



**Medford Area Senior High  
2024-2025**

**Student Handbook  
&  
Co-Curricular Code of Conduct**

*Ordinary is a Given. Greatness is Achieved.*



## RAIDER PRIDE

### School Song

MEDFORD FIGHT WITH ALL YOUR MIGHT  
FIGHT ON AND WIN THIS GAME FOR RED AND WHITE  
WE'RE GOING TO BACK YOU UP WITH CHEERS AND YELLS  
WE'RE GOING TO CHEER AND CHEER AND YELL AND YELL AND YELL  
WE'RE GOING TO RAISE OUR VOICES TO THE SKY  
YOU KNOW WE'RE ALL A PART OF MEDFORD HIGH  
SO TEAM LETS PLAY THIS GAME FOR RED AND WHITE  
FIGHT TONIGHT  
GO, MEDFORD, FIGHT

### Alma Mater

MEDFORD HIGH SCHOOL WE SALUTE THEE  
MUCH WE OWE THY SACRED HALLS  
TENDER MOMENTS – HARD FOUGHT VICTORIES  
ALL WERE OURS WITHIN THY WALLS  
SO OUR COLORS WE WILL RAISE  
PROUD ARE WE TO SING THY PRAISE  
RAISE OUR VOICES IN THANKSGIVING  
ALMA MATER MEDFORD HIGH

### **DISTRICT 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.

## **COMPASSION**



THE ACT OF  
HELPING  
OTHERS

#BeKind

## **RESILIENCE**



THE ACT OF  
RECOVERING  
AND MOVING  
FORWARD

#BeStrong

## **INTEGRITY**



THE ACT OF  
BEHAVING  
HONORABLY  
EVEN WHEN NO ONE  
IS WATCHING

#BeBetter

# MAPSD 2024-25 School Calendar

<p>21-22 New Teacher Inservice</p> <p>26-28 Teacher Inservice</p> <p>26 MAES &amp; SES Open House 4-5:30 p.m.</p> <p>26 MAVS Open House 4:30-6:00 p.m.</p>	<table border="1"> <thead> <tr> <th colspan="7">August</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>NT</td> <td>NT</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>IN</td> <td>IN</td> <td>IN</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	August							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	NT	NT	23	24	25	IN	IN	IN	29	30	31	<table border="1"> <thead> <tr> <th colspan="7">September</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LD</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>ER</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2 No School</p> <p>3 Grades 1-9 First Day of School</p> <p>4 PK-K &amp; 10-12 First Day of School</p> <p>26 Early Release</p>	September							S	M	T	W	T	F	S	1	LD	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	ER	27	28	29	30												
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The first three days lost to snow / bad weather will not be rescheduled.  
 All other days will be made up after the last scheduled day.  
 The school board may also consider adding minutes to the day to meet DPI requirements.

*Pat Sullivan*  
 District Administrator

## MASH BELL SCHEDULE

Hour	Regular Schedule
1	8:00 - 8:45
2	8:50 - 9:35
XLT	9:40 - 10:01
3	10:06 - 10:51
4	10:56 - 11:41
5A Lunch 5B Class	11:41 - 12:07 12:12 - 12:57
5A Class 5B Lunch	11:46 - 12:31 12:31 - 12:57
6	1:02 - 1:47
7	1:52 - 2:37
8	2:42 - 3:27
Class Periods - 45 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes	

Hour	Early Release
1	8:00 - 8:34
2	8:39 - 9:13
XLT	9:18 - 9:39
3	9:44 - 10:18
4	10:23 - 10:57
6	11:02 - 11:36
5A Lunch 5B Class	11:36 - 12:02 12:07 - 12:41
5A Class 5B Lunch	11:41 - 12:15 12:15 - 12:41
7	12:46 - 1:20
8	1:25 - 1:59
Class Periods - 34 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes	

Hour	Hour	Finals
1	2	8:00 - 9:25
XLT	XLT	9:30 - 9:51
3	4	9:56 - 11:21
5A Lunch 5B Class		11:21 - 11:47 11:52 - 12:27
5A Class 5B Lunch		11:26 - 12:01 12:01 - 12:27
5	6	12:32 - 1:57
7	8	2:02 - 3:27
Class Periods - 85 minutes Passing Time - 5 minutes Lunch - 26 minutes XLT - 21 minutes		

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## **MEDFORD AREA SENIOR HIGH POLICIES AND PROCEDURES**

### **ACADEMIC AWARDS**

Academic Distinction: 3.800 grade point average and above based on current semester grades

High Honors: 3.500-3.799 grade point average based on current semester grades

Honors: 3.00-3.499 grade point average based on current semester grades

Students who earn placement on the Academic Distinction or the High Honor Roll for two semesters, accumulated any time during their Medford Area Senior High School Career, will receive an academic letter award. A letter "M" will be awarded for the first two semesters of achievement: subsequent two semester blocks of achievement will be recognized by bars to be pinned on the letter.

### **ACADEMIC HONESTY POLICY**

The 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 acknowledgement 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.
- Inappropriate use of AI.

First 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.
- File Code of Conduct Form

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.
- File Code of Conduct Form
- Offer a conference with parents, teacher, and student.
- Notification of incident to the building principal and counselor.
- Recommend review for removal from National Honor Society, if applicable.

### **ADDRESS/TELEPHONE CHANGES**

Any changes in pupil addresses or telephone numbers should be reported to the main office immediately. In case of an emergency, the office must have up to date information.

### **AGE OF MAJORITY**

The 'Age of Majority' does not imply any specific rights to ignore, avoid, or in any way not follow the rules and regulations as described here within the Medford Area Senior High Student Handbook. Students, regardless of age, are expected to follow the policies and rules throughout their high school careers. All policies, rules, and regulations found in the Medford Area Senior High Student handbook and the Medford School Board policies regarding student conduct are expected to be followed.

Once a student turns 18 years of age, the laws of the state of Wisconsin, as they pertain to an adult, are enforced.

Noncompliance with School Board rules and policies can result in suspension and/or other disciplinary measures. Continual/habitual or malicious non-compliance and/or student truancy (more than 10 parent notes) can result in losing the privilege of walking in the graduation ceremony and/or may lead to expulsion.

Students who are 18 years of age and are still residing with parents/guardians are required to submit a parental note/permission/excuse for all absences as noted in the attendance policy.

### **ALCOHOL OR PRESCRIPTION DRUGS (Board Policy: JFCH and JFCH-R)**

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 a inappropriate use of prescription drugs in their system. 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 may be required to submit to a breathalyzer before entering a school sponsored event.

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 the policy.

### **ASSIGNMENT OF STUDENTS TO CLASSES (Board Policy: JECD and JECD-R)**

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 Board of Education has the authority to assign students to grade level, teacher and class. Parents should be involved as appropriate.

1. A master schedule of class offerings will be produced using summaries of student requests, teacher and facility availability, and a minimum conflict course schedule. Teachers will be assigned to courses and classes by the principal and/or designee.
2. Students will be randomly placed into specific teacher/class hour assignments as follows:



- a. Grades 9-12 will be scheduled by computer.
  - b. Grades 7-8 students will be scheduled by computer or hand scheduling by principal/designee.
3. The principal and/or designee may modify individual student schedules of classes in order to attain class size balance, gender balance in the class, to avoid student/teacher/parent conflicts, to allow for special educational needs, and to promote harmonious peer relationships in class.
  4. Students will be able to obtain copies of their schedules during a pre-registration period determined by the principal.
  5. Parent/guardian requests for students not to be assigned to specific teachers/sections will be carefully limited to assure an equal opportunity for all students and other factors, such as class size balance, availability of space, educational resources, etc. Requests and an explanation of the unique circumstances must be in writing and submitted to the building principals by **June 1**, or in the case of grades 9-12, as early as possible.
  6. For all the above, student schedules will **not** be changed after scheduling is complete except to correct scheduling errors, or in the extreme cases, as determined by the building principal/designee.

## **ATHLETICS**

Medford Area Senior High competes in 23 interscholastic sports. Fall offerings boys include football, soccer and cross country. Girls may choose from volleyball, swimming, cross country, or tennis. The winter season gives boys a choice of basketball, wrestling, swimming, curling, or hockey. Girls are offered gymnastics, basketball, hockey or curling. Spring brings track, tennis, golf, and baseball for the boys with track, softball and soccer for the girls.

## **ATTENDANCE (Board Policy: JE and JE-R)**

In accordance with state law, all students between 6 and 18 year of age, and students enrolled in 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 their 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(s)/guardian(s) 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(s)/guardian(s).

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

### **Excused Absences**

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

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

In order for a student to be excused the parent(s)/guardian(s) must provide written verification which is to be submitted to the principal or attendance officer in advance of the absence, or prior to re-admittance to school. The only exception is if an eighteen-year-old lives independently from their parent(s)/guardian(s) in which case he/she will be allowed to provide his/her own written rationale for the absence.

Upon written verification from a parent(s)/guardian(s), the school attendance officer or designee is authorized to approve a legal excuse for a student for the following reasons:

- An excuse may be authorized under this provision for not more than 10 days in a school year for if a student that 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. If the 10 allowable days have been exhausted, the school attendance officer or designee may request the parent(s)/guardian(s) of the child to obtain 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.
  - If a child is expected to be absent from school for more than 20 days, refer to policy IGBG-Homebound Instruction.
- Pre-Excused Absences: 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(s)/guardian(s). A student may be excused under this provision for not more than 10 days in a school year for any of the following reasons:
  - A court appearance or other legal procedure which requires the student's presence.
    - A death in the immediate family or funeral for relatives or close friends.
    - Attendance at special events of educational value (i.e. college visits, job fairs).
    - Illness for which a medical appointment or treatment was not sought.
    - An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
    - Religious holiday.
    - Special circumstance that show good cause and which are approved by the school attendance officer or designee.
    - Serving as an election official.

Protocol: When using a pre-excused absence the student must complete the pre-excused absence form and turn it into the attendance officer prior to the date of the absence.

### **Make-up Assignments and Examinations for Excused Absences**

All students with absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course or subject shall not be denied solely because of a student's truant absence from school.

It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. Students have the obligation to obtain understanding, and retain for future reference and use, all materials presented during their absence.

- Students who are absent from school with the prior written permission of their parent(s)/guardian(s) are required to make up work missed during the absence. Students shall obtain this make up work from their teacher(s) before the absence. The arrangements for making up coursework and examinations shall be the same as for other excused absences.



- Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make up work missed when they return to school. The respective teacher shall identify make-up work. If any question arises as to the appropriateness and/or feasibility of making up a particular assignment, the teacher shall discuss with the building principal the extent to which make-up work and/or substitute assignments are possible. A student has one day to make up work for each day absent. The principal or designee has discretion to extend make-up opportunities if warranted by extenuating circumstance.
- Examinations missed during an excused absence shall be taken at a time mutually agreed upon by the student and the teacher as outlined in the student handbook.

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.

### **Truant Absences**

“*Truancy*” means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified by the parent(s)/guardian(s) of the legal cause of such absence of the student. This also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes (118.15).

Students who are absent without an acceptable reason shall be considered truant.

The school attendance officer, or designee, shall notify the parent(s)/guardian(s) of the student's truancy and direct the parent(s)/guardian(s) to return the student to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of a truant absence. The notice may be made by personal contact, mail or telephone call of which a written record is kept. Notice by personal contact or telephone call shall be attempted before notice by mail is given.

### Make-up Assignments and Examinations for Truant Absences

All students with truant absences shall not be given the opportunity to make up work missed with the exception of the following:

- Credit in a course or subject shall not be denied solely because of a student's truant absence from school.
- Students with truant absences shall be permitted to make up major examinations (quarter, semester or grading period). Examination make-up date(s) shall be determined by administrator/teacher discretion. Students in these circumstances shall be prepared to make up exams within the number of days absent or a grade of zero may be recorded.
- A student will receive a zero for class participation for all classes missed if participation grades were given the day the student was absent.

### **Habitual Truant**

“*Habitual truant*” means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

The parent(s)/guardian(s) of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include the following:

- A statement of the parent's/guardian's responsibilities under state law to cause the student to attend school regularly.
- A statement that the parent(s)/guardian(s) or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for students at-risk.
- A request that the parent(s)/guardian(s) meet with appropriate personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent(s)/guardian(s) should meet, a date, time, and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent(s)/guardian(s). The date for the meeting may be extended for an additional five school days, with the consent of the student's parent(s)/guardian(s).
- A statement of the penalties under state law and county ordinance that may be imposed on the parent(s)/guardian(s) if they fail to cause the student to attend school regularly as required by state law.

A referral may be brought against a student for habitual truancy or against their parent(s)/guardian(s) for failure to cause the student to attend school regularly. The school attendance officer shall provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, attempted all the following:

1. Met with the student's parent(s)/guardian(s) to discuss the student's truancy or attempted to meet with the student's parent(s)/guardian(s) and received no response or were refused. This does not apply if the required parent(s)/guardian(s) meeting is not held within 10 school days after the date the habitual truancy letter was sent.
2. Provided to the student an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the student's truancy, and have considered curriculum modifications possible within the current school program.
3. Evaluated the student to determine whether learning/emotional problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if test administered to the student within the previous year indicate that the student is performing at his/her grade level.
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to community agencies.

Items 2-4 above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

All of the above will be documented by the attendance officer and the student's counselor and made available for the court.

MAPSD's truancy plan shall be followed when dealing with habitual truants. This plan shall be reviewed and, if necessary, revised every two years consistent with state law requirements.

This policy shall apply to the regular school year. Separate attendance procedures may be established for summer sessions.

### **Attendance Procedures**

#### Truant – Unexcused Absences (no note provided within two days of absence)

1<sup>st</sup> Offense – student called into the office and/or call home.

2<sup>nd</sup> Offense – warning letter sent home from the school and call home.

Subsequent Offenses – Medford Police Department citation and/or any other disciplinary action left to the discretion of Administration.

### More than 10 Parent Note Excused days absent

10<sup>th</sup> day of absence— letter from school informing parent(s)/guardian(s) and call home to request a parent/guardian meeting.

**Education is important. Per WI State Statute, parents are allowed to excuse their child from school up to 10 times (5 each school semester).**

Subsequent occurrences following the parent/guardian meeting and letter:

11<sup>th</sup> Absence – Medford Police Department warning and call home

12<sup>th</sup> -14<sup>th</sup> Absence- Medford Police Department citation

15<sup>th</sup> Absence – Habitual Truancy, referral to Court

### Tardiness to school or class

Tardiness can be considered truancy as defined by WI State Statute, “student absence for all or part of a day.” Students who arrive late to class must bring a note/pass from the previous classroom, office, or tardy kiosk to be admitted. In the case that a student is late arriving to school, the student will need a parent note or phone call for admittance into school.

1<sup>st</sup> - 4<sup>th</sup> offenses – check in with tardy kiosk, teacher contact with parents if tardies are all in one class.

5<sup>th</sup> offense –Discipline Referral, detention, parents contacted

10<sup>th</sup> offense- Discipline Referral, 2 detentions, parents contacted

15<sup>th</sup> offense - truancy fine from the Medford Police Department

*\*\*Previous unexcused absences may alter consequences*

### Truant Skips

All students are required to be in their assigned classes and follow the bell schedule. Students that leave the campus without permission or in an area of the building that is not a scheduled location for them will be considered to be skipping a class.

Students skipping on school grounds will result in:

- First offense - In-School Suspension
- Subsequences - Medford Police Department citation

Students skipping off school grounds will result in:

- Medford Police Department citation

Administration reserves the right to change and modify the consequences based on unique circumstances as well as repeated offenses.

### Perfect Attendance

A student may receive a perfect attendance award if he/she:

1. Has not been absent 4 or more consecutive hours during any school day.
2. Has not been absent from school for an aggregate total of less than one day.
3. Unexcused absences shall invalidate perfect attendance.
4. Doctor notes do count against perfect attendance.

Any student who has reached his/her senior year shall be permitted to have one school day to visit a post-secondary institution without having that day count as an absence against his/her perfect attendance record if all regular procedures are followed.

### **BACKPACKS**

Students may not carry a backpack during the school day. They must be left in the student's locker from 8:00 – 3:27. Students with medical needs may be permitted to carry a small string bag. All requests must be brought to the school nurse.

### **BEVERAGES**

Students are permitted to consume beverages during passing time, before school and after school. Consumption of beverages is permitted in the cafeteria, halls, and the Sands. This liberal approach to beverage use is based on the assumption that students will be respectful of the school property. Students are expected to dispose of their container in a receptacle and clean up any mess.

### **BULLYING/HARASSMENT (Board Policy: JBA)**

Medford Area Public School District (MAPSD) will maintain and ensure a learning environment free from any form of harassment/bullying or intimidation toward and between students. MAPSD consistently and vigorously addresses harassment and bullying so that there is no disruption to the learning environment and learning process.

#### **Types of Harassment**

Student harassment – behavior towards students based in whole or in part, on sex, race, color, religion, national origin, ancestry, creed, 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 – 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. Sexual harassment can be by a person of the same or opposite gender.

Bullying – deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is 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:

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

Cyber bullying – use and employment of network systems (data, video or voice) to harass, intimidate, or bully. Cyber bullying involves the use of information and communication technologies including but not limited to: email, cellphone and text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

### **Prohibition**

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.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to any employee or student services team member who will then make the report to the building administrator or designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the building administrator or designee who serves as the investigating designee.

If a student with a disability, who has an IEP, is being harassed, bullied or is the perpetrator, the Local Educational Agency (LEA) should convene the IEP team to determine whether, as a result of the harassment or bullying, the student's needs have changed and revising the IEP is necessary to ensure the student is receiving meaningful education. The LEA may include building principal, teachers, director of special education and student services, etc.

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

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, begin interviewing the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and Supports**

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 of information complaint of harassment/bullying is substantiated. Encouraging others to retaliate also violates the policy.

Then administration and staff will inform students that MAPSD does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, including social skills intervention and support, detention, suspension and expulsion.

Employees and volunteers who engage in student harassment/bullying shall be subject to disciplinary action up to and including termination and referral to appropriate authorities. All discipline shall be conducted in conformance with appropriate employee handbooks and existing state and federal law.

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be available to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Prevention**

- This policy and procedure will be made available to all employees, students or student's parents at least once a year.
- Discussion of harassment/bullying will be included at an age appropriate level and in the proper context as part of the social emotional curriculum.
- New employees will be provided with the board of education policy and trained on procedures annually.
- Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for making a report.
- This policy and procedures will be reviewed annually with input from parents/guardians and community members.

### **BUSES**

The school district views transportation as part of the school day and the bus as an extension of the classroom. The bus drivers carries the responsibility of ensuring students a safe ride and is authorized to enforce rider rules, much as teachers enforce rules inside the classroom. The school district reserved the right to modify the following rules and consequences at any time, and may use video cameras on buses to assist with discipline issues.

Students riding the buses are expected to know and follow these rules. Basically, parents are responsible for the behavior of their child on the bus. If the child's behavior is not acceptable, the privilege of riding the bus may be withdrawn and it will be the responsibility of the parent to transport the child.

### **Student's Must:**

1. Sit in a designated seat if the driver has made such an assignment. Students shall take their designated seat each time they enter the bus unless the driver has indicated otherwise. Students are expected to follow all instructions of the bus drivers.
2. Remain seated when the bus is in motion. Feet/knees may not be put on the seat in front of the student.
3. Open windows only with permission of the driver. Windows may be opened only 3 inches or to the second notch.
4. Keep head, hands, arms inside the bus, and throw nothing from the window or within the bus.
5. There is to be scuffling, horseplay, fighting, or obscene language on the bus.
6. Eating on the bus is prohibited as a safety factor. Littering is not permitted, and cleanliness must be maintained. (Teachers/coaches/advisors are to monitor this activity during co-curricular and extra-curricular trips.)
7. Keep aisles clear. Books or music instruments will not be allowed in the aisle. Avoid bringing articles on the bus which cannot be held while seated three to a seat.
8. Pets, animals, birds, glass, tools, large industrial projects, or sports equipment that could be used/or may cause harm to others is prohibited on the bus.

9. Yelling or excessively loud talking at any time which may distract the driver is inappropriate. State statutes require total silence from all bus riders at a railroad crossing. Turning on the interior overhead lights is the signal for all students to stop all talking immediately.
10. Students in grades PK-4 may not be dropped off at any point other than the designated point unless the driver has a parental permission slip that has been approved by the student's principal or teacher. The contractor must be notified prior to the route, if possible. A school official's signature must be on the slip if Krug's Bus Service has not been notified.
11. Use of any laser device or laser active device is prohibited on all district property, including the school bus.
12. Students are to ride the bus they have been assigned to ride. If a special occasion, such as a birthday party, would necessitate riding a different bus, Krug Bus Service must be notified and permission granted prior to the day of the event in order to prevent an overload.

#### **Major Rule Violations:**

1. Smoking, vaping, chewing, or possession of tobacco/vape products is prohibited.
2. Possession of prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia (which includes devices used to abuse inhalants) and/or alcoholic beverages is prohibited.
3. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
4. Tampering with bus emergency equipment is prohibited.
5. Possession of a firearm, knife, explosive, flammable material, or other objects that may be considered dangerous or used as a weapon is prohibited (some examples include: baseball bats, hammers, loppers, or other gardening tools, etc.).
6. Interfering with the safe operation of and travel of the bus is prohibited.
7. Physically assaulting or verbally threatening the well-being of another person is prohibited.
8. Any act that seriously jeopardizes the safety of the student, passenger or the bus driver is prohibited.

#### **School Bus Driver Discipline Procedure:**

1. The bus driver is asked to report any misconduct to the contractor.
2. Parents will be notified if misconduct continues. Bus riders may be denied the privilege of riding for persistent misconduct.
  - a. The bus driver shall discuss any misbehavior with the rider and make every attempt to obtain corrected behavior from the student. If this is not accomplished, the driver shall document the behavior and a copy of the behavior document will be furnished to the principal, the parent(s), and the contractor. The principal will meet with the student and attempt to prevent further occurrences. After discussing the incident with the student the principal may call the parent(s).
  - b. If the student continues to violate bus rider rules, the third violation may result in 1-3 day suspension of riding privileges, or other disciplinary measures. Major rule violations will result in automatic suspension and/or other disciplinary measures.
  - c. The third notice of misconduct may result in a suspension of riding privileges up to a period of three days. Notification process will be through the principal's office and a letter will be sent to the parents.
  - d. Additional notices of misconduct may result in suspension of riding privileges up to seven days, or until a hearing is held, or until a hearing is held, to an automatic suspension for the remainder of the year.
  - e. A major rule violation of safety measures such as tampering with vehicle controls, throwing items at or hitting the driver, or any other flagrant violation affecting the safety and/or physical health of students shall result in:
    1. A conference (telephone or personal) with the student, parent and principal where an investigation is conducted to determine if immediate suspension from the bus should occur that corresponds with the severity of the violation.
    2. The principal will contact the contractor to inform them of the length of the suspension from the bus.
  - f. Other major rule violations such as, but not limited to, use of tobacco, alcohol or other drugs on the bus, the possession of a weapon or vandalism shall result in suspension and possibly expulsion, as directed by board policy.

#### **Extra-Curricular Trip Rules:**

1. Each bus for extra-curricular events will have an authorized school chaperone in charge of students. Chaperones are asked to ride in the rear of the bus.
2. The chaperone and bus driver will make a judgment as to permissible noise level.
3. Participants must use the mode of transportation provided by the school for all events, regardless of distance or location. The school will assume no responsibility for any student who misses the bus and attempts to travel to the contest site on his/her own, nor will the student be allowed to participate in said contest unless the student receives permission from administration prior to said contest.
4. On the return trip home from out of town events, the coach shall release a student to his/her parent/legal guardian only if notified of the arrangement by parental note or personal contact before the team leaves on the trip.
5. Boom boxes and radios are not allowed to be played on the bus unless earphones are used.
6. Behavior problems will be treated as on as regular scheduled route.

No balloons or flowers on the bus before or after school.

Contact Krug's Bus Service at 715-748-3194 for any bus concerns.

#### **CARE OF SCHOOL PROPERTY**

It is each pupil's responsibility to take care of school property and materials. If an accident occurs, report it to a school employee. Careless acts will result in assessment of damages. In addition, pupils have a responsibility to use trash containers and keep the school clean. This is your school, please make every effort to help keep the area clean.

#### **CELL PHONE/ELECTRONIC COMMUNICATION DEVICES (Board Policy: JFCM)**

To ensure all students learn and for their safety and well-being, Medford Area Public School District (MAPSD) prohibits the use of electronic devices during the instructional school day.

Electronic communication devices covered by this policy include, but are not limited to, cell phones, smartwatches, wireless earbuds/headphones and other personal electronic devices.

Electronic devices are prohibited during the school day. Electronic devices may not be used in any manner that disrupts the educational environment, violates students' conduct rules, or violates the rights of others. Any student found violating this policy shall be subject to disciplinary action. Disciplinary action includes, but is not limited to, referrals, detentions, and/or confiscation of the personal electronic device. Personal electronic devices that are confiscated may also require a parent/guardian to pick up the device from the main office. MAPSD will not be responsible for loss, damage, or theft of any electronic or digital device brought to school. At the discretion of the administrator of designee, electronic devices may be used on an individual basis.

The building administrator and their designee shall be responsible for enforcing this policy.

### **Disciplinary Action for Not Following the Policy:**

1<sup>st</sup> Incident: Phone is stored in the office for the remainder of the day and given to the student at the end of the day.

2<sup>nd</sup> incident: Phone is stored in the office for the remainder of the day and given to a parent/guardian at the end of the day. For the following 5 days, the student will turn their phone into the office and pick it up at the end of the day.

3<sup>rd</sup> incident: Phone is stored in the office for the remainder of the day and given to a parent/guardian at the end of the day. For the following 90 days, the student will turn the phone into the office and pick it up at the end of the day.

Subsequent incidents: Discretion of administration which may include suspension.

Lost of Damaged Yondr Pouch: \$30.00 replacement fee and the student's phone is stored in the office until the pouch is replaced.

### **CHILD CUSTODY**

In many cases when parents are divorced, both mother and father continue to have equal rights when their children are concerned. If you have a court order limiting custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at MASH, we must provide equal rights/access to both parents.

### **CHROMEBOOKS**

Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students **MUST** sign and return the MASH Chromebook Agreement document (located on the beginning of school registration forms) before the Chromebook can go home with their child. The Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Medford Area Senior High. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at MASH.

- All Chromebooks must be in the district provided Chromebook case. If the student loses or destroys the issued case, the student is responsible for purchasing a new one from the district.
- All Chromebooks must have the issued red name card in the Chromebook case.
- All students are required to use the school issued Chromebook.

### **CLASS CHANGES**

Pupils are to review their class schedules carefully prior to the beginning of each semester in order to avoid making changes in their schedules. No class changes will be made without Principal and parent/guardian approval. Students should see their Guidance Counselor for all changes. Priority will be given to those who must take a course in order to meet graduation requirements.

### **CLOSED CAMPUS**

Medford Area Senior High has a closed campus. Students may not leave the school campus without proper checkout with the office. Leaving school campus without parent and office permission is considered truancy and will have consequences. Students who continue to violate the closed campus rule may lose driving privileges.

### **CLUBS**

Club membership form an important part of the high school student's education. It provides a student with an opportunity to work with other students who have similar interest and to explore activities which appeal to the student. Medford Area Senior High has several organizations including Art, Battle of the Books, Chess, Dance Team, DECA, Drama, eSports, FCCLA, Fierce, Forensics, FBLA, FFA, Film, Fitness, History, International, Library, Math League, Philosophy, National Honor Society, Raiders Committed, Science Olympiad, Student Council, Tabletop Games and Weightlifters.

### **COLLEGE VISITS**

Seniors are allowed ONE DAY to visit a post-secondary institution of their choice. In order for this absence to be counted as a college visit (and not as a regular absence), students must follow the pre-excused absence procedure. This absence will NOT count against the 10 parent notes absences allowed per year.

### **COMMUNITY SERVICE REQUIREMENTS**

Students will complete twenty hours of community service over their high school career. Any student moving into the district will have their hours prorated accordingly. Students must fill out the Community Service Verification form and submit completed forms to the Student Services Office.

#### **Guidelines for eligible community service activities**

Community services hours are subject to the following guidelines:

1. Service hours must be fulfilled outside school hours.
2. The service may not be performed for a relative.
3. The service shall be performed without a material reward.
4. Attending meetings or being on committees will not qualify as service hours.
5. Service hours meeting class requirements will not qualify.
6. Students may not use court-ordered community service hours to fulfill the graduation requirement.

If you have any questions about the eligibility of the activity, get it pre-approved by administration.

### **COMPUTER NETWORK**

#### **Username Requirements:**

Username: First 5 letters of last name (unless shorter); 2 of first name (Examples see below)

1. Username smithjo or foxjo

2. Some places may need:

full Path (with dot). foxjo.17.st.msh.maps

Password: 5-8 characters (letters & numbers, no symbols)

#### **Log in and off**

1. Log in with your network username and password
2. From the start menu choose log off.

#### **To check for network access and save to your server area PC:**

1. Choose *File/Save As*
2. Open *My Computer*

3. Drop down from the triangle in the Save *In* box and locate the drive with your name = server space
4. Name and save your file
5. After the first Save as, you may choose *File/Save* and follow the directions.

DO NOT Save to My Documents or My Computer. All files are deleted when you log off.

Note: You must be logged in successfully to print.

## **DANCES**

High School dances are closed to the general public. A student wishing to bring a guest from another school must have a **dance guest pass** approved by the principal and present the approved pass when entering the dance. All guest must be under the age of 21. All students will pass through an alcohol screening device.

### **Formal Semi-Formal Attire Guidelines:**

- **No plunging necklines.** Necklines may not be cut below the bust line. The bust line continues around your sides and directly under the armpit. If you put your arms at your side and they touch flesh, it does not meet requirements. Sweetheart necklines must not expose any cleavage. Panels are acceptable.
- **No excessive bare midriffs.** Midriffs must not be overly exposed in dresses. Two piece dresses are permitted so long as the gap does not exceed a couple of inches. Cut-outs on the side must have side paneling to cover skin.
- **No bare backs below the waist.** Dresses may be backless so long as they do not go below the waist line.
- **Dresses must be longer than the fingertips.** Make sure the tips of your fingers reach the hem of your dress. Same goes for slits. Slits should be no higher than the length of your fingertips.
- **If a formal/semi-formal attire is encouraged,** please make every effort to dress in this manner. This may also be classified as a dress, tuxedo, suit or dress pants and a collared shirt including a tie or bow tie, vest or cummerbund, and dress shoes.

## **DIRECTORY DATA**

Class lists (lists of student names and addresses) will be given to certain groups such as the military, colleges, vocational-technical schools, and local businesses when they request them. These lists will include non-confidential information such as name, address, and telephone number. If a student wishes his/her name removed from these lists, he/she should contact the principal.

## **DISPLAY OF AFFECTION**

Inappropriate physical conduct (other than holding hands) is prohibited. A Code of Conduct will be issued with potential consequences including but not limited to, detention, suspension, restricted study hall or a parent meeting.

## **DISTRICT DRESS CODE (Board Policy: JICA)**

The Medford Area Public School District Board of Education is committed to student safety, providing a high quality learning environment and preventing learning distractions. Students are encouraged to dress for success promoting common respect and projecting an image of high self-esteem, confidence and school and community pride.

Benefits of cohesive student dress:

- Encourage expression of student individuality through personality and academic achievement, not outward appearance.
- Focuses on academics, not fashion.
- Promotes inclusiveness and school pride.
- Decrease bullying.

School administration will determine if student dress is appropriate and the consequences for wearing inappropriate clothing. These guidelines will appear in the student handbooks. Refer to each building's student handbook for details.

### **Dress Code Procedures**

To maintain student safety, prevent learning distractions and encourage a high quality learning environment, all Medford Area Senior High 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 districts educational mission will not be allowed.

- No coats, blankets, flags draped over shoulders, hats, head coverings, hoods, or sunglasses may be worn in the building during the instructional day.
- Clothing should always completely cover the torso from above the chest cleavage to mid-thigh. A student's stomach should not be showing at any time.
- No costumes or pajamas unless part of a defined dress-up 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 decisions regarding the appropriateness of each student's dress and possible consequences for violation of this policy.

## **DRUGS/CONTROLLED SUBSTANCES (Board Policy: JFCH and JFCH-R)**

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 their system. 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 such a 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.

## **EQUAL EDUCATIONAL OPPORTUNITY (Board Policy: JB)**

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, may be denied admission to any school in this district or be denied participate in, be denied the benefits of, or be discriminated against any curricular, extracurricular, pupil services, recreational, or other program. More information is available in the Board Policy.

## **EXTENDED ILLNESS**

Whenever a student, due to illness or injury, is unable to attend school for a period of time (3 days or more) parents are asked to inform the high school office by 8:00 a.m. to make arrangements for picking up assignments. The school will make every reasonable effort to assist in gathering of assignments and materials for the student. It must be recognized that some subjects do not lend themselves to home assignments.

## **FEES**

Registration Fee – every student pays a \$6.00 registration fee at the beginning of the year or when registering during the school year. This fee contributes to the handbook, class dues, and Student Council activities.

Athletic and Co-Curricular Participation Fees - \$60.00 per sport per student with a \$240.00 per family cap and \$10.00 - \$15.00 per co-curricular activity. If a family qualifies for free or reduced meal prices, the athletic and co-curricular fees may be waived. A waiver form can be obtained from the office. These fees must be paid prior to participation in competition.

## **FIELD TRIPS**

Occasionally, students will have the opportunity to participate in school sponsored field trips. Students are expected to conduct themselves in a manner that will positively reflect on Medford Area Senior High. All rules and regulations pertaining to student behavior will extend to all field trips.

## **FIGHTING/INTIMIDATION**

Violence and/or threats toward fellow students and/or faculty will not be tolerated. Disciplinary actions up to and including expulsion and referral to legal authorities will be assessed. Students must learn to work out differences in a mature manner and to maintain a positive atmosphere in their school.

## **FIRE DRILLS**

In a building of this size it is necessary to have the fire drills regularly so that we learn to leave the building quickly and safely in case of a fire. Students should note the directions in each room so that they will be able to exit the building properly when the fire signal sounds. There is to be no talking during fire drills.

## **FORGERY AND NOTES**

Deliberately misrepresenting a parent's, legal guardians or school staff member's signature is a serious matter. Students who forge notes and/or passes will be disciplined.

## **GRADE POINT**

Medford Area Senior High uses a letter grading system. The point value of the letter grades (except for weighted courses) are as follows:

A=4.00, A-=3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33, C=2.00, C-=1.67, D+=1.33, D=1.00, D-=.67, E (passing on effort) .33, F=0, and I (Incomplete) -0. Check the Scheduling Handbook for a list of weighted courses. Students receive one additional grade point for these courses. An A is 5 points, A-=4.67, B+=4.33, B=4.00, B-=3.67, C+=3.33, C=3.00, C-=2.67, D+=2.33, D=2.00, D-=1.67, F=0, E=.33. The courses will not be considered weighted if taken by correspondence or independent study or as summer enrichment unless prior approval is granted by the department involved and the principal.

## **GRADUATION REQUIREMENTS**

In order to graduate from Medford Area Senior High students must accumulate 23 ¾ credits, and have passed the civics exam, and earned the required number of community service hours as outlined below. It is the responsibility of each student to see that he or she has completed all the below requirements by graduation.

### **Class of 2025, 2026, 2027, and 2028**

1. Four (4) credits in English, including English 9 or Honors English 9, English 10 or Honors English 10, English Language, Honors English Language or AP English Language, and English Literature, Honors English Literature or AP English Literature.
  2. Three (3) credits in Social Studies, including Human Geography or AP Human Geography, US Government or AP US Government, and US History or AP US History.
  3. Three (3) credits of Science, including one credit each of Physical Science, Biology, and Chemistry.
  4. Three (3) credits of Mathematics.
  5. One and one-half (1.5) credits of Physical Education.
  6. One-half (.5) credit for Health.
  7. One-half (.5) credit of Financial Literacy.
  8. One-quarter (.25) credit of Life Management.
  9. One-half (.5) credit of Vocational Education.
  10. One-half (.5) credit of Fine Arts.
  11. Civics Exam.
  12. Community Service Hours
    - Class of 2025 and subsequent classes will serve 20 hours
    - Any student moving into the district will have their hours prorated accordingly.
- Classes meeting the Vocational Education requirements are:
    - a. All Agriculture Department classes.
    - b. All Business Department classes, except Financial Literacy.
    - c. All Family and Consumer Sciences classes.
    - d. All Technology Education classes.
    - e. All Pre-Engineering classes.
    - f. Food Science I & II from the Science Department.
  - Classes meeting the Fine Arts requirements are:
    - a. All Art Department classes.
    - b. All Music Department classes.
    - c. Drama class in the English Department



## **HALL PASSES**

Students in the halls while school is in session must have a pass from their teacher for that particular period. Students may be asked to present the pass by any member of the high school staff. Any student in the halls without a pass may be considered truant and/or have behavioral consequences. Any student forging a staff member's signature or frequently wandering the halls may be denied pass privileges for a designated period of time.

## **HALLWAY BEHAVIOR**

Students are expected to maintain proper behavior in the hallways. Displays of affection, loudness, horseplay and running in the halls are not acceptable.

## **HAZING (Board Policy: JFCF)**

For the purpose 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, and 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.

## **HEALTH SERVICES**

A school health nurse is available at the senior high school. If a student becomes ill or is injured, he/she should go to the student services office and request to see the nurse. All injuries that happen during the school day or at school activities must be reported to the nurse or to the student services secretary. Reports must be filled out on all accidents and injuries.

The health and safety of students and staff is a primary consideration in dealing with illness and communicable diseases. In an effort to keep students healthy, district personnel may call parents if their child is not feeling well while at school to notify them of the illness. The student will then need to be picked up from school by the parent/guardian or emergency contact person. If your child is ill, and is staying home for the school day, please phone the school office and let them know.

## **HOMEBOUND INSTRUCTION**

Homebound Instruction is available to any student experiencing extended absence (30 days or more) from school for medical and/or other reasons determined unavoidable by the administration. Arrangements for homebound instruction are to be made through the Guidance Department.

## **HONOR ROLL**

Academic Distinction: 3.800 grade point average and above based on current semester grades

High Honors: 3.500-3.799 grade point average based on current semester grades

Honors: 3.00-3.499 grade point average based on current semester grades

## **INTERNET (Board Policy: IIBGA)**

The student is responsible for his/her actions using the Internet or other telecommunications. Unacceptable uses will result in the suspension or revocation of network privileges and possibly other disciplinary action in compliance with the Student Code of Conduct policy. Typical types of unacceptable use may be, but are not limited to, accessing for monetary personal gain, pornography, endangering the health/safety of others, gambling, and/or use in any manner so as to cause damage or disruption of the system. Medford Area Public School District administration will determine what is "unacceptable use" and such decisions are final.

See Board Policy for further information.

**LEAVING THE BUILDING** The student with a medical/dental appointment must present a request from his/her parent/legal guardian to leave school. Permission to leave the building for other personal appointments will be handled on an individual basis. Students are encouraged to schedule all appointments after school. Upon returning from a medical/dental appointment the student must present a note from the doctor/dentist verifying the appointment. Any unauthorized departures from the building will be considered truancy and will be dealt with in accordance with as outlined in the truancy policies.

## **LIBRARY**

The Medford Area Senior High Library is open from 7:45 a.m. until 4:00 p.m. Monday through Thursday and regular school hours on Friday during school days. The library contains thousands of books, a variety of computer software, and many audiovisual materials. Students should be courteous and quiet in the library at all times. All books, except reference books, may be taken out for a period of three weeks. Reference and reserve materials may be taken from the library only with the permission of the librarian and must be returned by 8:30 a.m. the following day. Fines are charged for overdue books. No food or drink is allowed. Access the online library/media web resources guide through the MASH web page or the Library Media web page. Print versions are available in the Library Media Center and Writing Lab.

## **LOCKERS (Board Policy: JFGA)**

The Medford Area Public School District, pursuant to state and federal laws and regulations, does not discriminate in its provision of 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. 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 and his/her designee as deemed necessary or appropriate.
2. 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 student, employee, or anyone else on the premises in danger.
3. 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).
4. 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.

Any unauthorized item found as a result of a locker search or place of storage search may be given to the parent(s)/guardian(s) of the student, returned to its rightful owner, or forwarded to law enforcement as circumstances may warrant.

The school shall maintain passkeys to all lockers and other places of storage so that the school shall have access at all times.

Students shall not secure their lockers or other places of storage in any way whatsoever other than the locking mechanism purchased from the school. Personal locks will be cut off.

The district shall include a copy of this policy in the student handbooks that are distributed annually to each student enrolled in the district.

### **LOST AND FOUND**

All lost or found articles should be reported to the central office. Found articles will be held for a reasonable amount of time and then donated locally. Students should be sure to put their names in all textbooks, notebooks, and gym equipment.

### **LUNCH**

Students may deposit money into their family lunch account in the office at any time. Lunch balances should be kept above a zero balance. Medford Area Senior High has a closed lunch period. All students must be in the M-Room during their lunch period. Students are not allowed to wander the halls, be in the parking lot, or leave the campus during lunch time.

Students are expected to conduct themselves in a polite manner while using the lunchroom facilities. Unmannerly, disrespectful, loud or rowdy behavior will not be tolerated and will be dealt with accordingly. Inappropriate behavior in the lunchroom will result in disciplinary action, which may include detention and suspension.

### **MEDICAL CONCERNS**

Students with chronic medical conditions should report this information to the school nurse. Appropriate staff will be notified and confidentiality will be maintained.

### **MEDICATION**

If it is necessary for a student to have medication during the day, he/she must bring in the prescribed medication in the original container, which indicates the physician prescribing the medication, a written statement from the physician, student's name and dosage requirements. A parent/guardian medication consent form must be on file in the office in order for medication to be administered. All medicines are kept locked in the nurse's office and are dispensed from the office. To obtain this form or more information please contact the School Nurse, Mindy Schwarz.

### **NATIONAL HONOR SOCIETY**

Any junior or senior who has a cumulative grade point average of 3.33 or higher is eligible for selection. Being eligible does not guarantee selection. Selection is based upon service, leadership, and character. Each eligible student may fill out an application detailing examples of service, leadership, and character. All potential members will have their lists presented to the selection committee. The selection committee (representing several departments) is convened for eligible students during second semester of junior year/senior year. Members of the selection committee nominate candidates and a simple majority vote of the committee constitutes election.

### **ONLINE GRADING**

Parent involvement is critical to student achievement. Therefore, we recognize the importance of providing you with updated and timely grade information. Student grades are available online at [www.medford.k12.wi.us](http://www.medford.k12.wi.us). Click the MASH link, and then click on the Family Access link. To access your child's information, you will need a username and password. If you do not have this information, please contact the high school library at 715-748-5951 or Brenda at the Medford District Office at 715-748-4620 and the information will be sent to your home.

### **PARKING**

All vehicles are to be parked in designated areas. Students are not to park in staff parking in back of the school. Vehicles are to be parked in the designated spaces between the lines. Vehicles are not to be parked in any of the driving lanes, nor should they be parked three across. Drivers must yield the right-of-way to buses. Vehicles may not display suggestive, offensive, obscene, sexually degrading or racially motivated graphics or statements or pertain to drugs, alcohol or tobacco products is not permitted. Violations of the above rules may be ticketed, have their vehicles towed from the lot and impounded at their expense, be assigned ISS, or not have the privilege of parking on school grounds.

### **POLICE LIAISON OFFICER**

In cooperation with the Medford Police Department, a police liaison officer, Officer Berger, is assigned to MASH. In addition to working closely with high school administration and faculty, the police liaison officer is involved in classroom presentations about various legal topics. He may also conduct interviews with students and assist in investigations.

### **PROHIBITED ITEMS**

Certain personal items which could cause a substantial disruption, or 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:

- Knives (any size knife is prohibited in school)
- Guns
- Explosive devices
- Alcohol, tobacco, or other drugs
- Unauthorized prescription medication
- Personalized electronic smoking devices and vaporizers including all hookahs
- 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.

### **PERSONAL PROPERTY**

It is recommended that students identify both school and personal property. Students should carry only enough money to meet their daily needs and should never leave valuables unattended. In the event that something is lost or missing, it should be reported to the main office immediately as that is where the lost and found department is located.

### **PROGRESS REPORTS**

Pupil progress reports are sent home every 3 weeks to any student having a D or F in any class. We believe in order for students to be academically successful we need to have a strong partnership with parents. In the event you receive a progress report, talk to your child and the classroom teacher so we can insure we are making the progress needed to pass all classes at a high level.

## **PROFANITY**

Profanity in written or spoken form will not be tolerated. Not only is profanity offensive, it is disrespectful and cause for disciplinary action, including possible referral to police authority for violation of state law.

## **REPORT CARDS**

Report cards are issued at the end of each quarter/semester. They will be handed out to the students at the end of the quarters 1 and 3. They will be mailed to the student's home after semesters 1 and 2. It will take between 1-2 weeks for you to receive your child's report card in the mail. This delay is due to making sure all grades are accurate as the semester grades are used to determine grade point average, honor rolls and academic awards.

## **SENIOR GRADUATION AWARD**

**Definition** – Cum Laude is a Latin term that means with honor. It is used to refer to students who have met high academic standards and taken challenging and rigorous coursework. There are three honors that are bestowed on graduates: Cum Laude which means with honors, Magna Cum Laude which means with great honor, and Summa Cum Laude which means with greatest honor. Graduates receiving one of the Laude awards will be given a corresponding medal to wear at graduation.

**Achievement** – In order to receive the Cum Laude award a student must achieve in the following manner:

1. Summa Cum Laude: 4.0 and above cumulative grade point average  
Magna Cum Laude: 3.800-3.999 cumulative grade point average  
Cum Laude: 3.500-3.799 cumulative grade point average
2. Take 10 semesters of honors or AP courses.

## **SEVERE WEATHER PLAN**

When the warning is announced, students are to proceed immediately to their assigned areas and remain there quietly until the "all clear" is indicated. Confusion and hysteria must be avoided at such times; therefore, the first rule is NO TALKING.

In the event we need to cancel school for inclement weather or for any other reason it will be announced on our local radio station and Channel 9 and 12. We will also send out alert text messages to those who have subscribed.

## **STUDENT CODE OF CLASSROOM CONDUCT (Board Policy: JFC and JFC-R)**

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 classrooms. Students must come to school ready and willing to learn. Students who are expected to abide by all rules of behavior established by the board of education, administration, and their classroom teachers as outlined in the student handbook and referenced policies. Parent(s)/guardian(s) should be aware of their child's behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

The 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. Discrimination complaints shall be handled in accordance with established procedures.

Student behavior that is dangerous, disruption 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.

### **Reasons for Student Removal from Class**

A teacher may remove a student from class for the following reasons:

Dangerous, disruption or unruly behavior or inappropriate behavior of a serious nature that interferes with the ability of the teacher to teach effectively. This type of behavior may include, but is not necessarily limited to:

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of Medford Area Public School District student alcohol, tobacco and other drug policies.
3. Sexual or other harassment including behavior that interferes with another student's work or school performance or creates an intimidating, hostile or offensive classroom environment.
4. Fighting or taunting, baiting, inciting and/or encouraging a fight or disruption.
5. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
6. Inappropriate physical contact such as biting, pinching, pushing or striking another person.
7. Obstruction of classroom activities or other intentional action of a serious nature taken to prevent the teacher from exercising his/her assigned duties.
8. Interfering with the orderly operation of the classroom by using, threatening to use or counselling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
9. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
10. Repeated disruption or violation of classroom rules, confronting staff argumentatively, or refusing to follow directions.
11. Behavior that causes the teacher or other students fear of physical or psychological harm.
12. Physical confrontations or verbal/physical threats.

Other behavior which may constitute grounds for removal from class include, but are not necessarily limited to the following:

1. Wilful damage to school property or that of another student.
2. Possession of personal property which is prohibited by school rules and disruptive to the teaching and learning of others.
3. Repeated use of profanity and obscenities.

### **Exceptions**

Instances may occur when a teacher sends a student to the principal, designee, or office for reasons other than those described in this Code of Conduct (i.e. minor recess playground rule violations, lunchroom rule violations, counseling etc.). In these cases, it shall be the principal's or designee's determination as to whether a teacher must file a written report and if parent(s)/guardian(s) notification is required.

## **SCHOOL DISRUPTION (Board Policy: JFI and JFI-R)**

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.

## **STUDENT SERVICES**

The student services department is available to help students with educational, vocational, personal problems. Each student is assigned a counselor for his/her four years of high school according to alphabet. The counselors attempt to have conferences with each student at least once a year; however, students are urged to see their counselors on their own as often as they like or feel the need. The student services office has an outstanding collection of materials to help students investigate post-high school opportunities. College and technical school catalogues, indexes, and guides, pamphlets on financial aid; and brochures on handling personal and academic problems are only a few of the available resources. Students can sign out of study hall to see their counselor or obtain a pass before school.

Students with the last name beginning with A-K have Mrs. Kamm-Peisig as their counselor.  
Students with the last name beginning with L-Z have Mr. Lybert as their counselor.

## **STUDY HALL**

The mission of our schools is to ensure high levels of learning for all students. In order to improve student achievement, Medford Area Senior High works collaboratively under the philosophy "Learning for All." Part of this philosophy includes additional support and structure for students who are struggling academically. This has been defined as students who are earning D's and/or F's in one or more of their classes.

1. Students earning grades of A's, B's and C's will be in Honors Study Hall. Honors Study Hall allows students to sign into specific personalized learning spaces including the Sands, Library, the CoLab, the Loft or the Workshop. They may also use their phone and listen to music. Students earning grades of D's and F's will be in Guided Study Hall classroom, which is designed to offer students extra support through added structure and teacher assistance. Students in Guided Study Hall will not be allowed to check out of the classroom, they may not eat or sleep; they may not use their phones or listen to music. They must be working on assignments at all times.
2. Students who fail to meet expectations of the Guided Study Hall will progress through the regular school discipline policy. Study hall placement is determined by three-week progress reports.

## **TOBACCO ON PREMISES (Board of Policy: KGC and KGC-R)**

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.

It is the intent of the Medford Area Public School District to maintain the best possible school environment for its students and to recognize that the use of tobacco products adversely affects the environment and constitutes a direct threat to the health and safety of others.

Consequences:

- 1<sup>st</sup> violation – parents will be notified, referral to authorities and possible suspension
- 2<sup>nd</sup> violation – parents will be notified, referral to authorities and possible suspension
- 3<sup>rd</sup> violation – parents will be notified, referral to authorities and possible suspension or expulsion

## **VANDALISM**

Students engaging in vandalism will face serious consequences, which may include assessment of damages, suspension, expulsion and referral to legal authorities.

## **VISITORS**

Due to safety concerns, visitors will not be permitted during the school day. Contact the central office if any questions.

## **WEAPONS**

### **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).

### **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 BB 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.

For Further Information, see the School Board Policy.

## Co-Curricular Code of Conduct

### STATEMENT OF PHILOSOPHY

Participation in co-curricular activities is a privilege and should elicit great pride in both the student and their family. Meeting eligibility requirements and accepting the Co-Curricular Code of Conduct earns one the privilege to participate. Students who participate in co-curricular activities will be held to a high standard of academic achievement and personal behavior.

Co-curriculars provide unique opportunities for students to promote their mental, physical, social, and emotional development. By providing strong co-curricular experiences the Medford Area Public School District (MAPSD) extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Students who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, coaches and school. If accepted, this privilege carries certain responsibilities, and this co-curricular code presents these responsibilities.

### RATIONALE

STATE OF WISCONSIN Council on Alcohol and Other Drug Abuse (April 2010)

Recommendations for educational institutions include:

- Youth participation in co-curricular activities is a privilege, not a right. Wisconsin educators and youth would benefit from the adoption and consistent enforcement of a single statewide Code of Conduct for co-curricular activities. Each school district has the right to restrict participation in co-curricular activities for rule violations across conferences with the goal of a statewide, consistently enforced code.

WISCONSIN STATUTE 125.07(1)(a) Underage and intoxicated persons; presence on licensed premises; possession; penalties.

- No person may procure for, sell, dispense or give away any alcohol beverages to any underage person not accompanied by their parent, guardian or spouse who has attained the legal drinking age.
- No licensee or permittee may sell, vend, deal or traffic in alcohol beverages to or with any underage person not accompanied by their parent, guardian or spouse who has attained the legal drinking age.
- No adult may knowingly permit or fail to take action to prevent the illegal consumption of alcohol beverages by an underage person on premises owned by the adult or under the adult's control. This subdivision does not apply to alcohol beverages used exclusively as part of a religious service.
- No adult may intentionally encourage or contribute to a violation of sub. (4) (a) or (b).

WISCONSIN STATUTE 961

The possession or use of illegal drugs; including marijuana and all classified street drugs and controlled substances are illegal for all and punishable by criminal arrest and prosecution. Prescription drug possession or use of without a medical authorization is against the law and punishable by criminal arrest and prosecution.

- ❖ SUPREME COURT Sport and athlete specific Athletic Codes of Conduct and drug testing have been upheld five times by the Supreme Court of the United States of America. That is referred to as a shutout! The basis for that support is due to the fact that in athletics we must insure the health and safety of those that partake in high level physical activities.

### ELIGIBILITY

WIAA and conference rules will be followed explicitly in the MAPSD athletic program. These rules are in effect from the time a student begins their academic/activity career until their academic/activity career or student eligibility has ended. No MAPSD student can participate in any co-curricular activity, practice, or be issued equipment/school property until the following criteria have been met:

- Enrollment in the MAPSD according to WIAA guidelines.
- A current physical fitness form or alternate year card to participate in physical co-curriculars as determined by a licensed physician, APNP or PA. The physical form must be completed every other year, with April 1st as the earliest day of examination. The alternate year card, with parent(s)/guardian(s) signature is used in the second year of the physical. (Athletes only)
- Signed Activities Code/Parental Permission Form – Every MASH student who plans on participating on a co-curricular/competitive team is expected to attend a Code Meeting with their parent(s)/guardian(s) during their first competitive year. In all subsequent years, the student should attend a Code Meeting as a refresher. The student and a parent(s)/guardian(s) must sign a Code Renewal/Parental Permission Form every year.
- Emergency medical form each year.
- User Fee has been taken care of.
- Concussion information form (as per state law). (Athletes only)
- Cleared by the Activities Office – verification that all forms and fees have been submitted

### WIAA GUIDELINES for Athletic Participation

- An athlete must meet school and DPI requirements defining a full-time student or DPI requirements defining a home based private education student and live within the district's attendance boundary in their primary residence.
- An athlete must remain in good academic standings in order to compete in any sport.
- An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.

- An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
- An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, billfolds, balls, etc. See exceptions per the WIAA handbook.
- An athlete may not permit the use of their name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
- An athlete may not play in a competition/event under a name other than their own.
- An athlete may not play in a non-school competition/event at the same time that they are a member of a school team in that sport.
- An athlete shall be suspended from interscholastic athletics (competition/event) for acts at any time (including summer) involving buying, selling, use and/or possession of alcohol, tobacco or other drugs.
- An athlete may not compete if she/he becomes nineteen (19) before August 1 of any school year.

Note: A complete list of WIAA guidelines and procedures for review are available in the main office.

## GOALS

Co-curriculars are an integral part of the school experience. They provide learning experiences difficult to duplicate in other school activities. Medford Area Public School co-curricular activities have the following goals:

- To develop leadership skills and responsibility.
- To show team spirit, encourage others and contribute to positive morale.
- To be fair and treat others as one wishes to be treated and to treat all persons respectfully regardless of individual differences; to show respect for legitimate authority (e.g. coaches, officials, captains, advisors).
- To keep commitments to team.
- To offer a wide variety of options to suit all students' abilities and interests.
- To accept responsibility to set a good example for teammates, peers, younger students, fans, and school community.
- To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of co-curricular activities.
- To generate a sense of pride and unity in co-curricular programs for students, staff and community.

## RESPONSIBILITIES

It is important to understand that participating in co-curricular activities is a privilege and not a right. You are also expected to share in the responsibility of that opportunity. Students participating in co-curricular are responsible to:

### Yourself:

Value character by taking responsibility for your personal actions and acting ethically:

- Leading a healthy lifestyle – respecting your health both physically and mentally.
- Valuing excellence in everything you do.
- Observing a drug and alcohol free lifestyle.
- Exemplifying teamwork and lacking selfishness.
- Listening/adhering to instructions and rules.
- Being unconditional leaders - not following the crowd.

### Your Academics:

Value preparation for your life as an adult by:

- Placing academics first and exhibiting (attaining) good grades.
- Demonstrating academic honesty.

### Your School:

Value your role as a leader when involved in co-curricular activity by:

- Being a role model for younger students and setting a good example.
- Investing in, and encouraging teammates.
- Demonstrating school spirit.

### Your Community and others:

Value your role in the community as a representative of yourself and your school by:

- Contributing to community pride and helping our programs be known for their character and excellence.
- Being respectful.
- Displaying sportsmanship and teamwork.
- Remaining Positive under any circumstance.

## CODE OF CONDUCT RULES

### Academic Eligibility

#### General Information

- A student who is academically ineligible at the beginning of a season can try out and/or practice. However, if the student becomes academically eligible at the end of the next three-week grading period, they may participate in competition/events with the consent of the head varsity coach or advisor and activities director.
- Advisors/coaches must check the eligibility list provided by the administration to be sure all students are eligible.
- Any student has the right to appeal their academic ineligibility based on extenuating circumstances. Such appeals must be made to the principal within five school days of ruled ineligibility. A three-person committee made up of the principal, activities director and a faculty member chosen by the above two shall decide the appeal.
- The scholastic eligibility requirement does not apply to incoming freshmen at the start of the fall season/school year.

#### Eligibility

- Being eligible to participate in competition/events or try out for a sport or activity means a student must have at least a 1.7 quarter GPA and failing no classes during the previous quarter grading period. The student is ineligible for three weeks from the day the quarterly progress report is released. In order to regain eligibility, they must meet the requirements at the three-week progress report or next grading period.
- While in season if a student has one "F" at any three-week progress report period (excluding the quarter report card), that student is still allowed to practice and participate in competitions/events for a three-week period. The probation will begin when the probation list is posted. After three weeks the coach/advisor will check the student's grades. If the student is not passing every class at this time, the student will then be ineligible to participate until the next progress report or grading period.
- If a student receives an "F" on the fourth quarter report card, then the minimum ineligibility period for the start of the fall season shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (round up if one-third results in a fraction.)

#### Attendance (JE)

- In order to participate in practice and/or a competition/event, a student must be in attendance the day of and the day after a competition/event at least a half day. Exceptions include a pre-excused absence or an absence due to an emergency situation approved by the activities director or attendance officer.
- Absences due to illness may not exceed a half day in order to participate in practice or a competition/event.
- A student not meeting this requirement shall be suspended from the next competition/event.

#### Dress (JICA)

Every co-curricular student is expected to maintain appropriate standards of dress and grooming while representing their school or team.

#### Cellphone Privacy (JFCM)

It is the practice of MAPSD to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cellphones are prohibited in any school locker room. If a cellphone is found the advisor/coach has the right to confiscate the phone. Taking compromising photos could result in disciplinary action.

#### Transportation

A student is required to travel to away competitions/events with the school and return with the school. Parent(s)/guardian(s) are allowed to provide written consent to the coach/advisor for their child to ride home with them or another parent/guardian. Requests will be submitted to the coach/advisor or the activity/athletic director.

#### Injury

Every student in a co-curricular activity is required to report any injury, however slight, to the coach at the time it occurs. The coach will fill out an accident report form.

#### Equipment

Co-curricular students are responsible for any uniforms and/or equipment issued to them. Each co-curricular student is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport/activity until they have returned or paid for all uniforms and equipment that was issued to them in a previous season.

#### Quitting

A student who quits or is dropped from a team/activity for disciplinary reasons is not eligible to compete in another activity for the same season without the mutual agreement of both advisors/coaches and the activities director. A student who quits does not receive credit for serving a suspension. Any student who is cut from an activity may compete/participate in another activity during that season.

#### Honesty Clause

The co-curricular student shall:

- Be truthful.
- Be forthcoming with information.
- Be cooperative.

If an administrator or activities director has a reasonable suspicion that a specific co-curricular student may have violated the district's code of conduct, they may question that student about a possible violation. In responding to any such questioning about their personal actions, it is expected that the student shall answer truthfully. During the questioning process a student may not attempt to mislead or misrepresent themselves, which may impede the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty may be increased.

## CODE VIOLATIONS

### Level one

#### Out of Character Behavior

Out of Character Behavior is best defined by the expectations for student conduct as described in but not limited to the responsibilities section and code of conduct rules within this co-curricular code. Out of character also includes engaging in or being an accomplice to any unacceptable conduct contrary to the philosophy of the Co-Curricular Code, the regulations within WIAA, or the ideals, principles and standards of the MAPSD.



Examples are but not limited to:

- Full day in or out of school suspension.
- Displaying disrespectful behavior.
- In the presence of illegal consumption of alcohol or drugs.

**In the Presence of-**Research demonstrates, the more a student has access to and/or is familiar with tobacco, alcohol, and drugs, coupled with the influence of peer pressure, the greater the likelihood that they will use those substances. Similarly, the more often a student is in the presence of others using tobacco, alcohol, or drugs, the greater the likelihood that they may be accused, rightly or wrongly, of the use of these substances. Therefore, if a student is in the presence of alcohol, tobacco or drugs being illegally dispensed or used or are a witness to a hazing or criminal activity, the student must leave and report their attendance to the activities director or principal. The student has 24 hours to report to the activities director or principal. They may leave a detailed voice mail at 715-748-5951, ext. 484 or ext. 423 or e-mail [gudenan@medford.k12.wi.us](mailto:gudenan@medford.k12.wi.us), [lyberji@medford.k12.wi.us](mailto:lyberji@medford.k12.wi.us). Once the administration begins questioning a student about an incident, the self-reporting opportunity is over.

This is an example of self-reporting. I (state your full name) attended a gathering where alcohol was being consumed by under-age people. I left immediately at (state the time).

Exactly following these procedures exonerates the innocent student, assuming that the student is not frequently showing up at these parties and that there is no corroborative information to indicate wrongdoing. A student failing to report attendance at a party where alcohol or drugs were illegally dispensed or used will be judged to have been a party to illegal alcohol or drug use by their presence. It is important to understand that leaving means leaving immediately, or as practical. It is also important to understand that as a member of a team, the student has a responsibility to his individual and team's success to make every effort to encourage teammates present at the party to leave as well.

The intent of the "in the presence of" is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family gatherings.

**Cyber Image Guideline** – Any identifiable image, photo, or video that implies a student has been in the possession or presence of illegal alcohol or drugs, or that portrays actual use or out of character behavior or crime, shall be considered confirmation of a violation of the code of conduct. Since there is no way to establish a timeframe when or location where an image was taken, it shall be a responsibility that the student must assume. It should be understood that persons may attempt to implicate a student by taking or manipulating such images in order to place the student in a situation where they might be in violation of the code of conduct. This is another rationale for demanding that students not place themselves in the presence of illegal alcohol or drug use.

## **CONSEQUENCES for Level One Offense(s)**

### **General Information**

- The maximum number of competition/events scheduled will be used to determine the length of the suspension.
- Scrimmages are not considered scheduled competitions/events.
- The number of competitions/events the student is ineligible for will be rounded up if the percentage of the consequence results in a fraction. ( $2.1$  or  $2.8 = 3$ )
- The consequence shall be consecutive, starting with the first scheduled event. Consequences will carry over to the next season the student participates in, should the consequence not be completed during the initial season of ineligibility. The student is expected to continue to practice with their team while serving their penalty and must finish the season in good standing.
- In addition to the level one consequence, captains/officers will be ineligible for one more competition/event and no longer be allowed to be a captain/officer for the remainder of that season.
- A student is not allowed to join a sport in order to work off a co-curricular code violation after that sport/season has held its first practice.
- A student will not be allowed to be on the next dance court they are eligible for.

### **1<sup>st</sup> Offense**

- May not practice or participate in co-curricular competitions/events for the duration of the time they are suspended from school. As a result of their out of character behavior, the student will be ineligible to participate 10% of that activity/sport's scheduled competitions/events.
- It is possible to receive a level one out of character violation and not be suspended from school. If this occurs, using the maximum number of regular season competitions/events allowed by the WIAA/MAPSD in each sport as the base by which to apply the rule, the student will be ineligible to participate in 10% of that activity/sport's scheduled competitions/events.

### **2<sup>nd</sup> Offense**

- Using the maximum number of regular season competitions/events allowed by the WIAA/MAPSD in each sport as the base by which to apply the rule, the student will be ineligible to participate in 20% of that activity/sport's scheduled competitions/events.

### **Subsequent Offense(s)**

- Using the maximum number of regular season competitions/events allowed by the WIAA/MAPSD in each sport as the base by which to apply the rule, the student will be ineligible to participate in 50% of that activity/sport's scheduled competitions/events. Scrimmages are not considered scheduled competitions/events. The exclusion shall be consecutive, starting with the first scheduled event. Exclusion will carry over to the next season the student participates in should the penalty not be completed during the initial season of ineligibility. The student is expected to continue to practice with their team while serving this penalty.
- A student will not be allowed to be on the next dance court they are eligible for.

## **Level two (JFCH, KGC, JFCIA)**

### **Use or Possession of Alcohol, Tobacco or Drugs, Hazing and Misdemeanor Offenses**

The use or possession of alcohol, tobacco (including tobacco related devices or electronic cigarettes) or drugs (including performance enhancing drugs) will not be tolerated at any time. Students who use marijuana for medicinal purposes are not eligible to participate in co-curricular activities.

Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, membership or affiliation with any co-curricular team. MAPSD does not condone any form. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

Acts that result in the student being arrested by law enforcement will not be condoned. As it has been determined that co-curricular participation is a privilege and not a right, it is to be understood that there will be no obligation on the part of the administration, in response to the arrest of a student, to wait for the judicial process to run its course. Therefore, even while misdemeanor charges are pending and adjudicated, the student may be suspended and participation may be denied.

## **CONSEQUENCES Level Two Offense(s)**

### **General Information**

- The maximum number of competitions/events scheduled will be used to determine the length of the suspension.
- Scrimmages are not considered scheduled competitions/events.
- The number of competitions/events the student is ineligible for will be rounded up if the percentage of the consequence results in a fraction. (2.1 or 2.8 = 3)
- The consequence shall be consecutive, starting with the first scheduled event. Consequences will carry over to the next season the student participates in, should the consequence not be completed during the initial season of ineligibility. The student is expected to continue to practice with their team while serving their penalty and must finish the season in good standing.
- A student who commits a second violation during the same activity/athletic season in which they are serving or have served a 1<sup>st</sup> offense consequence, the 2<sup>nd</sup> offense consequence will be added to the 1<sup>st</sup> offense consequence.
- In addition to the level two consequence, captains/officers will be ineligible for one more competition/event and no longer be allowed to be a captain/officer for the remainder of that school year.
- A student will not be allowed to be on the next dance court they are eligible for.
- A student is not allowed to join a sport in order to work off a co-curricular code violation after that sport/season has held its first practice.

**1<sup>st</sup> Offense** – The student will be ineligible to participate in 25% of that activity/sport's scheduled competitions/events.

**2<sup>nd</sup> Offense** – The student will be ineligible to participate in 50% of that activity/sport's scheduled competitions/events.

- In conjunction with both 1<sup>st</sup> offense and 2<sup>nd</sup> offense consequences, to provide for the safety and health of the individual student and those with whom they participate with and against, a student who uses or is in possession of marijuana or any other controlled/illegal substance will have to provide, at their expense, medical documentation that they are drug-free prior to resuming participation.
- While serving the suspension, the student will meet with a school counselor at least once.

**Subsequent Offense(s)** - The student is ineligible to participate in activities/athletics in the MAPSD for the remainder of their high school career. The student may appeal permanent ineligibility to the Co-Curricular Code Violation Committee.

- The activities director will make a recommendation to the Co-Curricular Code Violation Committee which consists of:
  - Administrator from a different building
  - Teacher from a different building
  - Board of Education (BOE) member
- Activities director's recommended period of ineligibility cannot be less than that established for a 2<sup>nd</sup> offense.
- After hearing testimony from the student and/or parent(s)/guardian(s), the committee will make a final decision either upholding the activities director's recommendation or altering/changing it.

### **Level three**

Acts that result in a student being arrested by law enforcement for felony offenses are viewed as acts that require immediate and permanent suspension from participation. As stated in level two, activity/athletic participation is a privilege and not a right; it is to be understood that there will be no obligation on the part of the administration, in response to the arrest of a student, to wait for the judicial process to run its course. Therefore, even while felony charges are pending and adjudicated, all forms of participation will be denied. A student who reaches level three is ineligible to participate in activities/athletics in MAPSD for the remainder of their high school career until the student has paid their debt to society and the courts consider the sentence served (including probation, community service, etc.).

**Special Circumstances and Greater Magnitude of Consequences** - The activities director has, at their discretion, the ability to impose a greater magnitude of consequences if they feel a student has been belligerent or defiant, shows no remorse, or has behaved in ways to significantly hinder the investigation of a violation.

## **INVESTIGATION**

The following general procedures will occur if a student is suspected of violating the expectations outlined in this code of conduct.

Any individual or stakeholder may choose to report a violation of the code of conduct verbally or in writing to:

- BOE Members
- Building Administrators
- Activities Director
- Coaches
- Teachers
- Counselors
- Support Staff

All employees who receive violation reports concerning student should immediately report such allegations to the activities director. An investigation to determine the nature of the allegations shall begin immediately.

- The activities director and/or a building administrator will interview the student as to the reason(s) for suspected code of conduct violation(s) in an effort to confirm or refute the allegation. If there are no building administrators available, the activities director may bring in another district employee. After this initial interview, parental notification will be made by the activities director regarding the alleged violation, the outcome of the initial interview, and next steps.
- The building principal will be notified of the allegation and the status of the investigation and will be kept aware of the progress of the investigation.

- In the event the initial interview does not bring resolution to the investigation, the activities director will further investigate through interviews with those who may be aware of the violation(s) first-hand, those who may have limited knowledge of the violation(s), and/or those who may be involved with such violation(s).
- If there is reasonable evidence of a suspected alcohol or drug violation, a student may be asked to take a timely alcohol or drug test to confirm their recent alcohol or drug status. Furthermore, the student may be required to submit to more frequent testing during their season.
- Failure to provide the results of such a test or to submit to the test will be considered, as far as remedies and consequences are concerned, confirmation of a violation.
- The approved and appropriate remedies and consequences for the type of violation will be applied and enforced.

**Confirmation** – Confirmation of a violation of the expectations outlined in this code of conduct may be provided by, but not limited to, any of the following:

- An admission by the offending student.
- A positive reading for a restricted substance on a breathalyzer or medically conducted drug screening or test.
- Failure to provide the results of a medically conducted drug screening or test.
- Refusal to take a breathalyzer test or medically conducted drug screening or test.
- Evidence, circumstantial or otherwise, that would support the reasonable conclusion that a violation occurred.
- A credible eyewitness account.
- 

**Exoneration** – Exoneration of an alleged violation may be provided by, but not limited to, any of the following:

- A negative reading for the substance in question on a breathalyzer or medically conducted drug screening or test.
- The absence of any credible evidence, either circumstantial or otherwise, that supports a violation occurred.
- Reasonable evidence or conditions that would support the innocence of the students.

**Non-Finding** – A non-finding in the investigation of a suspected violation may be considered when it is agreed that no reasonable conclusion of guilt or innocence may be determined in a timely fashion. As part of a non-finding determination in an alcohol or drug allegation, the student may be subjected to on-going testing and verification procedures as to their drug free status.

#### **APPEAL PROCESS**

If the parent(s)/guardian(s) of a student disagree with the disciplinary action that has been implemented, they have the right to appeal that decision within 72 hours of the finding to the building principal. The appeal must be made in writing. The basis of the appeal must be that written procedures or guidelines were not correctly applied. The decision of whether a student violated the particular rule is not the basis of an appeal as consequences have been given on the basis of an investigation and determination that the student has committed the offense in question. The building principal will inform the student and their parent(s)/guardian(s) of the outcome of the appeal personally and in writing within 72 hours of the appeal. If the parent(s)/guardian(s) are not satisfied with the decision of the building principal, they can appeal in writing to the district administrator within 72 hours. The district administrator shall inform the student and the parent(s)/guardian(s) of their decision within five days. If they are not satisfied with the decision of the district administrator, they can appeal in writing to the BOE within five days. The decision of the board will be final and the board will inform the parent(s)/guardian(s) of the outcome of the appeal. The student may practice during the time of the appeal but may not participate in competitions/events.

**ATHLETIC/COMPETITIVE/PERFORMING TEAMS** All Medford Area Senior High (MASH) School students who are competing or performing as a representative of our school are bound by the Rules and Violations Sections of this Code set out by this Co-Curricular Code of Conduct.

For the purposes of this Code, athletic and competitive teams include, but are not limited to:

Band	FFA
Baseball	Football
Boys/Girls Basketball	Forensics
Boys/Girls Cross Country	Golf
Boys/Girls Curling	Gymnastics
Choir	Boys/Girls Hockey
Dance Team	Math League
FBLA/DECA	Science Olympiad
Boys/Girls Soccer	Boys/Girls Track
Softball	Girls Volleyball
Boys/Girls Swim	Wrestling
Boys/Girls Tennis	

#### **PERFORMING ORGANIZATIONS/CLASSES AND NON-COMPETITIVE ORGANIZATIONS**

All MASH students who are participating in a school-related organization that is not generally competitive are still bound by the same behavioral expectations set forth in Rules and Violations Section of this Code.

For the purposes of this Code, performing organizations/classes and non-competitive organizations include, but are not limited to:

Acapella Group	Jazz Band
Art Club	Library Club
Battle of the Books	Musical/ Plays
Class Officers	NHS
Chess Club	Pep Band
Drama Club/ Productions	Raider Committed
FFA	Student Council
History Club	Science Club
Interact Club	TAAR Club
International Club	Weightlifters Club
Intramurals	

Eligibility is not determined by academic grades for any trip or activity.

**Consequences for Performing Organizations/Classes and Non-Competitive Organizations:**

1<sup>st</sup> Offense – The student will not be allowed to participate in the clubs/organizations that they belong to for one month starting with the first scheduled event.

2<sup>nd</sup> Offense – The student will not be allowed to participate in the clubs/organizations that they belong to for two months starting with the first scheduled event.

A student is not allowed to join a club/organization in order to work off a co-curricular code violation after that club/organization has held its first event.

While serving the suspension, the student will meet with a school counselor at least one time.

**Subsequent Offense(s) –**

Each subsequent offense will result in the following action:

- The activities director will make a recommendation to the Co-Curricular Code Violation Committee which consists of:
  - Administrator from a different building
  - Teacher from a different building
  - BOE member
- Activities director's recommended period of ineligibility cannot be less than that established for a 2<sup>nd</sup> offense.
- After hearing testimony from the student and/or parent(s)/guardian(s), the committee will make a final decision either upholding the activities director's recommendation or altering/changing it.
- The committee decision may be appealed following established appeals process on page 10 of the Co-Curricular Code of Conduct.

**LETTER AWARDS**

In order to win an athletic letter or emblem, a student must be a member of good standing at the end of the season of a sport and also fulfill the following requirements. (All sport seasons end after the team or individuals compete in the WIAA tournament series and are eliminated from further competition/event.)

**Baseball** – Play in more than one-half of the total innings or participating in at least three-fourths of the varsity games.

**Basketball** – Play in one more than one-half of the total number of quarters of the season in varsity play.

**Cross Country** – Run in at least half of the scheduled varsity contests including sectional competition. If a runner on a sectional roster advances to state competition, they will be awarded a letter for their post-season contribution.

**Curling** – Be a member of the "A" curling team and curl in at least one-half of the curling matches.

**Football** – Play in one more than one-half of the total number of quarters of the season in varsity play.

**Golf** – Earn one point more than one-half the number of varsity matches. Awarded one point for winning individual match or fraction of one point if in a match larger than a dual. Awarded one point for winning meet.

**Gymnastics** – Compete in one-half the meets on optional level.

**Hockey** – Play in one-half of the varsity games.

**Soccer** – Play in one more than one-half of the total number of halves of the season in varsity play.

**Softball** – Play in more than one-half of the total innings or participating in at least three-fourths of the varsity games.

**Swimming** – Swim in one more than one-half of the total matches. A student must earn 32 points.

**Tennis** – Earn 15 points. Points may be earned as follows: 1.) One point for participating in either varsity meet (either singles and/or doubles) – (one point possible). 2.) Two points for winning each varsity singles and/or doubles match. (4 points possible per meet).

**Track** – Win 25 points in scheduled meets. Anyone placing first or second in the sectional meet will receive double letter points.

**Volleyball** – Play in one-half the matches.

**Wrestling** – Compete in one more than half of the total number of possible meets and score 25 points during the season. Duals + invitational tournaments + conference meet + sub regional = total of all of these divided by 2 plus 1.

**NOTE:** A letter may be awarded at the discretion of the coach provided that the athlete qualifies under one or more of the following criteria:

- If at the beginning of the season the coach felt an athlete is a strong candidate for a letter and this athlete is injured and unable to meet the criteria.
- If the athlete is a senior.
- If any team competes at the state level.

A letter may also be awarded to an athlete in an extraordinary circumstance, not covered above, if approved by the activities director.

**Numerals** – An athlete can receive numerals, providing they complete the season or upon receiving their first letter.

**Certificates** – An athlete who finishes a season in good standing and has not receive their letter or numeral will be awarded a certificate of participations.

**Awarding a Senior Award Plaque**

- A senior award plaque is presented to all seniors who will letter in their senior year.
- The senior award plaque will show the total number of major letter awards earned.

- The athlete will receive his award plaque during senior graduation activities.

### **Manager Letter Award**

- Certificate will be awarded after managing the first season of a sport.
- Numerals will be awarded after managing the second season of the same sport.
- A letter may be awarded after managing the third season of the same sport. A manager would be eligible to earn a numeral/letter at the discretion of the coach and the activities director.

### **SUPPLEMENT TO THE CO-CURRICULAR CODE**

#### Coach's Expectations

The Co-Curricular Code states that each coach will establish in writing their own expectations which are to include student behavior. The supplement is developed to identify unacceptable student conduct which is contrary to the ideals, principles, and standards of the school and district. Although the major portion of this supplement deals with expectations as a member of a team, your behavior as a member of our community and within our school society will be recognized.

### **CO-CURRICULAR DRUG TESTING (see board policy: JFCIA)**

#### **CONFIDENTIALITY**

The results of any test administered under the terms of this policy shall be confidential and disclosed only to the student, their parent(s)/guardian(s) and school officials designated by the district administrator, or as otherwise required by law.

Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.

This policy does not affect other current policies, practices or rights of MAPSD in regard to drug and/or alcohol possession and/or use where reasonable suspicion is obtained by means other than drug testing through this policy. Medford Area Public Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Apart from this co-curricular drug testing program, MAPSD and coaching staff have their own training rules and requirements above and beyond the drug testing. Coaches/advisors have the necessary authority to enforce these rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

#### **SELECTION OF STUDENTS FOR TESTING**

Students will be selected for drug testing by one of the following methods:

- A selection of students to be tested will be done randomly by the principal/administrative designee. This random testing will occur three times during each of the co-curricular seasons. The day of the week in which students will be tested will change and will not be in any predictable order. Each student participating in a co-curricular program during that season will be assigned a number and five of those numbers will be drawn from the total pool of students available to be tested during that co-curricular season.
- If a student displays behavior or if other reliable evidence exists that causes the principal and/or administrative designee to have reasonable suspicion that the student may be a user or under the influence of controlled substances, the principal/administrative designee will cause the student's name to be added to the list of students randomly drawn under bullet 1 above. The reasonable suspicion conduct will be documented in writing within 24 hours of the observed conduct. If feasible, the reasonable suspicion conduct will be witnessed by at least two staff members. The principal/administrative designee will receive proper training in the detection and objective evaluation of reasonable suspicion conduct.

No student will be given advanced notice or early warning of the testing by any school district employee or any person contracted to provide or facilitate this testing.

#### **TESTING PROCEDURES**

The laboratory selected to perform the testing must follow the standards set by the Department of Health and Human Services and must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and a Joint Commission of Accreditation of Health Care Organizations (JCAHO).

The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody.

**The principal/administrative designee will be responsible for escorting students to the collection site. The student will bring all materials currently in their possession with them to the collection site and will not be allowed to go to their locker.**

Upon being selected for testing under this policy, a student will be required to provide a specimen which may include hair, saliva or urine according to the quality control standards and policies of the laboratory conducting the test. The 10 Panel test may include Amphetamines, Methamphetamine, Cocaine, Opiates, Oxycodone, PCP, THC, Barbiturates, Benzodiazepines and Methadone and in addition to a Cotinine (Nicotine) test.

Before the student's specimen is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, they may notify the administrator and the testing facility that they are taking a prescription medication.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all co-curricular programs for the remainder of the school year. The reason for this ineligibility will also be reported to the parent(s)/guardian(s).

#### **TESTING NEGATIVE**

The certifying laboratory will contact the principal/administrative designee within ten days of the testing date if the results are negative. The parent(s)/guardian(s) of a student who tests negative will be notified by mail within five days of the district's receipt of the information.

**TESTING POSITIVE**

Any positive tests will be screened by the contracted facilitator=s Medical Review Officer. Following that, the principal/administrative designee will be notified of a student testing positive. The principal/administrative designee will notify the student and their parent(s)/guardian(s). The student or their parent(s)/guardian(s) may submit any documented prescription, explanation or information which will be considered by the Medical Review Officer in determining whether a positive test can be satisfactorily explained.

The certifying laboratory will contact the principal/administrative designee as soon as possible (usually within 48 hours) but not to exceed ten days of the testing date if the results are positive. The parent(s)/guardian(s) of a student who tests positive will be notified personally and confidentially by the principal/administrative designee within five days of the district=s receipt of the information. In addition, the student or parent(s)/guardian(s) may, within five days of the notification of the positive test result, request that the urine specimen be re-tested by the certified laboratory at full cost to the student or their parent(s)/guardian(s).

If the test is verified positive, the principal/administrative designee will meet with the student and their parent(s)/guardian(s) at a school facility as soon as reasonable after the parent(s)/ guardian(s) are first notified of the positive test result by the principal/administrative designee. At this meeting, the student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies that the family may want to contact for help.

**CONSEQUENCES**

See Page 7-8 of the Co-Curricular Code.

In addition, the MAPSD reserves the right to continue testing at any time during the remaining school year any participating student who tested positive and did not make satisfactory explanation.

**FINANCIAL RESPONSIBILITY**

Under this policy, MAPSD will pay for all initial random drug tests, all initial reasonable suspicion drug tests, the initial parent(s)/guardian(s) request test and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently test negative from a follow up test, any future follow-up drug tests that must be conducted as required above, will be paid for by the student or their parent(s)/guardian(s).)

A request for a re-test of a positive urine specimen is the financial responsibility of the student or their parent(s)/guardian(s).