

# Medford Area Middle School

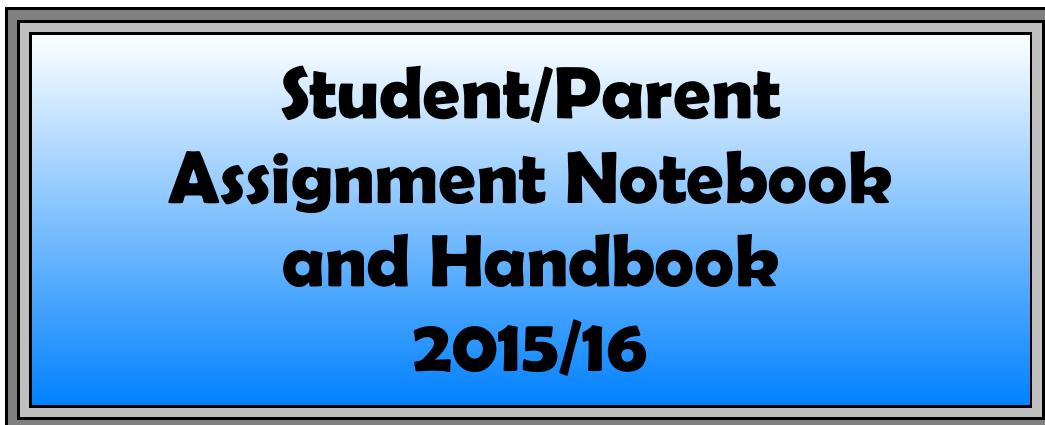
509 E. Clark St. Medford, WI 54451  
(715) 748-2516 [www.medford.k12.wi.us](http://www.medford.k12.wi.us)

## 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.



## CODE OF ETHICS FOR STUDENTS

The Medford Area Public School District supports the families' responsibility for character development in children and encourages the nurturing of the following traits:

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.

Add calendar

# 2015/16 TIME SCHEDULE

Breakfast is served 7:40 - 8:07 a.m.

Students should report to breakfast as soon as possible.

All students should remain in cafeteria or auditorium prior to 7:45 a.m. unless they have permission.

## **GRADE 7**

PERIOD 1..... 8:03 - 8:47  
PERIOD 2..... 8:51 - 9:32  
PERIOD 3..... 9:36 - 10:19  
PERIOD 4..... 10:23 - 11:06  
LUNCH..... 11:06 - 11:36  
PERIOD 5..... 11:38 - 12:19  
PERIOD 6..... 12:23 - 1:04  
PERIOD 7..... 1:08 - 1:49  
PERIOD 8..... 1:53 - 2:34  
ACTIVITY PERIOD..... 2:38 - 3:08

## **GRADE 5**

LUNCH..... 11:36 - 12:06  
RECESS..... 12:06 - 12:25

## **GRADE 8**

PERIOD 1..... 8:03 - 8:47  
PERIOD 2..... 8:51 - 9:32  
PERIOD 3..... 9:36 - 10:19  
PERIOD 4..... 10:23 - 11:06  
PERIOD 5..... 11:10 - 11:51  
PERIOD 6..... 11:55 - 12:36  
LUNCH..... 12:36 - 1:06  
PERIOD 7..... 1:08 - 1:49  
PERIOD 8..... 1:53 - 2:34  
ACTIVITY PERIOD..... 2:38 - 3:08

## **GRADE 6**

RECESS..... 11:51 - 12:06  
LUNCH..... 12:06 - 12:36  
RELATED ARTS..... 9:34 - 11:08

## **WELCOME STUDENTS!**

You are coming to a school that is different from other schools, a special school. Your school is special because of the strong commitment and great pride that teachers and students invest to produce quality work. We emphasize that when you combine commitment with a positive attitude, you can accomplish great things.

I encourage you to be active here at MAMS. Involve yourself in as many clubs, organizations, and athletic opportunities as you can. You will not only have fun, but you will also learn valuable lessons from these activities.

Welcome to MAMS! A "School of Excellence" in Wisconsin.

Mr. Leonard

## **GREETINGS PARENTS!**

Our staff is always available to help your child be successful at MAMS. I encourage you to contact the respective teacher or me should you have a question regarding your child's achievement in school or a school procedure. Cooperation between home and school is essential in helping your child maximize their potential as young people.

We look forward to working with and seeing you at school for various events in support of your child.

Thank you . . . Mr. Leonard

## ACADEMIC HONESTY

Medford Area Public School District students are expected to demonstrate honesty and integrity. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of projects, papers, compositions, and research. All work submitted by students should be a true reflection of their effort and ability.

The following behaviors are examples (non-inclusive) of violations of the academic honesty policy:

- Cheating on a test.
- Plagiarism - using the ideas of another as one's own without acknowledgment of the source (downloading materials from the Internet, using an author's ideas without crediting the author or the source).
- Submitting another person's work as one's own.
- Copying another student's work (test, quiz, homework, project).
- Allowing another student to copy your work.

Classroom teachers are responsible for documenting offenses in their classes.

### First Offense in a Class

- Zero for the educational product.
- The student will not be given an opportunity to make up the assignment or complete extra credit.
- Issue a detention.
- Student will notify their parents immediately.

### Second Offense in a Class

- Zero for educational product.
- The student will not be given an opportunity to make up the assignment or complete extra credit.
- Issue a detention.
- File Code of Conduct Form.
- Notification of incident to the principal and counselor.
- Students will notify their parents immediately.

### Third Offense and After

- Zero for educational product.
- The student will not be given an opportunity to make up the assignment or complete extra credit.
- Offer a conference with parents, teacher, and students.
- File Code of Conduct Form.
- Notification of incident to the principal or counselor.
- Students will notify their parents immediately.

## ATTENDANCE/ABSENCES FROM SCHOOL

1. **When you are absent**, have a parent/guardian phone school **after 7:30 a.m.** on the day you are absent.
2. **When you return to school:**
  - A. A written excuse from a parent/guardian or physician is required upon your return (even if your parent called the school regarding your absence). Failure to provide a written excuse may result in a detention. Include name, date, days of absence, and reason for absence on the excuse. Parents may email the excuse to [wietich@medford.k12.wi.us](mailto:wietich@medford.k12.wi.us).
  - B. If your child was seen by a physician for an illness it is recommended that you get a written excuse from the doctor stating the days of school you missed due to the illness. An appointment reminder card from a medical facility is not considered a doctor's excuse.
  - C. Students must give this excuse to Ms. Wieting (or her designee) who is located in the student services office. You will then receive an "Admit to Class" slip.
  - D. You should present this slip to each class teacher during the day. You are responsible for work missed due to absence.
  - E. The last hour teacher will sign and return the slip to the office.
3. **Make-up Work:**

You are allowed one day for each day you are absent to make up missed work. This includes Out-of-School suspensions.

4. **Leaving during the school day:**

The Medford Area Middle School is a closed campus and grounds. Students are prohibited to leave without permission and supervision. Students found off campus or on campus without supervision or permission can be considered truant and subject to disciplinary action.

If it is necessary to leave school during the day for a doctor or dentist appointment, bring a written excuse to the office before school on the day you must leave. You will receive a pass to leave school. Have this pass signed by the teacher of the class you are leaving and report to the office to sign out. If you return the same day, report to the office to sign back in.

When you must leave school because of illness or injury REPORT TO THE HEALTH ROOM and call your parent/guardian. Parents/guardians coming to school to pick up ill students are requested to come to the office (if the parent/guardian has NOT talked to an administrator or office secretary on the phone). If a student signs out during the day for an unanticipated reason, that student MUST bring a written excuse the next day, even though the administrator or office secretary has talked to the parent/guardian prior to the student leaving the building.

5. **Pre-excused Anticipated Absences:**

Absences will be considered pre-excused if written notice is provided to the school at least one day prior to the absence. If you plan to be gone for an extended period of time (more than one day), you should bring a note describing the reason for the absence about one week in advance. You will be given a form to collect your assignments which you will take to your teachers.

6. **Perfect Attendance:**

In order to receive a perfect attendance award at the end of the school year, a student must have missed fewer than eight periods, and have no absences that consist of 4 or more consecutive periods in any one day.

7. **Excused Absences:**

The responsibility for regular school attendance of a child rests upon the child's parent(s)/guardian(s)/legal custodian(s).

No absence shall be recorded when a child is physically away from school because he/she is participating in school sponsored, and/or teacher chaperoned, field trips, athletic events, workshops, contests, etc.

In order for a student to be excused the parent/guardian/legal custodian must provide written verification which is to be submitted to the principal or attendance officer in advance of, or prior to, re-admittance to school

The school attendance officer or designee is authorized to approve a legal excuse for a student if that student is not in proper physical or mental condition to attend school or an educational program, requires medical or dental treatment which cannot be scheduled outside of the school day, or is under a quarantine imposed by a public health officer. The parent/guardian/legal custodian must submit a written statement from a physician or licensed practitioner as proof of the physical or mental condition or treatment of the student. This written excuse shall state the period of time (not to exceed 30 days) for which it is valid.

The school attendance officer or designee is authorized to approve a legal excuse for a student excused in writing by his/her parent/guardian/legal custodian prior to an absence provided it is for not more than 10 days in the school year. Whenever possible, students should submit prior written permission for approval to the attendance officer or designee 7 days in advance of the absence.

The school attendance officer or designee is authorized to approve a legal excuse for any student for the following reasons upon written verification from a parent/guardian/legal custodian. A student may be excused under this provision for not more than 10 days in a school year for any of the following reasons:

- (1) A court appearance or other legal procedure which requires the student's presence.
- (2) A death in the immediate family or funerals for relatives or close friends.
- (3) Attendance at special events of educational value (i.e., college visits, job fairs).
- (4) Illness for which a medical appointment or treatment was not sought.
- (5) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
- (6) Religious holiday.

- (7) A suspension from school (in-school or out-of-school suspensions, directed-study).
- (8) Approved school activities during class time.
- (9) Special circumstances that show good cause and which are approved by the school attendance officer or designee. Under this provision, after a student has missed 10 days in a given school year, he/she may be required to provide a medical excuse from a physician for future absences to be excused. If no medical documentation is provided, the absence may be considered truant.

**8. Truant Absences:**

- 1. You are not allowed to make up missed daily work for truant absences. Tests are an exception and may be made up at a time mutually agreed upon by the student and the teacher.
- 2. In the case of truant absences, a student may receive a zero for class participation for all classes missed if participation grades were given the day the student was absent.
- 3. Students have the obligation to obtain, understand, and retain for future reference and use, all materials presented during their truant absence.
- 4. Truant absences are subject to possible citation.

No student will be denied credit in a course or subject solely because of truant absences from school and shall be permitted to take all examinations missed during any absence.

**9. Tardiness:**

If you are tardy to school, with or without an excuse, obtain a late pass from the office. Excessive or unexcused tardiness (more than five times in a year) will result in after-school 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 him/her. If the student has no valid excuse, the teacher to whom s/he reports will be responsible for assigning a consequence.

Tardiness can be considered truant time from school and subject to the penalties for truancy if a student is over their 10 days of absences which may include previous truant tardy times.

## ATHLETICS

**Participation Requirements**

In order to participate in athletics, the athlete must be in school the afternoon of the day in question unless special permission is given by the Athletic Director or principal. Athletic study hall from 3:15 to 3:40 p.m. is mandatory if the practice is held at MAMS. Use and/or possession of alcohol and/or tobacco is prohibited and subject to possible disciplinary action.

In order to participate in athletics, a student must have passed all classes at the most recent grading period. An "E" grade is considered a passing grade.

Procedure to be followed when an athlete has an "F":

If a student gets an "F" on a progress report or report card, they have to be out of their sport for at least one week. After that week, if they have a form signed by the teacher indicating they are passing they can participate in the sport again. If they still have an "F", they are still not eligible and need to be out until the grade is raised. (Eligibility forms are available on the counter in the front office). During the time the student is ineligible, they are encouraged to attend practice, but are not allowed to attend away games or competitions.

Students cannot participate in a non-school athletic sport during the time they are involved in that same sport at school. If you violate this rule, you will become ineligible to play that school sport for the remainder of the season unless the alternate activity is approved and on the school sport schedule.

Your child will need a physical the first year they participate in a WIAA sponsored sport and every other year thereafter. A physician must complete an WIAA Clearance Form each year a student receives a physical. For alternate years, a parent must complete an Alternate Year Athletic Permit Card. Physical examination taken April 1 and thereafter is valid for the following two full school years; physical examination taken before April 1 is valid only for the remainder of that school year and the following full school year. Completed cards are due to the athletic director or coach before the 1<sup>st</sup> practice or your child will not be able to participate.

Procedures to be followed when athletes want to participate during/after an injury: for an injury/illness

that requires medical attention and exclusion from athletic practice or competition, the athlete will be required to bring into the main office a medical statement from their primary care provider stating the date he/she may return to practice and competition. The statement must address the following (these are progressive). An athlete returning to full competition is assumed to return to all levels without limitations.

- May return to physical education with these limitations: (list limitations)
- May return to physical education without limitations.
- May return to practice only, with these limitations: (list limitations)
- May return to practice without limitations.
- May return to full competition.

For any injury/illness that the student does not seek medical attention for, but that limits their participation in physical education/practice/competition; they need to make an appointment with the Athletic Director to determine if they can return or they need to follow up with their primary care provider.

Student fourth quarter failure in the eighth grade will impact high school freshman year in the following ways:

1. Eighth grade students who fail two fourth quarter classes (any combination of core or related arts classes) will be ineligible for participation in extracurricular activities for the first quarter of the freshman year.
2. Students who fail one fourth quarter class will be placed into restricted study hall for the first quarter of the freshman year.

**Transportation/Return Times**

All students will be riding the bus to and from out-of-town meets. Students must provide a parent note that is signed by the principal or athletic director if they are planning to ride home with their parent from a meet. Students will NOT be allowed to ride home with anyone other than their parent.

After a meet, buses will drop students off at the middle school unless they are riding a bus with a high school team. If that is the case, the bus will drop students off at the high school. Students must have a parent note if they want to be dropped off at one of the following drop off points: Stetsonville (Dahl’s gas station), Goodrich (Inn Between bar), Chelsea (Mahner’s Welding).

**Sports Offered**

FALL		WINTER (Oct. - Nov.)		SPRING	
Sport	Grade	Sport	Grade	Sport	Grade
Basketball (girls)	5, 6	Basketball (boys) *Basketball (boys)	5, 6 7, 8	*Softball (girls)	7, 8
*Cross-Country (boys/girls)	6, 7, 8	*Wrestling (boys) (Nov. - Jan.)	6, 7, 8	*Track (boys/girls)	6, 7, 8
*Football (boys)	8	<b>WINTER (Jan. - March)</b>		Volleyball (boys/girls)	5, 6
*Swimming (girls)	6, 7, 8	<b>Sport</b>	<b>Grade</b>	Gymnastics (boys/girls)	5, 6, 7, 8
*Volleyball (girls)	7, 8	*Basketball (girls)	7, 8		

\* designates WIAA affiliated sport (sports that travel and compete against other schools). Physicals are required. See “Participation Requirements” for information.

**Practice**

Most practice sessions will be held immediately after school unless otherwise notified. WIAA affiliated sports practicing at MAMS will have athletic study hall after school until 3:40 p.m. Then

practice until 5:30 p.m. Some morning practices may occur due to gym space restrictions. No practice on Wednesdays.

In cases of inclement weather where school is canceled, no practices or activities will be held. In case of a missed practice or game, a valid excuse must be presented to the coaches. Failure to do this may result in disciplinary action by the coach.

### **General Information**

1. On the day of a event, it is suggested that athletes dress up.
2. When wishing to drop out of a sport, the athlete is asked to speak to his/her coach first.
3. To finish a season in good standing, an athlete must participate in one-half of the season. If an athlete misses one-half of the season due to athletic ineligibility, the athlete will not be eligible for an award.
4. Students are strongly encouraged to explore all types of new activities, clubs, and sports. Students who participate in three WIAA sports earn a Jan Guden Memorial 3-sport Award.
5. Any student found guilty of stealing or intentionally damaging athletic equipment will be dropped from the squad.
6. Any time a student is suspended from the squad, the parents will be notified as to the reason and length of suspension by the athletic director or coach.

### **BACKPACKS**

Students are encouraged to use backpacks to transport books and supplies between school and home. During school time, students are asked to carry only their binder and the books they need for their next class. Student organization, health, and school safety support this procedure. Special permission to use your backpack in school can be obtained from office personnel.

### **BREAKFAST**

The middle school offers a nutritional breakfast for all students which is served from 7:40 a.m. to 8:07 a.m. daily. Regular breakfast price is \$1.40 and .30 cents for families eligible for reduced meals. Upon arrival at school, students should pick up their breakfast/lunch card from their 1<sup>st</sup> hour teachers and then go to the cafeteria for breakfast. Students remaining in the cafeteria past 8:05 a.m. must obtain a breakfast pass in the cafeteria to return to class. Purchased food from the cafeteria is not allowed out of the cafeteria without teacher/staff permission.

### **CELL PHONE/ELECTRONIC DEVICE USE**

Students are prohibited from using any item on school property that could endanger the safety of themselves or others and/or disrupt or interfere with school procedures or the school environment. This includes, but is not limited to cell phones, beepers, laser pointers, media players, or any other devices unless authorized by the building principal or designee. Students found using any prohibited item will:

- 1<sup>st</sup> Offense - The student will receive a verbal warning and the prohibited item will be held to the end of the instructional day.
- 2<sup>nd</sup> Offense - The prohibited item will be held until picked up by a parent/guardian. A letter will be issued, signed by the parent/guardian and student explaining that the next violation will result in the prohibited item being held for the remainder of the school year.
- 3<sup>rd</sup> Offense - Parents will be contacted and the item will be held until the end of the school year.

The consequences outlined above are for the use of cell phone/electronic devices. Use of a cell phone/electronic device in a manner that violates other school policies will carry additional consequences in accordance with the school discipline policy, including suspension from school. Continual violation of school policy shows flagrant defiance of school authority and will be subject to further school discipline, including suspension from school.

### **CLUBS AND ORGANIZATIONS**

Medford Area Middle School offers the following clubs and organizations:

FFA (Future Farmers of America) (8<sup>th</sup> grade)

A student organization for those interested in agriculture and leadership.



MAMS Morning News Team (5<sup>th</sup> - 8<sup>th</sup> grade)

Students broadcast daily news and announcements to the student body. Students learn public speaking skills and gain self-confidence.

MAMS Theatre Company (5<sup>th</sup> - 8<sup>th</sup> grade)

Students may participate in the middle school play. Auditions are in January with production dates in March.

Press Club (8<sup>th</sup> grade)

Students produce a weekly news show highlighting special events, projects, and student learning at MAMS. Programs are aired at school and on local cable access channels. Students are allowed to write and have published an article for the Star News. The articles are written about classroom activities, school wide functions, individual achievements, along with any other topic concerning our school.

Red Xpress (7<sup>th</sup> - 8<sup>th</sup> grade)

Red Xpress is a show choir that combines singing with dancing. You must be in 7<sup>th</sup> or 8<sup>th</sup> grade choir to audition for the group.

Forensics (6<sup>th</sup> - 8<sup>th</sup> grade) December - March

Students focus on public speaking skills. They travel to two regional competitions per year.

Various CLC After School Offerings (5<sup>th</sup> - 8<sup>th</sup> grade)

Periodically throughout the year, various CLC clubs meet after school at MAMS. Examples of these are: Science Club, Guitar Club, Cooking Club, Gallery Goers, Animal Advocates, and more

Student Council (5<sup>th</sup> - 8<sup>th</sup> grade)

Student Council involves students in student activities by letting them plan activities, conduct morning announcements, and share in the management of the school. Representatives and alternates are chosen by the student body.

Yearbook Staff (7<sup>th</sup> - 8<sup>th</sup> grade)

A limited number of students are selected from 7<sup>th</sup> and 8<sup>th</sup> grades to gather information and cover student activities throughout the school year for publishing the Middle School yearbook. Students learn to work with various software programs, including Quark and Adobe Photoshop, and to use digital cameras, scanners, and other equipment. This is a full school-year commitment.

## **COMMUNITY LEARNING CENTER**

The Community Learning Center (CLC) Program at the Medford Elementary School has been expanded to include area 5<sup>th</sup> & 6<sup>th</sup> grade students. This program runs Mondays – Fridays from 3:15 – 5:30 PM. Cost of this program is \$3.00/day (\$2.00/day if on free or reduced lunch). Fees are automatically deducted from your child's lunch account. All 5<sup>th</sup> & 6<sup>th</sup> 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 PM and is staffed by two certified teachers. Cost of the program is \$1.00/day. Fees are automatically deducted from your child's lunch account.

A variety of enrichment clubs, that involve technology training, recreational arts, 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](http://www.medford.k12.wi.us).

## **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. 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 7:20 - 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 that 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.

### **DRESS CODE**

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. At MAMS, body piercing, with exception to the ear, is not legally permitted and therefore not allowed at school.

- Clothing should always completely cover the torso from above chest cleavage to mid-thigh.
- Undergarments shall not be visible.
- No coats, hats, head coverings, hoods, or sunglasses may be worn in the building during the instructional day.
- Shoes must be worn at all times.
- Any fashion that is distracting from the learning process or presents a safety risk, displays suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements or pertains to drugs, alcohol or tobacco products is not permitted.

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.

### **FAMILY ACCESS**

Family Access allows parents/guardians to view their child's lunch balance and activity, attendance, current academic progress, assignments, and scheduling information via the Internet. The software that makes this possible is PaC Family Access™. PaC Family access is available through our website, [www.medford.k12.wi.us](http://www.medford.k12.wi.us) and clicking on Family Access. To receive your user name and password, e-mail family [access@medford.k12.wi.us](mailto:access@medford.k12.wi.us) or call Brenda at the district office at 748-4620.

### **HOMEWORK**

Homework assignments for grades 5-8 are available on the MAMS Website. You may access the Website at [www.medford.k12.wi.us](http://www.medford.k12.wi.us) and select MAMS/Academics/Teachers Name. Teachers will update lesson plans on a weekly basis. Students shall be given the opportunity to make up work missed when they return to school, therefore, homework will not be collected for a student who is out ill for one day. If a student is home ill for two or more days, the teachers will gladly gather homework (at the request of the parent) and have it available in the office for pick up.

Your child may be calling home to request to stay after school to make up their missing homework assignments. Teachers are available until 3:45 p.m. to assist your child. Our goal at MAMS is to have students complete all missing work, within two days of when the assignment was not handed in. It is not mandatory that students stay after school to complete missing work, but it is encouraged.

### **HONOR ROLL**

The honor roll is determined by using the grades of all subjects. The student's grade point average for a grading period is used to determine the honor roll as follows: A Honor Roll = 3.70 or higher  
B Honor Roll = 3.00 - 3.69

### **LIBRARY**

Library books, ebooks, Playaways, digital audiobooks, and magazines may be taken out for a period of two weeks. Renewals will be made as long as the item is not in demand by others.

Students may have up to three items checked out.

- Only one magazine may be checked out at a time
- Only one audio book may be checked out at a time.
- It may be possible to check out more than three items with library staff permission.

No fines will be charged; however, additional check outs may be restricted if there is an overdue item.

Students are responsible for all materials checked out in their names. Lost or damaged items must be paid for. If a lost item is found at a later date, a refund will be made. We subscribe to online references: Badgerlink, Grolier Online, and CultureGrams. Links to these are on the library web site. Contact the librarian for usernames and passwords.

The library computers and computer lab are for class assignment use only. Lab use by classroom groups takes precedence over individuals.

### **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. Students not in compliance may be subject to school wide discipline. If you have trouble with your locker, report it to the office. Open beverage containers may not be stored in students' lockers.

### **LOST AND FOUND**

Clothing found in the building will be displayed on a rack located in the hallway leading to the auditorium. Students are asked to check there for any clothing they may be missing. Miscellaneous items such as glasses, jewelry, etc. should be brought to the office and will be stored there until they are claimed. Students should be sure to put their names in all textbooks, notebooks, and gym equipment. Unclaimed clothing will be given to local charities quarterly.

### **LUNCH**

1. Lunch money should be turned into Ms. Wieting first thing in the morning. Ms. Wieting is located in the Student Services office. No single tickets will be sold and no change will be given. All money will be applied to your lunch account.

Lunch prices are as follows: Regular \$2.30; Extra Entree \$1.85; Milk .40

2. All students will go to the cafeteria regardless of whether they buy or bring their lunch, or do not eat at all.
3. Books should not be taken to the cafeteria. They are to be stored in lockers.
4. Purchased food from the cafeteria is not allowed out of the cafeteria without teacher/staff permission.
5. Free and Reduced lunch application forms are available throughout the year by contacting the main office at MAMS. You must reapply for free/reduced lunch each year.

### **MEDICATIONS - PHYSICIAN PRESCRIBED**

#### **Basic Requirements**

The State of Wisconsin Medical Examining Board has determined that where medications are administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and, oversee the administration of said medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by an employee or agent of the Board of Education unless the following are delivered to the individual(s) responsible for administering the medication.

1. Written instructions from the prescribing physician for the administration of the prescription medication which:
  - a) identify the specific conditions and circumstances under which contact should be made with the physician concerning the condition or reactions of the student to the prescribed medication.

- b) indicate a willingness on the part of the physician to accept direct communication(s) from the person(s) administering the medication.
  - c) is signed by the prescribing physician.
2. A written statement from the parent or guardian of the affected child:
- a) authorizing school personnel to give the medication in the prescribed dosage. No employee or volunteer, except a health care professional, may be required to administer any medication to a student by any means other than ingestion.
  - b) authorizing school personnel to contact the physician directly.

**Procedures**

1. Consent forms required:
- a) Parental Medical Consent Form
  - b) Physician Order for Administration of Medication

No medication will be administered by school personnel unless and until these forms are completed to the satisfaction of the school nurse and returned to the school principal with copies to the school nurse. If such medication is brought to school, it must be accompanied by both the parental medical consent form and the physician's order for administration of medication.

*Please note that if your child needs to take a short-term medication (such as antibiotics for 10 days/3 times daily), you may dispense the medication before school, after school (with a snack, if necessary) and before bedtime to complete the 3 doses at home.*

2. Medication information required:
- a) Child's full name
  - b) Name of drug and dosage
  - c) Time and quantity to be given
  - d) Physician's name

Medication to be administered at school must have the above information on the original container printed in language understandable to the person who administers the medication.

- 3. Medications will be administered by individuals designated by the principal or the school nurse. In no instance shall medication be dispensed by anyone other than a school employee or agent while the student is at school, unless specifically approved in writing by the parent/guardian and physician, or if an emergency is believed to exist.
- 4. It is the responsibility of the student, not school personnel, to get his/her medication at the designated time.
- 5. Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place, not accessible to students, and checked out only by a district employee or agent designated to administer the medication.
- 6. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered or discontinuance of administration must be in writing, said changes to be at the request of the physician only.
- 7. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.
- 8. Accurate and confidential written records shall be established and maintained for each pupil receiving medication.

**MEDICATIONS - NON-PRESCRIPTION**

Designated personnel will administer non-prescription (over the counter) medications only with written instructions and consent from a child's parent/guardian on a Parent/Guardian Medication Consent Form. **State law now requires that non-prescription medication like acetaminophen or ibuprofen be provided by the parent. If your child needs non-prescription (over the counter) medications like these, you must provide those to the school.** Medication must be in a properly labeled container.

It is the policy of the Medford Area Public School District to authorize designated school personnel to administer medications 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.

### **PHYSICAL EDUCATION UNIFORMS**

7<sup>th</sup> and 8<sup>th</sup> grade - Uniforms are required for class participation. They are available to purchase in the main office. Sweatshirts and sweat pants may also be required for outside activities. 5<sup>th</sup> and 6<sup>th</sup> grade do not have a required dress code except for tennis shoes.

### **PROGRESS REPORTS**

You may elect to have your child's progress reports from each class sent home once every three weeks or you can get daily grade updates through Family Access on the website ([www.medford.k12.wi.us](http://www.medford.k12.wi.us))

### **PROHIBITED ITEMS AT SCHOOL**

Certain personal items which could cause a substantial disruption, are illegal for a minor to possess, or that could pose a threat to the safety and order of the school may be prohibited from being in school. These items include, but are not limited to:

- guns
- knives
- laser pointers
- explosive devices
- alcohol, tobacco, or other drugs
- unauthorized prescription medication
- personalized electronic smoking devices
- noise makers
- pornography
- unauthorized recording devices
- unauthorized cameras

Possession or use of these items could result in school consequences and possible referral to law enforcement.

### **PROJECT GOALS**

The Medford Area Middle School will continue *Project GOALS* (*Goals, Organization, Attitude, Learning, and Success*) our study skills system for this school year. We would like each student to carry a *Project GOALS* 3-ring binder. The purpose of the *Project GOALS* binder is to: 1) Help students complete all homework assignments; 2) Establish a communication system between home and school so that parents know what and when assignments are due; 3) Have study materials readily available when studying for tests; and 4) Have necessary materials so students can successfully participate in class each day. The outcome of improving organizational and study skills is **better grades and more learning!** The school will provide an assignment notebook for the student to write his/her assignments in.

Students are encouraged to use backpacks to transport books and supplies between school and home. During school time, students are asked to carry only their binder and the books they need for their next class. Student organization, health, and school safety support this procedure. Special permission to use your backpack in school can be obtained from Mr. Leonard.

Listed below are the materials that should be included in the *Project GOALS* binder. Paper, folders, notebook, and pencil pouch should be placed in the binder on the rings.

<b>Grade 5</b>
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders with holes
1 package wide-ruled paper
5 wide-ruled spiral notebooks
1 pencil pouch with holes
1 box pencils (no mechanical pencils)
1 Pencil sharpener
1 large eraser or cloth/old sock
1 pen (blue or black)
1 red pen
4 dry-erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Thin line markers
1 Gluestick
Scissors
1 container of Lysol wipes
2 boxes of Kleenex
1 set ear buds

<b>Grade 6</b>
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders
1 package wide ruled paper
3 spiral notebooks
1 pencil pouch with holes
1 box pencils
1 large eraser
1 pen (blue or black)
4 dry-erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Colored markers
Glue
Scissors
Calculator
2 boxes of Kleenex
1 set ear buds

<b>Grade 7</b>
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders
1 package wide ruled paper
4 spiral notebooks
1 pencil pouch with holes
1 box pencils
1 large eraser
2 pens (blue or black)
4 dry erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Calculator
2 boxes of Kleenex
1 set ear buds

<b>Grade 8</b>
3-ring binder, zippered, metal rings, (1-1/2" - 2" preferred)
6 pocket folders
1 package wide ruled paper
4 spiral notebooks
1 pocket folder w/fasteners
1 pencil pouch with holes
1 box pencils
1 large eraser
2 pens (blue or black)
4 dry-erase markers
1 12-inch ruler
1 yellow highlighter
12-count colored pencils
Calculator
2 boxes of Kleenex
1 set ear buds

The materials and rules will also be discussed with students and parents in the fall. One of the major communication tools between staff, parents, and students is the assignment notebook. All students are expected to write their daily assignments down for each class everyday.

### **REPORT CARDS**

Report cards will be distributed approximately one week after the last date of the quarter. Fourth quarter report cards will be mailed home. Grades will be posted on-line periodically throughout the school year via Family Access on the Web site. Family Access user names and passwords are distributed from the district office.

### **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 and eighth grade students who fail one core course have to make up that course work in some type of summer school.

### **SCHOOL CANCELLATIONS**

Each winter seems to bring its share of bad weather days when safety demands special precautions and sometimes, even results in school being canceled. Please consider the following during these times:

1. Make arrangements now with respect to where your children should go if you are not at home when school is canceled.
2. If there is a delayed start, or school is in session and you believe school should have been called off because of conditions in your area, you decide if you want to send your children to school. The decision to have or not to have school is based on the conditions in the district as a whole. Your individual case may be unique and you are the best judge.
3. Sometimes school will be delayed one or two hours so that we have more time to make a decision as to whether or not school should be canceled for the entire day. On days of delayed starts, both the school buses and school will start one hour or two hours later than usual. School closings and delayed starts will be announced as close to 6:30 a.m. as possible.
4. If school is canceled during the day, hot lunch will be served before students leave, if at all possible. This is important should a bus become stranded on the way to drop off your child.
5. The following radio stations will carry all Medford Area Public School District closing information: WIGM IN MEDFORD. . . . AM 1490 or FM 98.5

### **SCHOOL SUPPLIES (see Project Goals)**

#### **SPECIAL EDUCATION QUALIFICATION (new law changes)**

Wisconsin's rule for identifying students with specific learning disabilities (SLD) has changed. No later than December 1, 2013, all initial SLD evaluations of public school students will use information from interventions to make eligibility decisions.

This article is to notify you that beginning on September 1, 2013 initial SLD evaluations at Medford Area Middle School will begin using information from a student's response to intensive, scientific research based or evidence based interventions when making special education eligibility decisions.

If you have any questions or would like more information, please refer to our webpage at [www.medford.k12.wi.us](http://www.medford.k12.wi.us) or contact Director of Student Services/Special Education at 715-748-4620 ext 527.

### **STAFF DIRECTORY**

Al Leonard. . . . . Principal  
Charles Heckel. . . . . Asst. Principal



Keva Schult. . . . .	Office Secretary
Kathy Alexander. . . . .	Psychologist
Jackie Strick. . . . .	5-8 Guidance
Cheryl Wieting. . . . .	Student Services Secretary
Christie Wirz. . . . .	Librarian
<b>Agriculture</b> . . . . . Lisa Kopp	
<b>Art</b> . . . . .	Dalan Hatmann, Larry Lechler
<b>Assistants</b> . . . . .	Breanda Radtke, Nancy Sperl, Brenda Kraegenbrink, Gloria Lindahl, Susie Werner, Samantha Henrichs, Julie Scott, Lori Buehler, Anne Fleegel
<b>Band</b> . . . . .	Tom Burt
<b>Choir and General Music</b> . . . . .	Becky Risch, Jacob Hickey
<b>Computers</b> . . . . .	Traci Ginter
<b>Family and Consumer Education (FACE)</b>	Juliann Armbrust
<b>Fifth Grade</b> . . . . .	Nikki Brost, Lisa Shear, Dan Nelson, Cathy Pernsteiner, Kelli Ray, Colleen Waldhart
<b>Foreign Language</b> . . . . .	Bridget Smith
<b>Language Arts</b> . . . . .	Jessica Anderson, Lynn Coyer, Rachel Dolezalek, Carrie Frahm, Tracy Schumacher
<b>Math</b> . . . . .	Toby Anderson, Scott McMurry
<b>Reading</b> . . . . .	Judy Mader, Kris Brandner
<b>Science</b> . . . . .	Jeanine Gelhaus, Mark Mann, Jenny Shipman
<b>Sixth Grade</b> . . . . .	Virgil Berndt, Jack Bucki, Laurie Keefe, Elizabeth Nowicki, Garrett Shipman, Angela Stibbe
<b>Social Studies</b> . . . . .	Greg Klapatauskas, Kevin Wellman
<b>Tech Ed</b> . . . . .	Scott Geisler
<b>Physical Education</b> . . . . .	Lisa Brooks, Jessica Haenel, Dave Vaara
<b>Special Education</b> . . . . .	Ryan Brown (7), Jan Farmer (5-8), Julie Kakes (5), Sue Laher (8), Carol Wieman (7)

### **STUDY HALL RULES**

- A. No talking, unless with teachers permission.
- B. Students must sign out on the sign-out sheet at the desk and receive a pass to leave study hall. Students must enter the time signed out and signed in on the sign-out sheet.
- C. Only one boy and one girl may sign out at one time to the washroom.
- D. No student will be "allowed to sleep or lay his head on the desk top".
- E. No card or game playing.
- F. Students are expected to be quiet, orderly and cooperative at all times in all manners.

### **SUMMER SCHOOL**

Students who score minimal in WKCE subject areas will be recommended for summer school remediation. Successful completion of summer school remediation will be considered when considering possible retention in 8<sup>th</sup> grade.

### **TELEPHONE USAGE**

Cell phones, including all electronic paging or two-way communication devices, must be off and in lockers during designated school hours. Communication devices are not allowed to be used under any circumstances in locker rooms and/or bathrooms. Inappropriate use of personal cell phones can result in confiscation. **SCHOOL TELEPHONES SHOULD BE USED ONLY IN THE CASE OF AN EMERGENCY OR ILLNESS.** (Office personnel must talk to your parents before you leave school). Ask your classroom teacher for permission to use the class phone for non-illness calls. See Board of Education Policy JFCM at the end of this handbook for more information.

## **TRANSPORTATION**

It is the goal of the Medford Area Public School District to provide safe, timely, and economical transportation for all eligible students. The school district views transportation as part of the school day and the bus as an extension of the classroom. Therefore, the school district reserves the right to enforce discipline for misbehavior on the bus up to including revoking bus riding privileges. For further information, please see the Medford Area Public School District Transportation Handbook.

## **USE OF SCHOOL FACILITIES**

Students are allowed into the main building prior to 7:45 a.m. for legitimate educational purposes only. If you arrive at school before 7:45 a.m., please report to the auditorium or cafeteria. Students being picked up from school after 3:20 p.m. should wait in the main entrance for their ride (the exception being after athletic events). Students should be picked up no later than 4:00 p.m. unless involved in CLC or some other organized school activity. 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.

## **VISITORS**

All visitors must sign in at the main office when entering the building. For student visitors, the pass must be signed by parent(s) or guardian and by the principal prior to the day of visitation. The pass must be carried by the visitor during the day of visitation and the student will wear a visitor badge.

## **WEBSITE**

The district website is found at [www.medford.k12.wi.us](http://www.medford.k12.wi.us). Information pertaining to MAMS Library, academics, guidance, athletics, time schedule, clubs/organizations, handbook, and staff e-mail addresses and a host of other information can be found on the web. Check it out!

## **MEDFORD AREA PUBLIC SCHOOL DISTRICT SELECTED DISTRICT POLICIES**

<u>Code</u>	<u>Policy Title</u>
EEAA	Student Transportation / Route Requests
IGBAB	Independent Educational Evaluations
IIBGA	Internet Safety / Telecommunications Services
IIBGAB	Internet Safety/District Website
IKE	District Promotion Criteria K-12
IKF	Graduation Requirements
ILBA	State Mandated Test Participation for Students with Disabilities
JB	Equal Educational Opportunity
JBA	Student Harassment
JE	Attendance / Truancy Policy
JECD	Assignment of Students to Classes
JFC	Code of Classroom Conduct
JFCF	Hazing
JFCG	Possession of Tobacco Products by Students
JFCH	Student Possession, Use, Sale, Being Under the Influence of and / or Distribution of Alcohol, controlled substances or prescription drugs.
JFCM	Student Use of Two-Way Communication Devices
JFCN	Antisocial or Criminal Activities by Students
JFCP	Use of Laser Devices
JFGA	Control of Lockers and Facilities
JFI	School Disruptions
JHCA	Control of Pediculosis (Lice) and Scabies
JHCD	Administration of Prescription and Non-prescription Medications
JICA	Student Dress
JL	Student Gifts
JO	Student Records
JP	Children of Divorced / Separated Parents
KGBA	Weapons in School
KGC	Use of Tobacco on School Premises
KNAJA	Police-School Liaison Officer

### **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.

### **Independent Educational Evaluations (FILE: IGBAB)**

The district recognizes the responsibility to provide each special education student with a free and appropriate public education (FAPE). Furthermore, the district recognizes parental rights regarding independent educational evaluations of special education students as established by Federal regulations.

For purposes of this policy "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services necessary to provide FAPE. A student's parents (or court-appointed legal guardian with complete educational authority) may request and the district will consider the request of an independent educational evaluation under the following limitations and guidelines and in adherence to the procedures outlined in IGBAB-R.

1. The school district is not required to pay for an independent educational evaluation if the district has not completed a district evaluation of the student.
2. If the district has completed an evaluation, upon request for an independent educational evaluation, the district must:
  - a. provide the independent educational evaluation following procedures outlined in IGBAB-R OR
  - b. request a due process hearing for determination that the district evaluation is appropriate.
3. In the event that a due process hearing finds the district evaluation to be appropriate, an independent educational evaluation could be requested and arranged by the parent at parental expense.
4. Only one publicly funded independent educational evaluation request may be submitted for each district evaluation.
5. Parents/ guardians should submit to the district a written request for an independent education evaluation (IEE). However, the district will not deny parents/ guardians a publicly funded IEE because they fail to provide the district with such a written request.
6. Requests for public funding of an independent educational evaluation must be made within one year of the date the results of the school district evaluation were shared with the parents.

### **Internet Safety/Telecommunications - Students (FILE: IIBGA)**

The power of electronic networks and resources continues to transform the educational culture from one of isolation to one of connectivity. 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 district will be partners with the community in telecommunications effort. 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" (IIGBA-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. Cyberbullying is unacceptable and punishable. Cyberbullying involves the use of information and communication technologies such as: e-mail, text messages, instant messaging, or defamatory web sites, to support deliberate, repeated, and hostile behavior by an individual or group; that is intended to harm others.
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 in grades 5 and 9 and new students in grades 5 - 12 who access the Internet independently via technology provided through the Medford Area Public School District are asked to sign the Telecommunications Code of Conduct Form at the time of initial use. The form will be renewed as students change buildings. The 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 Student Registration Form requesting that his/her child have or not have individual access to the Internet. Parents or guardians have the right to modify permission at any time by contacting the school.

### **Internet Safety/District Website - Students (FILE: IIBGAB)**

The Medford Area Public School System may develop, display and maintain a 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. When students have created web pages representing the district but are not housed on district resources, they are still subject to all telecommunications policies.
3. Identifying students on district web pages
  - District web sites may include a student's full name, grade, or class.
  - Group pictures may be used without identification of individual students.
  - Photos of individual students may be used, but only with permission of the student if 18 or older or the parent/guardian. However, due to the public nature of the activities, participation in extracurricular activities or clubs provides inherent permission to identify students while participating.
4. 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.
5. District web pages shall meet the criteria established under the district's Internet acceptable use policies for content.
6. 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.
7. 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 a personal web space as these pages are seen as official publications of the district.
8. 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.

#### **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 student's education, the principal of the building in which that student is primarily educated, and the parent(s)/guardian(s) of the student. In making this decision, these persons shall consider the opinion of other trained personnel, the student's educational background, classroom performance, age, emotional and social well-being.

Before a decision to retain a student is made, the building principal and classroom teacher(s) shall ensure that appropriate communication regarding the student's educational or related difficulties has taken place between the district and the parent(s)/guardian(s) at appropriate times.

If the parent(s)/guardian(s) of a student 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(s)/guardian(s) 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 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, currently 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 Computer Systems, .25 of Life Management, .5 credit of Vocational Education and .5 credit of Fine Arts. The class of 2015 and beyond must complete 1 additional credit of Science (Chemistry). Beginning with the class of 2017, the minimum number of credits required by the state increases to 15; 4 credits in English/Language Arts, 3 in Social Studies, 3 in Mathematics, 3 in Science, 1.5 in Physical Education, and .5 in Health Education. In addition, the district requires .5 credit of Financial Literacy, .25 credit of Life Management, .5 credit of Vocational Education and .5 credit of Fine Arts. The .5 credit of Computer Systems is no longer required. 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.

## GED Option #2 Diploma Requirements

In order for a student to graduate from Medford Area Public School District with a GED Option #2 Diploma, the student must:

1. Pass four (4) GED tests (Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies) with a score of 150 on each individual test;
2. Be at least 17 years of age;
3. Be at least one year behind their 9<sup>th</sup> grade class in credits earned;
4. Be able to demonstrate an ability to read at or above the 9<sup>th</sup> grade level or be required to spend additional time on literacy skills;
5. Have 15 hours per week of educational services. The student will be required to participate in at least ten (10) hours of math, science, social studies, language arts or health instruction each week until they are prepared to take the final test. During that time 5 or more hours a week may be devoted to applied learning such as work experiences. Once the student has completed three (3) out of the four (4) GED test as well as the employability skills, career awareness, civic and health requirements, the student may spend the entire 15 hours on applied learning such as work experience;
6. Complete Career Orientation and Employability Class;
7. Complete Health requirements;
8. Complete Personal Finance Class;
9. Complete Civics requirements;
10. Complete any additional competencies contained within their instructional plan;
11. Alternative high school students must also complete any work competencies outlined within their instructional plan.

The district administrator or his/her designee shall be responsible for the general supervision and management of the graduation policy. The district administrator or his/her designee shall determine whether a student has satisfied the criteria in this policy. High school graduation decisions may be appealed to the district administrator. In the event that there is a disagreement regarding the procedure followed to determine the student's eligibility for a diploma, it may be appealed to the board of education for a final determination.

### **State Mandated Participation for Special Education Students (FILE: ILBA)**

It is the intent of the Medford Area Public School District to ensure that students with disabilities have the same opportunity as nondisabled students to acquire and demonstrate competence in basic skill areas through the state assessment programs. In accordance with to state and federal special education law, all questions regarding the participation of an individual student with disabilities in statewide assessments shall be addressed through the Individualized Education Program (IEP) process. The IEP shall include a statement that a student will or will not participate in state and district mandated tests, any modifications in testing procedures necessary to ensure valid results and a justification for such decisions. After a thorough review of child specific data, the only appropriate justification for a student not to participate in state testing is a decision by an IEP team that, even with accommodations, the student would be unable to demonstrate at least some of the knowledge and skills tested through the standardized assessment. If participation is deemed inappropriate or a parent exempts their child, the IEP must indicate how the student will be involved in an alternate assessment such as, but not limited to, a comprehensive IEP review, individual achievement tests, or portfolio assessment. When a student with a disability participates in an alternate assessment, the assessment shall be based on the academic area content standards and serve as an index of progress toward meeting those standards held for all students. The special education staff shall notify the parents of the test results or alternate assessment results, at least as frequently as the annual IEP review.

The following criteria will be used by an IEP team on a case by case basis as a means of determining whether or not a student will participate in the state testing:

1. Does the student's education program differ considerably from the district or state grade-level content standards?
2. Does the student demonstrate cognitive ability and adaptive behavior which prevents completion of the general education curriculum, even with program modifications and adaptations?
3. Are the student's management needs so intensive as to require a high degree of individualized attention and intervention?
4. Is the student unable to apply or use academic skills at a minimal competency level in natural settings (home, community or work site)?
5. Does the student require intensive, frequent and individualized community-based instruction (settings such as prevocational/vocational settings, work sites) in order to acquire, maintain or generalize skills and to demonstrate performance?
6. Does the students current adaptive behavior require extensive direct instruction in multiple settings to accomplish the application and transfer of skill?
7. Does a lack of motivation or excessive/extended absences hinder the student from his/her ability to complete the course of study?

If the answers to any of the above questions are "no", then the student should participate in the state mandated test.

Test results will not be used as the sole criterion in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in past secondary education opportunities.

### **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.

### **Assignment of Students to Classes (FILE: JECD)**

Assignments of students to classes within schools in the Medford Area Public School District shall be the responsibility of the building principal working in cooperation with the professional staff. The Medford Area Public School District has the authority to assign students to grade level, teacher and class. Parents should be involved as appropriate.

### **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 established 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.



**Hazing (FILE JFCF)**

For the purposes of this policy “hazing” means any act which serves to persecute or harass with threats or meaningless, difficult or humiliating activity. “Forced activity” means any activity which is a condition of initiation, admission into, or affiliation with a school sponsored organization, regardless of a student’s willingness to participate in the activity.

The Medford Area Public School District does not tolerate hazing and will take all reasonable and appropriate action to eliminate it, up to and including suspension or expulsion.

No student may intentionally or recklessly engage in acts which endanger the physical or emotional health or safety of a student for the purpose of initiation, admission into or affiliation with any school sponsored organization. Prohibited acts include, but are not limited to, brutality such as whipping, beating, branding, forced consumption of any substance including food, liquor, and/or drugs, forced confinement or any other forced activity which endangers the physical or emotional health or safety of a student.

Any employee who observes such acts in any form shall take reasonable action to stop the behavior and shall report the incident to the building principal. Any employee who has reasonable cause to suspect that an act of hazing toward a student has taken place, shall immediately report such suspicion to the building principal.

Retaliation against anyone reporting or thought to have reported hazing behavior is prohibited. Such retaliation shall be independent of whether a charge or informal complaint of hazing is substantiated. Encouraging others to retaliate also violates the policy.

The administration and staff will inform students annually that the Medford Area Public School District does not tolerate hazing in any form.

**Possession of Tobacco Products by Students (FILE: JFCG)**

The possession of tobacco products by students is prohibited at all times on school premises. "School premises" includes all property owned by, rented by, or under the control of the Medford Area Public School District.

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

No student shall unlawfully manufacture, use, dispense, possess, be under the influence of or distribute alcohol, controlled substances 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, controlled substances or inappropriate use of prescription drugs if a school official or law enforcement officer has reasonable suspicion that the student has alcohol, a controlled substance or inappropriate use of prescription drugs in his/her system in violation of this policy. Such test shall be administered by a law enforcement officer, or 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 Co-Curricular Code of Conduct shall result in disciplinary action pursuant to the code of conduct 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.

## **Student use of Two-Way Communication Devices (FILE: JFCM)**

### **Grades PK-8**

Student use or possession of communication devices such as cell phones, walkie talkies, etc. on school premises owned or rented by or under the control of the Medford Area Public School District is prohibited except that a student may use or possess these devices for the purpose of communicating outside the instructional day. During the instructional day all communication devices shall be stored in the students' locker / storage area and turned off. Limited use may be permitted during the instructional day if the administration finds that such a device is required for medical, school, educational, vocational, or other legitimate needs. Decisions on requests for exception to this prohibition will be made on a case-by-case basis by a building administrator or his/her designee. Communication devices are not allowed to be used under any circumstances in locker rooms and/or bathrooms.

Any student found violating this policy may be required to surrender the communication device and be subject to disciplinary action.

### **Grade 9-12**

The Medford Area Senior High school understands the appropriate use of 21<sup>st</sup> century technology devices. Furthermore, it is the district's desire that all students learn and use appropriate technology etiquette. Electronic communications devices covered by this policy include, but are not limited to, cellular phones and other wireless hand-held devices, MP3 player (iPods), cameras, and paging devices.

Student use of electronic communication devices is allowed before and after school, during passing periods in the hallways, during Honors Study Hall and during lunch periods. The expectations for student use of electronic devices within classrooms will be determined by each classroom teacher. Electronic communication devices are prohibited in bathrooms and locker rooms at all times. The use of electronic communication devices while on field trips or other school sponsored activities will be at the discretion of the advisor/coach. Electronic communication devices may never be used in a manner that will cause disruption to the educational environment or invade the privacy of another individual. The school district will not be responsible for loss, damage, or theft of any electronic or digital device brought to school.

Students violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. The building principal and his/her designee shall be responsible for enforcing this policy.

### **Anti-social 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.

### **Use of laser Devices (FILE: JFCP)**

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

Unauthorized possession of laser pointers and/or laser devices shall be subject to discipline established by the building principal.

### **Control of lockers and facilities (FILE: JFGA)**

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, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or handicap. Discrimination complaints shall be processed in accordance with established procedures.

1. Lockers and other places of storage are offered to students as a convenience, but the ownership and possessory control of these facilities remains with the board of education and its appointed authorities. Any student using a locker or other places of storage does so with the understanding that its use is contingent upon an implied consent for search by the principal or his/her designee as deemed necessary or appropriate. 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 the principal or his/ her designee(s) as determined necessary or appropriate without student notice, without consent, and without a search warrant for weapons, drugs, contraband or any other item that may place any student, employee, or anyone else on the premises in danger. This includes searches of all lockers/ other places of storage for weapons, drugs, contraband or any other item that may place any student, employee or anyone else on the premises in danger.
2. The personal contents of all lockers/ other places of storage (e.g., purses, backpacks) may be searched by the principal or his/ her designee when there are reasonable grounds to believe that such search will provide evidence

- that the student has violated or is violating either the law or school rules (e.g., weapons, drugs, contraband or any other item that may place any student, employee, or anyone else on the premises in danger).
3. The principal 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 student'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 given to the parent / guardian of the student, 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. Students 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 student handbooks that are distributed annually to each student enrolled in the district.

### **School Disruptions (FILE: JFI)**

#### Disruptions by Students

Any student acting as an individual or as a member of a group who, through his/her actions, behavior or presence shall disrupt the normal routines of the educational process of the school or who follows a course of conduct which may be reasonably anticipated to become disruptive of the educational process, shall be subject to disciplinary action.

### **Control of Pediculosis (lice) and Scabies (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 and 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.

### **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.

- No coats, hats, caps, head ties, bandanas, head coverings, hoods, or sunglasses may be worn in the buildings.
- 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 Gifts (FILE: JL)**

The giving or exchange of gifts of significant material value between students and teachers or other personnel is discouraged and may be in violation of state statute.

Gifts of less than significant material value shall not be regarded as violation of the policy; however, the gift should not be elaborate or unduly expensive.

**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.

**Children of Divorced/separated Parents (FILE: JP)**

The district shall maintain neutrality between parents who are involved in an action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the district of any such court order.

The residence of the parent enrolling a student in school shall be considered to be the student's residence for school purposes, unless a court order or other satisfactory documentation is presented which specifies otherwise.

Either parent of any student enrolled in a school subject to district control may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records unless otherwise expressly curtailed or restricted by a provision of a court order which has been provided to the principal. Either parents may also participate in all activities, including conferences unless a court order provides otherwise. The school generally will conduct only one meeting for parents at appropriate times in which both parents will be permitted to participate.

A student enrolled in the district may be released from school to either parent, unless a court order or other legally binding document has been presented which prohibits such a release. In cases where no court order or other legally binding documents have been presented, the principal may, where the safety or welfare of the child is concerned and for the purpose of exercising reasonable care of the student, notify the other parent before releasing the child and/or take other action with the approval of the district administrator.

**Weapons in 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.

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)**

In order to provide a learning environment that is free of health hazards, to protect and promote the health of the District's employees, students, visitors and guests, and to provide an appropriate example to students in preventive health care behavior, the use of tobacco and smokeless tobacco products shall be prohibited at all times on school premises or while engaged in District-sponsored activities. "School premises" include all property owned by, rented by or under the control of the Medford Area Public School District. No student, district employee, spectator or visitor may use tobacco products in any district buildings, grounds or motor vehicles owned or leased by the District at any time. Further, the use of tobacco products is not allowed at any time on school field trips or District-sponsored activities, including in motor vehicles that are used in conjunction with such activities.

#### **Police-school Liaison Officer (FILE: KNAJA)**

The Medford Area Public School District Board of Education, in conjunction with the City of Medford, shall sponsor a police-school liaison officer program (PSLO) in the district for the purpose of limiting and preventing juvenile delinquency and to improve community relations by building rapport between students, the police and the community.

The Medford Area Public School District reserves the right to assign, select and discontinue the police-school liaison officer. Police-school liaison officers shall report jointly to the police chief and the district administrator or their designee(s). Building principals shall be responsible for coordinating the efforts of the police-school liaison officers in, and for, their school. The Medford Area Public School District designates the police-school liaison officer as a school district official.

The enforcement of school rules shall be the responsibility of school authorities. The building principal may assign duties to the police-school liaison officer including duties of discipline within the school and enforcement of school rules.

The Police-School Liaison Officer shall abide by the same district policies and regulations as any other special resource person assigned to the district and working at a particular school. The Police-School Liaison Officer shall, however, retain their legal responsibilities in the community as police officers.

The board shall cooperate with the Medford Police Department and the community in the planning, development, implementation, and evaluation of this program.