to the administration.

Any employee who has reasonable cause to suspect that a child has been harassed/bullied by an adult, or another student, shall immediately report such suspicion to the building principal. Any employee who observes student to student harassment/bullying of any form shall take reasonable action to stop the harassment/bullying and shall report the incident to the building principal.

The right to confidentiality, of both the complainant and of the accused, will be respected consistent with the district's legal obligations, provided it does not interfere with the district's ability to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Retaliation against anyone reporting or thought to have reported harassment/bullying behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of harassment is substantiated. Encouraging others to retaliate also violates the policy.

The administration and staff will inform students that the Medford Area Public School District does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and policy violators. Students and staff will be informed of this policy annually and complaint procedures will be made available to any students or parent/guardian wishing to file a complaint.

Attendance/Tuancy Policy (FILE: JE)

STUDENT ATTENDANCE

In accordance with state law, all students between 6 and 18 years of age, and students enrolled in a five-year old kindergarten program, must attend school full-time until the end of the semester in which the child becomes (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

It is the responsibility of any person having under his/her control such a student to ensure regular attendance during the full period and hours that school is in session until the end of the semester of the school year in which the student becomes 18 years of age. Adult students over the age of 18, open enrollment and/or any other transfer or tuition students are expected to be in regular attendance.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant). When students are absent from school, their activities are the responsibility of their parent/guardian.

Ordinances and/or legislation developed at the municipal, county or state level shall be adhered to as they affect school attendance.

Code of Classroom Conduct (FILE: JFC)

The Medford Area Public School District shall not discriminate in standards and rules of behavior, including student harassment, or in disciplinary measures, including suspension and expulsion, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be handled in accordance with establish procedures.

Students are expected to abide by any and all established codes of conduct, board policies, conduct/ behavior as outlined by the student handbook and as stated in rules established by building principals for each school. Students may be disciplined for conduct violations in accordance with provisions of codes of conduct, school rules, student handbook provisions, board policies and state law.

The Medford Area Public School District is committed to maintaining a favorable academic atmosphere. Every member of the school community is expected to cooperate in this mission. Staff, including teachers and administration, must work to create positive learning climates and maintain proper order in their classrooms. Students must come to school ready and willing to learn and to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans. Students are also expected to abide by all rules of behavior established by the board of education, administration, and their classroom teachers. Parents should be aware of their children's activities, performances, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined in this policy. In addition, the student may be subject to other disciplinary action in accordance with established board of education policies and school rules.

Student Possession, Use, Sale, Being Under the Influence of and/or Distribution of Alcohol (FILE: JFCH)

It is the policy of the Medford Area Public School District that the unlawful use by students of alcohol or inappropriate use of prescription drugs as defined in the state and federal law is harmful and wrong.

No student shall unlawfully manufacture, use, dispense, possess, be under the influence of or distribute alcohol or inappropriate use of prescription drugs on any school premises, in any school-owned or school-approved vehicle, or while involved in any school-sponsored activity. A student may be required to submit to a breath or drug test to determine the presence of alcohol or inappropriate use of prescription drugs if a school official or law enforcement officer has reasonable suspicion that the student has alcohol or inappropriate use of prescription drugs in his/her system in violation of this policy. Such test shall be administered by a law enforcement office, trained school district employee, and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

All students shall abide by this policy. Any violation of this policy shall result in disciplinary action -- consistent with board of education policies and local, state, and federal law -- up to and including expulsion and referral to law enforcement authorities for prosecution. Any violation of the District's Athletic Training Policy shall result in disciplinary action pursuant to the Athletic Training Policy as well as this policy.

A copy of this policy shall be distributed annually to all students and their parents.

Student Possession, Use, Sale, Being Under the Influence of and/or Distribution of Controlled Substances (FILE: JFCHA)

It is the policy of the Medford Area Public School District that the unlawful use by students of "controlled substances" [drugs] as defined in the state and federal law is harmful and wrong.

No student shall unlawfully manufacture, use, dispense, possess, be under the influence of, or distribute drugs on any school premises, in any school-owned or school-approved vehicle, or while involved in any school-sponsored activity.

All students shall abide by this policy. Any violation of this policy shall result in a recommendation for expulsion and referral to law enforcement authorities for prosecution. Any violation of the District's Athletic Training Policy shall result in disciplinary action pursuant to the Athletic Training Policy as well as this policy.

A copy of this policy shall be distributed annually to all students and their parents.

Athlete Drug Testing (FILE: JFCIA)

It is the policy of the Medford Area Public School District that the unlawful use by students of "controlled substances" [drugs] as defined in the state and federal law is harmful and wrong.

No student shall unlawfully manufacture, use, dispense, possess, be under the influence of, or distribute drugs on any school premises, in any school-owned or school-approved vehicle, or while involved in any school-sponsored activity.

All students shall abide by this policy. Any violation of this policy shall result in a recommendation for expulsion and referral to law enforcement authorities for prosecution. Any violation of the District's Athletic Training Policy shall result in disciplinary action pursuant to the Athletic Training Policy as well as this policy.

A copy of this policy shall be distributed annually to all students and their parents.

Weapons in School Prohibited (FILE: JFCJ)

This Policy applies to all students of the Medford Area School District, regardless of age.

Weapons Prohibited

1. No student shall possess, use, store, or transfer or make accessible to another person any weapon while the student is (1) at school or under the supervision of a school district authority, regardless of the student's location; (2) in any building or facility or on grounds or premises owned, occupied or controlled by the District, at any time; (3) in any District-owned vehicle or on any form of District-provided transportation, at any time; and/or (4) participating in or attending any District-sponsored program or activity.
2. No student, while not at school or while not under the supervision of a school authority, shall possess, use, store or transfer or make accessible to another person any weapon in a manner which (1) endangers the property, health or safety of others who are at school or under the supervision of a school authority, or (2) endangers the property, health or safety of any employee or school board member of the school district.
3. No student shall keep or store, or allow any other person to keep or store, a weapon in his/her personal vehicle at any time when the vehicle is located on school premises or other property owned, occupied or controlled by the District.
4. No student shall falsely represent as a weapon anything that, although not actually a weapon, has (or has been given) the appearance of a weapon (e.g., to intimidate or threaten another person).

Exceptions to the Prohibitions against Student Possession of Weapons

The prohibitions on weapons identified in the previous section of this Policy do not apply in the following circumstances:

1. Where state or federal law prohibits a school district from restricting any student's right to possess or use a weapon in a location or at a time otherwise covered by this Policy;
2. Where a weapon, other than a firearm, bomb, explosive or similar destructive device, has been approved by the building principal, in advance, for purposes of a specific demonstration or educational presentation, provided that the weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation or the use of a starter pistol by a responsible adult in connection with school athletics;
3. Where a student possesses and uses a firearm or other hunting weapon and is legally hunting, in season, within the Medford school forest pursuant to hunting activities that have been authorized by the Board; or
4. Pursuant to any other exception that is consistent with applicable law and that is approved in advance by a motion of the School Board.

In addition, it shall not be considered a violation of this Policy for a student to possess or use a potentially dangerous object or substance, which might also be improperly used as a weapon (e.g., certain cutting instruments, equipment, or tools), provided that the object or substance has been authorized or issued by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose(s).

Definition

As used in this Policy, the term "weapon" includes, but is not necessarily limited to, the following:

1. any firearm, whether loaded or unloaded, assembled or unassembled;
2. any bomb, explosive, or similar destructive device;
3. any poisons or dangerous chemicals, including pepper spray;
4. any beebee or pellet-firing gun that expels a projectile through the force of air pressure or any starter pistol;
5. any ammunition or any electric weapon, as defined in section 941.295(1c)(a) of the state statutes;
6. knives and other cutting instruments;
7. any device designed as a weapon and capable of producing death or great bodily harm;
8. any other object which, in the manner it is used or intended to be used, is calculated or likely to produce significant injury or bodily harm; or
9. any other device or object defined as a weapon by state or federal law.

Additional Student Responsibilities

Students are responsible for taking reasonable steps, in advance, to ensure that any item in their possession or control is not prohibited by this Policy. Students who have questions about whether an item is covered by this Policy, or whether a particular exception identified in this Policy may apply in a specific context should contact their school principal or the District Administrator.

A student who finds himself or herself inadvertently in possession of a weapon in violation of this Policy shall immediately surrender the weapon to a school staff member. An investigation will occur into the circumstances surrounding the possession and surrender of the weapon, and a decision will be made whether to discipline the student, or not, after a consultation between the Principal and the District Administrator. If the weapon is surrendered before the student is discovered to be in possession of the weapon and before any incident or disturbance occurs involving the weapon, such factors shall weigh in favor of the student.

If any student has reason to believe that any student, staff member, visitor or other person possesses, or has used or stored a weapon in violation of this Policy or any other District policy, the student should immediately report that belief to a teacher, school principal or other responsible adult. Any act of retaliation against a student who, in good faith, has made a report of a violation of this Policy or who participates in the investigation of such a report is prohibited.

Sanctions for Violations

Any time school officials determine that a student has possessed or used any firearm, bomb, explosive, or similar destructive device while at school or while under the supervision of a school authority, an administrator must refer the student and the incident to law enforcement or another representative of the criminal or juvenile justice system. An administrator must also suspend the student, commence expulsion proceedings, and the Board shall expel the student from school for at least one year. The Board may modify the expulsion requirement identified in this paragraph on a case-by-case basis, provided that any such modification is documented in writing. Where applicable, the District may also impose sanctions under the school athletic code. The requirements of this paragraph (1) do not apply to a student who is legally hunting in the school forest, as described above in this Policy; and (2) shall be construed and implemented in a manner that is consistent with the requirements of the Individuals with Disabilities Education Act.

Other violations of this Policy will be referred for disciplinary action, up to and including possible expulsion from school. Where applicable, the District may also impose sanctions under the school athletic code. Per federal law, a school administrator shall contact law enforcement in connection with any violation of this Policy that involves a student's possession of any firearm, destructive device or weapon (as "weapon" is defined under any applicable state or federal law) while at school or while under the supervision of a school authority. The administration may, at its discretion, contact law enforcement in connection with other violations of this policy. School administrators may exercise discretion in determining whether to contact and involve law enforcement in a situation involving a student's violation of this Policy, except that law enforcement shall be contacted in connection with any violation of this Policy (1) that involves firearms or any destructive device (as identified in the preceding paragraph); or (2) that may also constitute a criminal offense.

Notices.

Students shall be given notice of the conduct prohibited by this Policy via the Student Handbook.

Antisocial or Criminal Activities by Students (FILE: JFCN)

The Medford Area Public School District recognizes that the commission of antisocial acts or criminal acts by individual students or groups of students interferes with the mission of the school district.

The Medford Area Public School District Board of Education further recognizes that the presence of gangs, gang activities, and gang affiliations can cause a disruption of or interfere with school and school activities.

As a result, student antisocial or criminal activities will not be tolerated and will be reported to and monitored by school administrators.

Violation of this policy will subject students to appropriate disciplinary action which may include suspension or expulsion.

Control of Pediculosis (Lice) (FILE: JHCA)

When a student is identified or suspected to be infected with a nuisance disease, the school nurse, principal, or his/her designee will:

1. Call parents to inform them of the condition and require that the parent arrange to take the child home and provide treatment.
2. Give the students or parent written information and oral directions for treatment at home using materials provided by the school nurse.
3. If repeated infestation occurs in the same home, the school district will make contact with outside agencies.
4. The school will maintain a log using forms provided by the school nurse on those students who are identified to have lice and scabies.

Re-admission to school:

1. The child may return to school after treatment is completed. Proof of treatment must be provided.
2. The school nurse or his/her designee will inspect the student upon re-admission to school. He/she will examine the child for head lice and for presence of nits - 1/4" or less from scalp.
3. The parent may be requested to notify the school following the second treatment (8-10 days after initial treatment).
4. Treated students will be reinspected 10 days after returning to school.

Administration of Prescription & Non-Prescription Medications (FILE: JHCD)

It is the policy of the Medford Area Public School District to authorize designated school personnel to administer medications to pupils under specified conditions and therefore immunizing these designated school personnel from civil liability. The board realizes that students will need to receive over the counter or prescription drugs from time-to-time to benefit from instruction. The school nurse will supervise the administering of medications to pupils.

Child Abuse/Neglect Reporting (FILE: JHG)

Because of their sustained contact with school-age children, school employees are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

It is the policy of the Medford Area Public School District that any certified staff member who has reasonable cause to suspect that a child seen in the course of his/her professional duties has been abused or neglected or threatened with abuse or neglect shall report to Taylor County Human Services, following the procedures as outlined in JHG-R.

It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No district employee shall be discharged from employment for making such a report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect. State law also provides for the protection of the identity of an individual who makes such a report.

The district administrator may establish any necessary procedures to implement this policy and to comply with state law.

Suicide Prevention (FILE: JHH)

The Medford Area Public Schools Board of Education recognizes that suicide and suicide tendencies among youth are continuing problems in the schools and communities of the nation. The board also recognizes that it is not a problem that it can deal with alone. Communication and cooperation within the school district and between the home, school, and community is crucial.

The board establishes this policy in an effort to take positive steps toward preventing childhood/adolescent suicides and to outline procedures by which students can receive professional help and support in the following three areas:

1. Prevention. To develop within the Medford Area Public School System a suicide prevention curriculum and to provide an ongoing inservice process that provides all staff members with basic information about, and a recognition of, the signs of suicidal behavior.
2. Intervention. To take affirmative action when an immediate referral is warranted and to understand the emergency procedures when a referral is made;
3. Postvention. To provide for the needs of students after an act of suicide has taken place.

Student Dress (FILE: JICA)

To maintain student safety, prevent learning distractions and encourage a high quality learning environment, all Medford Area Public School District students will follow these guidelines regarding dress and attire. In addition, any attire which disrupts or presents an interference with school activities or interferes with the school district's educational mission will not be allowed.

1. No coats, hats, caps, head ties, bandanas, head coverings, hoods, or sunglasses may be worn in the buildings.
2. Unless otherwise indicated as necessary for participation by an advisor or coach for a specific activity such as physical education or athletics (i.e., swimming), clothing should always completely cover the torso from above chest cleavage to mid-thigh.
Examples:
 - Shirts must cover the shoulder and be the width of at least two fingers.
 - Skirts must reach the bottom of the student's fingertips when in a standing position and the arms are hanging straight.
 - All shorts must have a 3 inch inseam.
 - Shirts must be long enough to overlap with pants, shorts, etc.
 - Unless approved by the principal and class advisor for formal wear, clothing items such as backless tops, halter tops, strapless tops, spaghetti straps, and tube tops will not be allowed. The principal's determination shall be final.
 - Undergarments shall not be visible.
 - Unless directed by staff for purposes of an approved school activity, shoes must be worn at all times.
 - Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk, displays suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements (including, but not limited to, items such as, Big Johnson, Coed Naked, confederate flag, Playboy Bunny) or pertains to drugs, alcohol or tobacco products is not permitted.
 - Gang colors, symbols, or identification of gang affiliation may not be worn.
 - Additional clothing and equipment may be required for safety purposes in some classes (e.g., science labs, technology, and art classes).

The school administration will use their discretion to make appropriate decisions regarding the appropriateness of each student's dress and possible consequences for violation of this policy.

Student Records (FILE: JO)

Student records shall be maintained in the Medford Area Public School District to assist school personnel in providing appropriate educational experiences for each student in the Medford Area Public School District.

The board of education recognizes the need for confidentiality of student records. Therefore, the Medford Area Public School District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student except in situations where legal requirements specify release of records without such prior approval.

Building principals shall have primary responsibility for the collection, maintenance, and dissemination of student records in accordance with state and federal laws and established procedures. All persons collecting or using student records shall be provided with information concerning confidentiality policies and procedures.

For purposes of board of education policy and its implementing guidelines, student records will include data kept in any form regarding students. Confidentiality provisions shall apply to information maintained in record form and oral exchanges regarding the contents of such record information.

Weapons in the School (FILE: KGBA)

Non-Applicability to Students

Except where students are expressly mentioned, this Policy does not apply to students of the Medford Area School District. Separate policies address the weapons prohibitions that are applicable to students.

Definition

As used in this Policy, the term "dangerous weapon" includes, but is not necessarily limited to, the following:

- any firearm, whether loaded or unloaded and whether assembled or unassembled;
- any bomb, explosive, or similar destructive device;
- any beebee or pellet-firing gun that expels a projectile through the force of air pressure or any starter pistol;
- any object or device designed as a weapon and capable of producing death or great bodily harm, regardless of whether the weapon is concealed, unconcealed, and/or licensed for concealed carry;
- any ammunition or any electric weapon, as defined in section 941.295(1c)(a) of the state statutes;
- any other object, device, or substance which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm; or
- any other device or object defined as a weapon by state or federal law.

Dangerous Weapons Prohibited

Except to the extent such restrictions are (1) otherwise prohibited by law; and/or (2) expressly subject to an exception stated in the next section of this Policy (below), the Board establishes the following prohibitions regarding dangerous weapons:

- No District official, District employee or other person, including, but not limited to, all visitors, volunteers, and contractors, may possess, use, or store any dangerous weapon in any school or other building or facility that is owned, occupied or controlled by the District; on the grounds of a school or on other school premises; in any District-owned vehicle or on any form of District-provided transportation; or at any District-sponsored program or activity not held on school grounds or on school premises, where such program or activity qualifies as a special event having restricted access that is controlled by the District.
- No District employee shall possess or use a dangerous weapon at any time when acting within the scope of his or her employment; and
- Neither a District employee; nor a District contractor who is working in a location where District employees or students are present in connection with a District-related program, event, or activity; nor any District-authorized volunteer shall possess or use any dangerous weapon when acting in his/her District-authorized capacity, regardless of the location where such duties are performed (including, for example, on District field trips).

Exceptions to the Prohibitions against Dangerous Weapons

The prohibitions on dangerous weapons identified in the previous section of this Policy do not apply in the following circumstances:

1. Where state law prohibits a school district from restricting any individual's right to possess a firearm or other dangerous weapon in a location covered by this Policy (e.g., an employee holding a valid license to carry a concealed weapon has limited rights under state law to store a licensed weapon in his/her own vehicle; including the limitation that any licensed handgun in an employee vehicle located on school grounds must be stored under the conditions stated in paragraph 7, below, within this list of exceptions);
2. Where the firearm or other dangerous weapon is lawfully possessed or used by a law enforcement officer or a state-certified commission warden acting in his or her official capacity;
3. Where a firearm is possessed or used by an individual in accordance with the express provisions of a written and Board-approved contract entered into between the District and either the individual or an employer of the individual;
4. Where a firearm is possessed by a non-student for use in a program expressly approved, in advance, by the District Administrator or School Board;
5. When a person possesses and uses a firearm or other hunting weapon and is legally hunting, in season, within the Medford school forest pursuant to hunting activities that have been authorized by the Board;
6. Where the weapon is unloaded and in the possession of a non-student at least 18 years of age while traversing school grounds for the purpose of gaining access to public or private lands open to hunting, if the entry on school grounds is authorized by school authorities;
7. Where an unloaded firearm is stored by an adult person, other than a student, in the individual's personal vehicle, and the unloaded firearm is and remains either fully encased and locked within the vehicle, or in a locked firearms rack on said vehicle;
8. With respect to dangerous weapons other than firearms:
 - a. Where a person uses or possesses a weapon for a purpose that has been expressly sanctioned by the District; including but not necessarily limited to the use of a starter pistol by a responsible adult in connection with school athletics;
 - b. Where a weapon, other than a firearm, has been approved, in advance, by the building principal for purposes of a specific demonstration or educational presentation, provided that the weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation;
 - c. Where a person is engaging in military activities, sponsored by the federal or state government, and the person is acting in the discharge of his or her official duties; or

- d. Where an adult person, other than a student drives a motor vehicle in which a dangerous weapon is located onto school premises for a school-sanctioned purpose or for the purpose of delivering or picking up passengers or property; provided that the weapon is neither removed from the vehicle nor used in any manner; or
9. Pursuant to any other exception that is consistent with applicable law and that is approved in advance by a motion of the School Board.

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Nothing in this Policy is intended to prohibit the possession or use of potentially dangerous objects or substances that are not designed primarily for use as a weapon (e.g., certain equipment and tools), provided that such objects or substances have been issued or authorized by the District, and provided that such objects or substances are possessed and used exclusively for their limited and authorized purpose(s).

Further, it is understood that school employees or other authorized individuals may sometimes have a need to temporarily take possession of a dangerous weapon that is present in a school environment in order to address a violation of law or policy and to protect the health and safety of others. Temporary possession of a weapon under such circumstances shall be considered authorized and shall not be considered a violation of this Policy. In such circumstances, the weapon should be stored in a secure manner until it can be safely turned over to law enforcement at the earliest reasonable opportunity.

Additional Employee Responsibilities

If any District employee has reason to believe that an employee, student, visitor or other person possesses or has used or stored a weapon in violation of this or any other District policy, that employee is required to report such belief to a supervisor, a school principal or the District Administrator. There will be no retaliation against any employee who, in good faith, makes a report of a violation of this Policy or who participates in the investigation of such a report. School personnel should contact and seek the assistance of law enforcement when addressing situations involving violations of this Policy.

When implementing this Policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises, whether the weapon is concealed or not concealed.

Sanctions for Violations

Employees violating this Policy may be subject to disciplinary action up to and including termination of employment, and may be referred to law enforcement officials for possible prosecution under applicable laws or ordinances. Employees are responsible for taking reasonable steps, in advance, to ensure that any item in their possession or control is not prohibited by this Policy. Employees who have questions about whether an item, object or device is covered by this Policy, or whether a particular exception identified in this Policy may apply in a specific context should contact the District Administrator.

Any other person violating this Policy may be asked to leave and remove the weapon from the premises, activity, or event; may be restricted from accessing District property and activities in the future; and/or may be referred to law enforcement officials for possible prosecution under applicable laws or ordinances.

Notices.

All persons are given notice by this Policy that, except as otherwise provided by the applicable state statutes:

1. *It is a Class I felony for any individual to knowingly possess a firearm at a place that the individual knows, or has reasonable cause to believe, is in or on the grounds of a school. A license to carry a concealed handgun does not exempt an individual from criminal prosecution under this provision of law;*
2. *Any individual who knowingly possesses a firearm at a place that the individual knows, or has reasonable cause to believe, is within 1,000 feet of the grounds of a school is subject to a Class B forfeiture. This limitation does not apply to certain persons who possess a valid license to carry a concealed firearm; and*
3. *Any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a criminal offense. A license to carry a concealed weapon does not exempt an individual from criminal prosecution under this provision of law.*

This Policy shall be published in employee handbooks. To the extent required by law, and as determined to be additionally appropriate by the administration, public notice of the prohibitions established by this Policy shall be provided through appropriate signage or other types of notice.

Use of Tobacco on School Premises (FILE: KGC)

The use of tobacco products shall be prohibited at all times on school premises. "School premises" include all property owned by, rented by or under the control of the Medford Area Public School District.

Public Complaints about School Personnel (FILE: KLD)

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and/or to assist the school in performing its tasks more effectively.

The board of education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

Whenever a citizen, parent or guardian is aggrieved at the action of any school employee, such citizen, parent or guardian may give information thereof to the building principal. If the matter is not satisfactorily adjusted at that time, the complainant may appeal to the district administrator. If the

complainant feels uncomfortable reporting to the principal, then the complaint should be delivered to a board of education member. The board of education member will then deliver the complaint to the district administrator. Appeals shall not be heard, and charges against any school employee shall not be investigated or acted upon by the board of education, unless reduced to writing, signed by the complainant, and presented to the board of education through the district administrator unless recommended by the district administrator.

Subpoena of Student Records

Definitions:

"In camera" review: means that the judge would review the documents off of the record.

There are two different types of Subpoenas:

"Subpoena of Person": means compelling a person to appear in court at a specified time and place for the purpose of giving testimony.

"Subpoena of Records/Subpoena Duces Tecum": means compelling the production of documents at a specified time and place for testimonial purposes.

Subpoena of Records:

1. The school district must be served with a "Subpoena of Records or Subpoena Duces Tecum".
2. The school district must notify the parent/guardian or adult student of service of the "Subpoena of Records/Subpoena Duces Tecum" within a reasonable time, in advance of compliance therewith by the school district.
3. The school district submits the student's record to the court/judge (NOT the party requesting them, as they are for the Judge's "in camera" review). It is at the Judge's discretion whether or not to disclose the student's records to the requesting party.
4. The school district should inform the requesting party that the records have been forwarded to the court.

Subpoena of Person:

1. The teacher is served with a "Subpoena" (of person) compelling their attendance and testimony in court.
 - a) The school district has not been served with a "Subpoena of Records/Subpoena Duces Tecum". Therefore, the teacher should not give testimony regarding information contained in the pupil's records as that information has not been subpoenaed. The teacher can only testify to information which is the personal knowledge of that instructor.
 - b) The school district has been served with a "Subpoena of Records/Subpoena Duces Tecum". The teacher may give testimony regarding the student's records only if the court has turned the records over to the parties to the action.

In all cases, staff are required to consult with the Director of Student Services or in his/her absence the District Administrator after notification to the building supervisor.

Medford Area Public School District

Subpoena of Student Records

With Subpoena of Records
Notify parent/guardian or adult student prior to compliance with subpoena
Submit records to "the judge/court"
Notify requesting party that records have been turned over to the court
With Subpoena of Person
Teacher may give testimony <u>only</u> if court has turned the records over to the requesting parties

Without Subpoena of Records
Do not release records unless you have a parent/guardian authorization for release
With Subpoena of Person
Teacher may <u>NOT</u> give testimony regarding the student's records. May only testify as to personal knowledge.