

2023 - 2024



SOUTH MEDFORD HIGH SCHOOL STUDENT HANDBOOK

1551 Cunningham Ave. Medford OR 97501

Jonathan Lyons - Principal

Brenda Dufour - Assistant Principal | **Doug Buttorff** - Assistant Principal

Chris Mahavong - Assistant Principal | **James Joy** - Assistant Principal

South Medford High School

Student Handbook



SOUTH MEDFORD HIGH SCHOOL

1551 Cunningham Ave. | Medford OR 97501

(541)842-3680

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Medford School District provides equal opportunity and access to all educational services, facilities, and/or employment to every person.

Medford School District 549C does not discriminate on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age or disability.

Inquiries or complaints regarding the District's non-discrimination policies and compliance can be directed to:

Janel Reed - Chief Human Resources Officer

680 Biddle Rd. | Medford, OR 97504 | 541-842-3625

PARA SERVICIOS EN ESPAÑOL 541-842-5387

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2023-2024 Bell Schedule

Start	End	A	B	C
8:25	8:50	Office Hours	Office Hours	Office Hours
8:55	10:04	1	2	1
10:04	10:10	Passing	Passing	Passing
10:10	11:19	3	3	2
11:19	11:24	<i>Student Announcements</i>		
11:24	12:04	Lunch	Lunch	Lunch
12:04	12:09	Passing	Passing	Passing
12:09	1:18	4	5	4
1:18	1:24	Passing	Passing	Passing
1:24	2:33	6	6	5
2:33	2:39	Passing	Passing	Passing
2:39	3:48	7	7	7

Monday | Tuesday | Friday

Wednesday

Start	End	A	B	C
8:00	9:00	Teacher Meetings	Teacher Meetings	Teacher Meetings
9:05	10:13	1	2	1
10:13	10:19	Passing	Passing	Passing
10:19	11:27	3	3	2
11:27	12:07	Lunch	Lunch	Lunch
12:07	12:12	Passing	Passing	Passing
12:12	1:20	4	5	4
1:20	1:26	Passing	Passing	Passing
1:26	2:34	6	6	5
2:34	2:40	Passing	Passing	Passing
2:40	3:48	7	7	7

Start	End	A	B	C
8:00	8:40	Teacher Meetings	Teacher Meetings	Teacher Meetings
8:55	10:04	1	2	1
10:04	10:10	Passing	Passing	Passing
10:10	11:19	3	3	2
11:19	11:24	<i>Student Announcements</i>		
11:24	12:04	Lunch	Lunch	Lunch
12:04	12:09	Passing	Passing	Passing
12:09	1:18	4	5	4
1:18	1:24	Passing	Passing	Passing
1:24	2:33	6	6	5
2:33	2:39	Passing	Passing	Passing
2:39	3:48	7	7	7

Thursday

2023-2024 A/B/C Calendar

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
1		NO SCHOOL	SUN	B	C	HOLIDAY
2		SAT	A	C	SAT	A
3		SUN	B	A	SUN	B
4		HOLIDAY	C	SAT	A	C
5		A	A	SUN	B	A
6		B	B	B	C	SAT
7		C	SAT	C	A	SUN
8		A	SUN	A	NO SCHOOL	B
9		SAT	C	B	SAT	C
10		SUN	A	HOLIDAY	SUN	A
11		B	B	SAT	B	B
12		C	C	SUN	C	C
13		A	NO SCHOOL	C	A	SAT
14		B	SAT	A	B	SUN
15		C	SUN	B	C	HOLIDAY
16		SAT	A	C	SAT	A
17		SUN	B	A	SUN	B
18		A	C	SAT	NO SCHOOL	C
19		B	A	SUN	NO SCHOOL	A
20		C	B	CONFERENCES	NO SCHOOL	SAT
21		A	SAT	CONFERENCES	NO SCHOOL	SUN
22		B	SUN	NO SCHOOL	NO SCHOOL	B
23		SAT	C	HOLIDAY	SAT	C
24		SUN	A	NO SCHOOL	SUN	1-7
25		C	B	SAT	HOLIDAY	1-7
26		A	C	SUN	NO SCHOOL	NO SCHOOL
27		B	1-7	B	NO SCHOOL	SAT
28	FRESHMEN	C	SAT	C	NO SCHOOL	SUN
29	A	NO SCHOOL	SUN	A	NO SCHOOL	A
30	B	SAT	NO SCHOOL	B	SAT	B
31	C	XX	A	XX	SUN	C
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY

2023-2024 A/B/C Calendar

	FEBRUARY	MARCH	APRIL	MAY	JUNE
1	A	NO SCHOOL	C	C	SAT
2	B	SAT	A	A	SUN
3	SAT	SUN	B	B	C
4	SUN	C	C	SAT	A
5	C	A	NO SCHOOL	SUN	B
6	A	B	SAT	NO SCHOOL	C - EARLY REL.
7	B	C	SUN	C	NO SCHOOL
8	C	A	A	A	SAT
9	A	SAT	B	B	SUN
10	SAT	SUN	C	C	
11	SUN	B	A	SAT	
12	B	C	B	SUN	
13	C	A	SAT	A	
14	A	B	SUN	B	
15	B	C	C	C	
16	C	SAT	A	A	
17	SAT	SUN	B	B	
18	SUN	A	C	SAT	
19	HOLIDAY	B	A	SUN	
20	A	C	SAT	C	
21	B	A	SUN	A	
22	C	B	B	B	
23	A	SAT	C	C	
24	SAT	SUN	A	A	
25	SUN	NO SCHOOL	B	SAT	
26	B	NO SCHOOL	C	SUN	
27	C	NO SCHOOL	SAT	HOLIDAY	
28	A	NO SCHOOL	SUN	B	
29	B	NO SCHOOL	A	C	
30	XX	SAT	B	A	
31	XX	SUN	XX	B	
	FEBRUARY	MARCH	APRIL	MAY	JUNE

Get Connected!



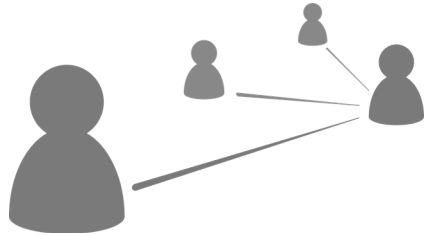
Check your school Gmail account: **first.m.last@msd549c.org**



@ItsAGreatDayToBeAPanther

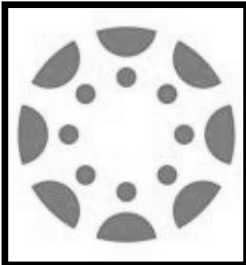


@smhs_pride



Scan this code to be connected to the SMHS webpage for more information.

www.medford.k12.or.us/Domain/25



Canvas for Parents: Get a live, day-to-day look at your student's progress, see your student's assignments, and view your student's individual assignment grades.

Visit this link for more information:

<https://www.medford.k12.or.us/Page/6154>



Synergy ParentVue: See your student's schedule, check your student's attendance, email your student's teachers, and see your student's progress report marks & final grades.

Visit this link for setup instructions:

<https://www.medford.k12.or.us/Page/6143>

South Medford High School

Home of the Panthers

SHARED VISION

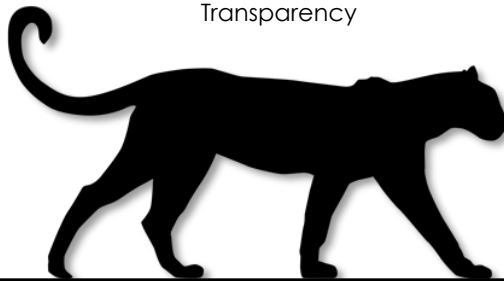
ALL are for learning and learning is for ALL

SHARED PURSUITS

ALL own their present and future,
ALL are known and challenged,
ALL achieve their potential,
ALL options are open and hopeful.

SHARED VALUES

Simplicity
Grace
Equity
Transparency



SMHS FIGHT SONG

Let's all stand up and cheer, for South Medford High is here;
The Panthers will take this game and fight for our fame. Fight! Fight! Fight!
Go Panthers down the field, for our team will never yield.
Let's fight on South Medford High - Fight on to victory!

Small Schools

Our campus is home to our four small schools:

Welcome to the spirit and traditions of South Medford High School! All freshmen are enrolled in **Freshman Academy** and paired with a Link Group to help them adjust to high school.



BACH

The **BACH** small school places an emphasis on a creative, collaborative community. BACH students explore the arts and humanities in a school that emphasizes expressive communication, creativity and performance-based learning.

The **CHAMPS** small school strives to teach students the value of leadership and provide them with opportunities to explore career pathways in the health, medical and public service industries.



Discovery is dedicated to building resourceful, respectful, academically strong individuals. Their focus is on the local and global impact of contemporary and environmental issues through classroom instruction and field experiences. Discover your B.E.S.T. (Business, Environment, Service & Technology)

Pathways Program

The Medford School District is committed to connecting school with your interests and aspirations. By selecting a Pathway, you also select courses and clubs or activities that fit your special interests and emerging career goals.

In the Medford School District, your journey to a hopeful career starts today!

The Pathway options are:

Career and Technical Education
Academic
Visual and Performing Arts

Each Pathway includes:

- Four relevant courses
- Opportunities to earn professional certifications, industry credentials and/or college credits
- Participation in related clubs, activities, and student organizations
 - A personalized post-high school career plan

See the South Medford High School Pathways Guide for additional information regarding Pathways requirements and required/recommended courses.



MEDFORD SCHOOL DISTRICT
Pathways

Contact Information

Activities Office	Ticket Presales / Fines / Fees	541-842-3684
Announcements		541-842-5348
Athletic Office		541-842-5350
Attendance	Absences / Medications Homework Requests / Pick-up Email: SMHS.attendance@medford.k12.or.us	541-842-3683
Bus Information	First Student	541-772-1114
Panther Future Center	College & Scholarship Information	541-842-1408
Counselor Appointments		541-842-3690
ELL Success Specialist	Para Servicios en Español	541-842-5387
FAX		541-842-1513
Graduation	Jostens Representative	503-690-7488
HELP lines	Jackson County Crisis Helpline Hearts with a Mission (Teen Homeless Shelter) SafeOregon Maslow Project (Homeless Help)	541-779-HELP 541-646-7385 844-4-SAFE-OR 541-608-6868
Media Center		541-842-5394
Registrar	Change of Address / Phone Immunizations / Student Records / Transcripts Email: SMHS.Registrar@medford.k12.or.us	541-842-1409
Student Management	Office / Parking Permits Detention / Lost & Found	541-842-1413 541-842-5351
Title IX Contact		541-842-5344
Work Experience (co-operative)		541-842-5348
Yearbook		541-842-1445

Contact Information

ADMINISTRATION:

Principal	Jonathan Lyons	541-842-5349
Assistant Principal	Brenda Dufour	541-842-5344
Assistant Principal	Doug Buttorff	541-842-5345
Assistant Principal	Chris Mahavong	541-842-5340
Assistant Principal	James Joy	541-842-5350

COORDINATORS:

Activities	Kelly Burton	541-842-1446
Athletics	James Joy	541-842-5350

COUNSELORS:

Bach	Jennifer Bruce	541-842-1403
Champs	Robyn Schiffer	541-842-5341
Discovery	Keri Phipps	541-842-1404
Freshman Academy	Bettina Bostock	541-842-1405
Freshman Academy	Madison Gelien	541-842-5388

Medford School District Administration

Dr. Bret Champion	Superintendent
Jeanne Grazioli	Deputy Superintendent
Brad Earl	Assistant Superintendent of Operations
Jennie Snow	Executive Director of Teaching & Learning
Lynn Cataldo	Executive Director of Teaching & Learning
Kirk Kolb	Executive Director of Teaching & Learning
Michele Cleveland	Special Education Director

Medford School Board Members

Lilia Caballero	Cynthia Wright	Jeff Kinsella
Suzanne Messer	Michelle Atkinson	
Michael Williams	Kendell Ferguson	

GOLD & SILVER STICKERS

South Medford High School is committed to excellence in academics and attendance. Full-time students may earn "Gold" or "Silver" stickers that will be placed on the back of their student I.D. card at the beginning of each semester.

FRESHMEN

Gold Sticker (3.5-4.0 GPA and **93%** attendance)

1. Panther Merchandise (pick up at the front office)

Silver Sticker (3.0-3.49 GPA and **93%** attendance)

1. Panther Merchandise (pick up at the front office)

SOPHOMORES

Gold Sticker (3.8-4.0 GPA and **93%** attendance)

1. Panther Merchandise (pick up at the front office)
2. \$3 off ASB fee (valid during registration week only)
3. \$5 off Yearbook (good through the end of 1st semester)

Silver Sticker (3.5-3.799 GPA and **93%** attendance)

1. Panther Merchandise (pick up at the front office)
2. \$2 off ASB fee (valid during registration week only)
3. \$3 off Yearbook (good through the end of 1st semester)

JUNIORS

Gold Sticker (3.8-4.0 GPA and **93%** attendance)

1. Panther Merchandise (pick up at the front office)
2. \$3 off ASB fee (valid during registration week only)
3. \$5 off Yearbook (good through the end of 1st semester)
4. \$10 off the price of one (1) Prom ticket

Silver Sticker (3.5-3.799 GPA and **93%** attendance)

1. Panther Merchandise (pick up at the front office)
2. \$2 off ASB fee (valid during registration week only)
3. \$3 off Yearbook (good through the end of 1st semester)
4. \$5 off the price of one (1) Prom ticket

SENIORS

Gold Sticker (3.8-4.0 GPA and 93% attendance)

1. Panther Merchandise (pick up at the front office)
2. Gold Card parking access (limited availability)
3. \$3 off ASB fee (valid during registration week only)
4. \$5 off Yearbook (good through the end of 1st semester)
5. Two (2) extra graduation tickets
6. One (1) Homecoming ticket
7. \$10 off the price of one (1) Prom ticket
8. \$3 off of the cost of Senior Day

Silver Sticker (3.5-3.799 GPA and 93% attendance)

1. Panther Merchandise (pick up at the front office)
2. \$2 off ASB fee (valid during registration week only)
3. \$3 off Yearbook (good through the end of 1st semester)
4. One (1) extra graduation ticket
5. 50% off one (1) Homecoming ticket
6. \$5 off the price of one (1) Prom ticket
7. \$2 off of the cost of Senior Day

New students must earn an accumulated academic GPA of 3.0 or higher for two consecutive quarters in order to receive the designated benefits.

Dates and times for sticker distribution and Panther Merchandise will be advertised on the Panther Morning News and on social media.



STUDENT GOVERNMENT

We encourage all students to be involved in student activities. Student Government, sports and clubs give students opportunities to develop positive relationships with adults, practice leadership skills and enjoy socializing with their peers. Students involved in school activities perform better academically.

All students who occupy student leadership positions including, but not limited to, student body officers, class officers, cheerleaders, club officers and participants in clubs and sports are expected to demonstrate levels of student behavior that represent the school in a positive light on and off campus. Failure to maintain such behavior may result in removal from class office and/or from participation in the sport or activity at the discretion of the school administration.

For assistance or information, please see the Activities Coordinator (Kelly Burton) or any Student Body officer for 2023-2024:

Student Body Officers	
President	Josie North
Vice President	Avery Allred
Secretary	Abi Lewis
Treasurer	Brandon Fullenwider

Senior Class Officers (Class of 2024)	
President	Grant Eddy
Vice President	Noah Weston
Secretary	Jazz Hernandez
Treasurer	Edith Villa-Bernal

Junior Class Officers (Class of 2025)	
President	Giselle Hernandez Topete
Vice President	Stella Weston
Secretary	Charlotte Courson
Treasurer	Seth Hungerford

Sophomore Class Officers (Class of 2026)	
President	Mia Kalina
Vice President	Emma Dempsey
Secretary	Kaelyn Davis
Treasurer	Josh Gomez

- All officers are subject to the Constitution Rules and Expectations.
- The Constitution provides their fellow officers the right to remove them.
- Student Officers are expected to be role models both on and off campus, at all times, not just during school related activities.
- All officers must maintain a 3.0 cumulative GPA.

**** FRESHMAN CLASS OFFICERS (CLASS OF 2027) will be elected in the fall! ****

SOUTH MEDFORD HIGH SCHOOL ACTIVITIES & ATHLETICS

ACTIVITY LETTERS

South Medford High School awards *Activity* letters to students who participate in speech/debate, music (band, orchestra, choir), drama, flag team, student government and LINK Crew. In order to qualify for the Activity letter, a student must satisfy the general requirements for all school letter awards and the specific requirements for the individual activity.

General Requirements:

1. Maintain eligibility the entire season.
2. Attend all practices and events (advisor may make exceptions).
3. Equipment must be returned on time or payment made for missing articles.
4. If activity is related to an academic class, the student must maintain a "B" or higher grade average in the class.
5. National Honor Society is open to all 10th, 11th, and 12th grade students with an academic GPA of 3.70 or higher. Qualifying students will receive an invitation to apply for NHS in the fall. Once admitted, they will spend the year working on community service projects as a group and individually and attend monthly meetings. Students who fulfill the community service hour and attendance requirements for that year will be eligible to receive the designations listed below.

Specific Requirements:

Band:	Three (3) years participation in a large ensemble (concert band/wind ensemble), at least one (1) season in marching band, participation in at least one (1) solo & ensemble festival, participation in at least one (1) season of basketball pep band.
Choir:	Three (3) years participation in choir.
Creative Arts:	Four (4) years participation and completion of the AP Studio Art portfolio.
Debate:	Three (3) years participation in speech/debate, or 250 National Forensics League points, plus participate in district/state competitions.
DECA/FBLA:	Complete one of the following: Three (3) years active member or State Officer or two (2) years as a Chapter Officer.
Drama:	Students will receive an activity letter in Drama according to State Thespian guidelines, which consists of three (3) years of participation or 20 Thespian points.
Color Guard:	Two (2) years participation on team.
LINK Crew:	Two (2) years active member and LINK Advisor approval.
Orchestra:	Three (3) years participation in orchestra.
Student Gov't.:	One (1) year participation as elected ASB or class officer and maintaining a "B" or higher grade average in Student Government class.
National Honor Society	1st year of fulfillment : NHS Certificate 2nd year of fulfillment: Activity Letter 3rd year of fulfillment: NHS Pin

SMHS SPONSORED STUDENT CLUBS, CHAPTERS, ACTIVITIES

Band	Leadership	Robotics
Battle of the Books	National Honor Society	Skills USA
Brain Bowl	Math Team	Spanish Club
Choir	MeChA	Sparrow Club
Day Trading & Investment Club	Photography Club	Speech & Debate
DECA	Pride Club: GSA	Thespian Club
Interact Club	Red Cross Club	TRiO
Key Club		

Each year students may organize student-led clubs that address specific student interests. If you are interested in creating a new club, contact the Activities Director for approval.

Before being approved, each club will need to obtain a teacher advisor who will need to attend training. New clubs that have been approved will start at the semester.

CLUB SPORTS

Bowling	Equestrian	Skiing	Trap Shooting
Ice Hockey	Rowing	Snowboarding	Water Polo

PAY TO PARTICIPATE

District 549C students who participate in athletics will be required to pay a participation fee. Payment plans and scholarships can be arranged through the Athletic Secretary and school Athletic Director.

The fee for high school students participating in athletics will be \$100 per student/per sport. Students will be charged for a maximum of two sports per year. All available athletic teams are listed below.

Participation Fee Refund Policy:

If a student is cut from a team, the fee will be refunded. If they quit the team or become ineligible to participate, the participation fee will not be refunded. If a student is injured and can no longer participate because of the injury, the family may appeal to the Athletic Director for a partial or full refund.

ATHLETIC TEAMS

OSAA Recognized Team Sports

Band	Choir	Soccer, Girls	Tennis, Girls
Baseball	Cross Country	Softball	Track
Basketball, Boys	Dance Team	Swimming	Volleyball
Basketball, Girls	Football	Tennis, Boys	Wrestling
Cheerleading	Soccer, Boys		

ATHLETIC LETTERS & ATHLETICS ELIGIBILITY

General Requirements:

South Medford High School awards *Athletic* letters to students who participate in our OSAA sanctioned athletic programs at the varsity level. In order to qualify for the Athletic letter, a student must satisfy the general requirements for all school Athletic letters and the specific requirements for the individual activity.

1. Maintain eligibility throughout the entire season.
2. Adhere to the District Athletic Code of Conduct.
3. Attend all practices and games. Coaches may make exceptions.
4. Complete the season.
5. Return all equipment and/or pay all fines for missing/lost articles.
6. Be a senior, who has been a part of the program for the past two years.

Specific Requirements:

Baseball/Softball:	(Boys-Girls) Participate in 50 percent of varsity games.
Basketball:	(Boys-Girls) Participate in 20 varsity quarters.
Cheerleading:	Must be a member in good standing at the end of 3rd quarter (varsity team only).
Cross Country:	Run under 17:30 (Boys) / 21:30 (Girls) at Districts or score at least 10 varsity points during the season or run in the varsity district race or finish in at least half of our races for four years.
Dance Team:	Dancers who have made the Varsity Team and performed at every performance unless otherwise cleared by the head coach.
Football:	Complete all required activities and play in at least 9 varsity game quarters.
Golf:	Participate in 50 percent of the varsity matches or qualify for state.
Soccer:	(Boys-Girls) Participate in 50 percent of varsity games.
Swimming:	(Boys-Girls) Participate in 50 percent of varsity meets.
Tennis:	(Boys-Girls) Participate in 50 percent dual varsity matches or score one point at District.
Track & Field:	(Boys-Girls) Score at least 10 varsity points during the season in dual/triangular and invitational meets or score in the SWC District or State Championship meets.
Volleyball:	Participate in 25 percent of varsity matches.
Wrestling:	Participate in 50 percent of scheduled varsity competitions OR accumulate 100 points (points system will be in team's seasonal packet) OR place in District Finals.

CRITERIA FOR DETERMINING ELIGIBILITY

1. Under the guidelines established by the OSAA and the Medford School District, a student athlete is eligible to participate if they have successfully completed the equivalent of 2.5 credits in the previous two quarters and are currently enrolled in and passing five classes.

2. In addition to the OSAA standards, the Medford School District has implemented a policy that students participating in extra-curricular activities who received one or more "F" grades at the end of a quarter will be placed on probation for the next quarter. While on probation, students will be eligible to participate in extra-curricular activities.

SOUTH MEDFORD HIGH SCHOOL GRADING POLICY

Proficiency-Based Teaching and Learning

The primary purpose of grading is to communicate academic progress to students and their families. Grades reflect what a student knows and is able to do in a course.

High School Proficiency Continuum

<u>Grading Scale</u>	<u>Grade Included in GPA?</u>	<u>Recorded on Transcript</u>
A 100-90 (Mastery of Subject)	Yes	A
<90-80 (Advanced Quality Work)	Yes	B
<80-70 (Meets Proficiency)	Yes	C
<70-60 (Approaching Proficiency)	Yes	D
<60-0 (Below Proficiency)	Yes	F
W = Withdraw	No	W
P = Pass	Class-Specific	P
X = No Grade or Credit	No	X
I = Work in Progress	No	I

- A (90-100/100)** - Through extensive evidence, the student demonstrates superior academic performance, an in-depth understanding of the standard and an ability to apply knowledge and strategies to complex problems.
- B (80/100)** - The student consistently meets and sometimes exceeds the basic level and demonstrates a complete understanding of the standard.
- C (70/100)** - The student generally meets the standard and demonstrates basic knowledge of essential skills, some errors may be present, but the strengths are dominant.
- D (60/100)** - Though the student is occasionally demonstrating a working knowledge of the essential skills that encompass the standard, There is still much room for growth.
- F (1-59/100)** - Little or no understanding or skill demonstrated yet.

Students in grades 9, 10, and 11 must be enrolled in seven (7) classes. Students in grade 12 must be enrolled in a minimum of six (6) classes.

P (Pass) - If the class is not identified as a P/F course, a student may earn credit for a course with a grade of "P" only when arranged with the teacher and approved by the administration within the first 10 days of a quarter.

I (Incomplete) - No I's issued 4th quarter - If, in the judgment of the teacher, student work is in progress, but incomplete, an "I" grade may be given provided the student has worked cooperatively with the teacher and has attended help sessions and Office Hours as assigned. A student is not eligible for a grade of "I" if they have not completed more than 50% of coursework and met attendance requirements. To clear an "I" (by working with the teacher to complete the necessary course work), a student has ten school days after the end of the quarter. All "I" grades that are not cleared, automatically change to an "F."

W (Withdraw/No Credit) - If a student drops a course after the first 10 school days of the term, one of the following grades will be assigned:

"W" - if passing the class at the time of withdrawal

"F" - if not passing the class at the time of withdrawal

Classes may not be dropped during the final two weeks of the quarter.

X (No Grade/No Credit) - A grade of "X" may be given only with administrative approval, and for students who are unable to earn credit due to extenuating circumstance (e.g. late transfer, illness, etc.)

Schedule Changes

Schedule changes may be made for the following reasons only: if the student has already taken the class and received credit for it; if student has not met the prerequisite for the class; and/or if the student is a senior and needs a specific class for graduation.

Classes may not be added after the first two weeks of a quarter.

Level Changes

Level changes, such as Honors English to regular English, do not result in F's on a student's record. Such changes must be recommended by the student's teacher and approved by the appropriate counselor. If a student drops a course after the first 10 days of the term, a "W" will be assigned if the student is passing. An "F" will be assigned if the student is not passing the course at the time of a drop.

Report Cards/Progress Reports

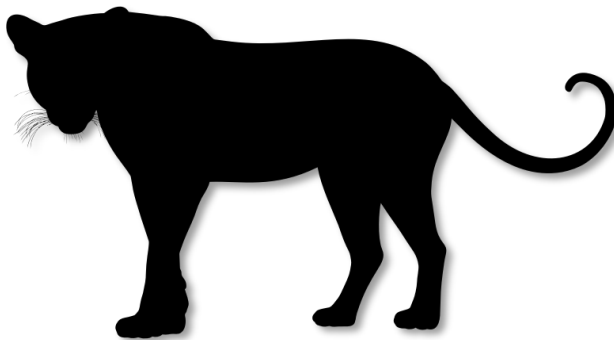
Students receive report cards at the end of each nine week quarter. Report cards are available through Synergy approximately 7-10 days following the end of the nine week period. A progress report is available through Synergy midway through each nine week grading period.

Make-up Work - Work Missed Due to Absences (Excused or Unexcused)

When a student has been absent from a class, that student has the opportunity to work with the teacher and arrange to complete missed assessments within one week of returning to class. Previously assigned work which was due on the day of an absence is due upon the student's return.

SOUTH MEDFORD HIGH SCHOOL GRADING POLICY

- ⇒ Weighting for assignment categories (i.e. summative or formative) will be decided by a PLC.
- GUIDELINES:
 - * Grades should not only be based on summative assessments, but rather reflect a collection of student work.
 - * Summatives will be weighted more heavily than formative assessment.
- ⇒ A grade of Incomplete for a course may be given.
- GUIDELINES:
 - * Courses are graded on overall evidence of learning for a course. The full picture should be considered.
 - * An Incomplete for a course means: “insufficient evidence of learning” due to a student's unique circumstances out of their control.
 - * An Incomplete grade can be given at the mid-term progress report to communicate insufficient evidence of learning.
 - * An Incomplete grade should be avoided at the end of a term. If there is enough evidence of learning, students should not receive an Incomplete at the end of a term.
 - * If an Incomplete is given at the end of a term, it should be on a case-by-case situation and a grade change request would need to occur as soon as possible, ideally before 2 weeks after the term grade is posted.
- ⇒ Students shall be permitted to retake assessments.
- GUIDELINES:
 - * An assessment should be retaken if possible within 2 weeks of when the summative assessment/assignment is graded.
 - * Students will have a limit of 2 retake opportunities per assessment.
 - * If a student was absent for the material/learning, the student should be given the opportunity to learn the material before taking the summative. A recommended best practice would be to consider assessing using alternative methods.



SOUTH MEDFORD HIGH SCHOOL

GRADING POLICY

⇒ Students shall be permitted to turn in missing assignments

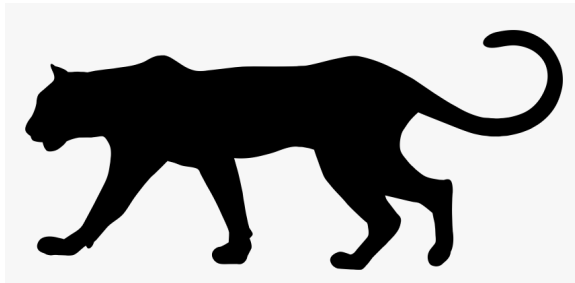
- GUIDELINES:

- * Missing assignments should generally be turned in within two weeks of when the assignment is graded, and should be given a reasonable timeline to complete the missing assignment based on the student's individual circumstance.
- * If a student was absent for the material/learning, the student should be given the opportunity to learn the material prior to completing the assignment. In this case, a teacher should consider allowing alternative evidence of learning to be graded.
- * Zeros for missing assignments should not be given to motivate students; teachers should ask why the student did not complete the assignment.
- * Consider how the missing assignment rules are set up in the gradebook and what is communicated to students.
- * Consider the challenge for a student recovering when a zero is averaged mathematically; we do not want to create hopeless situations for students.
- * After repeated reminders and attempts to motivate a student, a zero can be given if the student made no attempt.

⇒ There will be consistent expectations for communication to students and families regarding grades and grading practices.

- GUIDELINES:

- * The student learning management system (currently Canvas LMS) is the location where students and parents will look for day to day grading and assignment information.
- * Gradebooks in the LMS should be simple and easy to read for families
- * Student grades and assignments in the LMS should be updated weekly.
- * Teachers will provide more detailed information about the course at the beginning of a term (what students will be learning and when, and how they will be graded).



Assessment

All students will take assessments on assigned dates as determined by the teacher.

- All assessments count on the day of the assessment and will be considered the first attempt.
- If absences are excused, students will be expected to assess upon return.

Reassessment Policy

Reassessment: If students do not hit or exceed learning targets, teachers will offer students the opportunity to reassess to demonstrate their content knowledge and skills. The purpose of reassessing is to demonstrate increased knowledge and skill related to course learning targets. Before students are afforded each opportunity to reassess, students must first demonstrate that they are prepared for reassessment. Examples of preparation include homework, classwork, study group, and attending additional office hour appointments with teachers.

Guidelines for Reassessment: All students must complete additional practice and preparation, as determined by their teacher, before reassessing.

- Students who achieve MTS (Meets) or ADV (Advanced) on an initial summative assessment may reassess, for each assessment, once per quarter at a time designated by their teacher. However, a PLC may allow students to take additional reassessments if students continue to demonstrate effort and progress toward reaching mastery of the learning target (s).
- Students who procrastinate or do not demonstrate substantive effort to achieve mastery of a learning target will not be allowed to attempt more than one reassessment per assessment per grading period.
- Students are encouraged to strive for and may receive a maximum designation of MAS (Mastery), 5.0, after the reassessment.
- Students who score at a BEG (Beginning) or APP (Approaching) level in an initial summative assessment are required to attend office hours or engage in additional practice, as specified by their teacher, before reassessment.
- Within the length of a course (semester/year), reassessments from previous quarters may occur per agreement (contract) with teacher. Students may earn up to MAS (Mastery) on such reassessments (5.0).

Diploma Options

As your child pursues the secondary grades (grades 7-12), it is important that you are aware of diploma options available in the Medford School District. Every effort will be made to help your child receive a standard high school diploma. If you and a school team decide that this is not possible for your child, and if he or she meets the definitions of eligibility defined by Oregon Administrative Rule (OAR 581-022-1134), you may opt for a modified diploma, an extended diploma, or an alternative diploma. These three alternative diplomas do not have all of the benefits of a standard diploma and you and the school team should discuss what options are best for your child. Seniors enrolled in fewer than four (4) classes will not be eligible to participate in graduation ceremonies.

Valedictorian / "First in Class"

The Valedictorian(s) will be selected on the basis of Grade Point Average (GPA). "First in Class" will be based on GPA and the number of honors classes in which he/she was enrolled to achieve that GPA. Thus, if two students have the same GPA but one student has taken six honors classes and the other four honors classes, the student with six honors classes will be named "First in Class". "Honors" classes are defined as those listed in the SMHS Profile. A class taken during concurrent enrollment at SOU (Southern Oregon University) or RCC (Rogue Community College) may also count as an honors class. Advanced Placement (AP) classes are honors classes.

Valedictorian / “First in Class” (continued)

“First in Class” may be permitted to speak as part of the planned graduation program at the discretion of the building principal or designee. All speeches must be reviewed and approved in advance by the building principal or designee. Titles and privileges granted to students designated as Valedictorian / “First in Class” may be revoked for violation of school board policy, administrative regulation or school rules.

Honors Diploma

The Medford Honors diploma is available to those students seeking to challenge themselves academically. This program will prepare students for their post-secondary education by providing rigorous coursework along with the opportunity to earn college credit. Requirements must be met by the end of 4th quarter of graduation year.

To earn the diploma, a student must earn a cumulative GPA of 3.5 or higher and earn nine or more credits in Advanced Placement, Honors or in other courses designated in the course guide as qualifying for the Honors Diploma. The student must also meet the District guidelines for a Medford School District Standard Diploma (24 credits comprised of required and elective classes).

Courses that qualify for an Honors Diploma:

<u>Department</u>	<u>Course</u>	<u>Credit</u>	<u>Department</u>	<u>Course</u>	<u>Credit</u>
Language	English 1 Advanced	1.0	Science	Physical Science Honors	1.0
Arts	AP Prep English 1	1.0		Biology Honors	1.0
	AP Prep English 2	1.0		Chemistry 1 Honors	1.0
	AP Language & Comp.	1.0		AP Physics	1.0
	AP Literature & Comp.	1.0		AP Biology	1.0
Social	AP Government	1.0		AP Chemistry	1.0
Science	AP Human Geography	1.0		Astronomy	1.0
	AP Psychology	1.0		Human Anatomy & Physiology	1.0
	AP U.S. History	1.0		AP Environmental Science	1.0
Mathematics	Geometry Honors	.5	World	French 3/4	1.0/yr
	Probability & Statistics Honors	.5	Language	Spanish 3/4/5	1.0/yr
	Algebra 2 Honors	1.0		AP Spanish Language & Culture	1.0/yr
	Pre-Calculus	1.0			Heritage Spanish 3/4
	Pre-Calculus Honors	1.0		AP Spanish Literature	1.0/yr.
	AP Calculus	1.0	Music	Wind Ensemble	1.0
	AP Statistics	1.0		Chamber Choir	1.0
AP Calculus 2	1.0	Chamber Orchestra		1.0	
Fine Arts	AP Studio Art	1.0			

Biliteracy Seal (Applicable for the class of 2025 and beyond)



Students must:

- Meet state and district graduation requirements
- Meet essential skills requirements in English
- Meet partner language proficiency in reading, writing, speaking and listening via state and school approved assessment.

Purple Tassel

Students may earn the purple tassel by passing required state assessments and completing the following work samples:

2 Writing - 1 Informational or Argumentative and 1 from any mode

WRITING	Ideas & Content	Organization	Word Choice/	Sentence Fluency	Conventions	MLA Citation
Narrative						
Informational						
Argumentative						

2 Reading - 1 Informative, 1 Informative or Literary

READING	Demonstrate Understanding	Develop an Interpretation	Analyze Text
Literary Sample			
Informational Sample			

1 Speaking- 1 Informative or Persuasive

SPEECH	Ideas & Content	Organization	Language	Delivery
Informational				
Argumentative				

2 Math– Algebra, Geometry or Statistics

MATH	Passed
Algebra	
Geometry	
Statistics & Probability	

1 Scientific Inquiry

SCIENCE	Passed
Inquiry Lab	



SOUTH MEDFORD HIGH SCHOOL LIBRARY / MEDIA CENTER

Hours: 8AM-4PM daily (Wednesday 8:30AM-4:00PM)

The SMHS Library (Media Center) is your one-stop shop for reading recommendations, research and database assistance, film creation support, technology and Google Apps help and much more! We offer 20,000+ books, eBooks and audiobooks, study areas, a computer lab, a flexible Chromebook lab, and monthly diversity celebrations throughout the year.

Access our library catalog, Overdrive and all databases via our website using the ID/PWs below: <https://www.medford.k12.or.us/domain/1358>

	ID	Password
SORA	student ID	school PW
EBSCO	southhs	medford!22
GALE	medford	oslis
World Book	soesd	worldbook
CultureGrams	southmedford	medford

First, log on to a Chromebook:

- Open the Chromebook and wait for the login window to appear
- In the lower-left of the screen, tap on "Apps"
- Select SSRPM off of the menu options
- Select "Change Password"
- Username: Student ID#
- Password: Student birthday: mm-dd-yr
- Select "Next"
- Close out of the SSRPM window
- Select "next" on the Chromebook login screen
- Scroll up and choose "Medford School District"
- Type in "student\" followed by your student ID# - for example: student\123456
- Your password is the password you just created through the SSRPM process



SOUTH MEDFORD HIGH SCHOOL PROCEDURES

ASB FEE

The ASB (Associated Student Body) fee of \$15.00 admits students to South Medford High School activities free or at a reduced price. This fee is optional.

ASSEMBLIES/PROGRAMS

Attendance at assemblies is mandatory. Any student who causes a disturbance or disruption during assemblies will be removed and additional consequences given.

ATTENDANCE

Students with unexcused absences may be assigned lunch detention and/or in school suspension.

- Tardiness - Students tardy to class may be required to serve detention during lunch in Student Management. Failure to serve lunch detention may result in in-school suspension.
- Extended Absences - Students who are absent for 10 days will be dropped. When a student returns, they must report to the front office to be reenrolled.

All absences must be cleared within 48 hours by calling (541) 842-3683, faxing documentation to (541) 842-1513, sending a note signed by a parent/guardian, or by e-mailing: SMHS.attendance@medford.k12.or.us

Please refer to the Medford School Board Attendance Policy for additional information regarding the necessary information/documentation for excusing absences.

CHECK IN/OUT

All students will be required to check in/out of the building at the Attendance Office. Students that are late to class will check in at the attendance window to receive a tardy slip. Students should bring notes, or have parent/guardian call **well in advance** to be excused from class. Ample time is needed to locate students and deliver notes. If a student becomes ill while in class, the student needs to get permission from the teacher to go to the office to contact the parent/guardian for permission to go home.

HALL PASSES

Students leaving class **MUST** have a hall pass. Hall passes are included in this handbook.

CELL PHONE GUIDELINES

Demonstrating good cell phone etiquette is an expectation of all SMHS students. Cell phones may be used in the commons, bistro area, courtyard, hallways and library. In classrooms, cell phones need to be **OFF and AWAY, INVISIBLE and INAUDIBLE** unless authorized by teacher. Consequences for inappropriate use of cell phones may include:

- phones confiscated by teacher for the duration of class
- phones confiscated by teacher until the end of the student's school day
- phone turned into Student Management until the end of the student's school day
- parent contact and/or additional disciplinary action

CLOSED CAMPUS

Medford schools have closed campus for 9th and 10th grade students during the instructional school day.

Freshmen and sophomores must remain on campus during breaks, including lunch break. Schools may implement religious release and reward systems to allow students off campus during the lunch break. Medford high schools function as an open campus for 11th and 12th grade students in good standing during lunch. Students may leave the school grounds at other times during the school day with approval of the building administration. Campuses may be closed for a designated period of time by the superintendent or his/her designee.

COMPUTER/INTERNET USE

Students viewing, storing or transferring inappropriate materials will be subject to school consequences, will lose computer privileges, and may be dropped from their computer courses with an "F" grade.

DAMAGE DEPOSIT

New students are required to pay a \$15.00 deposit when they register. The deposit is used for fines, lost books or for materials used by the students during the year. If a student has charges made against this deposit during the year, the student must add enough money to his/her deposit to bring it back to the \$15 balance when he/she registers for the following year.

DANCE RULES

Students who attend dances must obey the following rules:

- School ID must be shown at admittance to the dance.
- Students must be dressed appropriately to attend school dances.
- Appropriate conduct must be maintained at all times especially while dancing.
- Transportation home after the dance must be arranged prior to the dance.
- Once students leave the dance, they cannot re-enter and must depart school grounds immediately.
- No backpacks/satchels allowed into the dance area.
- Students may bring guests who have been issued guest passes at the discretion of the administration. Guest passes may be requested in Student Management in advance. You must accompany your guest to the dance and you are responsible for your guest's conduct. No guest over the age of 19 will be allowed to a SMHS dance.
- A limited number of guest passes are issued to underclassmen for the junior/senior prom on a first come, first served basis.
- Personal property is the responsibility of the student. We recommend that students leave electronics and valuable equipment at home.
- School drug and alcohol policies are in effect at all activities.
- Crowd-surfing and/or inappropriate dancing will result in immediate dismissal from the dance and may also result in the dance ending early.

DANCE RULES FOR PROM (IN ADDITION TO THE ABOVE)

- Formal attire is required
- Guest passes are required to be approved for ALL 9th and 10th graders and/or guests from other schools up to the age of 19. No guest over the age of 19 will be allowed to a SMHS dance.
- A limited number of 9th and 10th graders will be allowed to attend as guests of upper classmen. This number will be determined by venue capacity and administration.

Dance privileges and guest passes may be withheld or revoked from students with referrals, poor Attendance, or outstanding Fs in classes.

DRESS CODE

The SMHS dress code supports the transitioning of students from school to the work environment. Student attire should be supportive of a learning environment for all students. All clothing shall be within the boundaries of decency and good taste and not create a disruption to the teaching and learning environment.

Some dress code violations may be corrected by turning a shirt inside out, covering up with a jacket or sweater, or putting on an appropriate shirt. Students dressed inappropriately for school will be given the opportunity to make necessary changes at staff member's discretion; however, a student may also be escorted to Student Management where they will be given the opportunity to call home for more appropriate attire.

- Displaying any gang symbol is strictly prohibited. This may include tattoos, handkerchiefs, suspenders, belts, jewelry, jackets, clothes or devices associated with group intimidation or gang affiliation.
- Bandanas may not be displayed or worn while on campus.
- Clothing worn by groups in an effort to intimidate or make territorial claims at the school are not allowed.
- References to drugs, alcohol, tobacco, violence, satanic themes, sex, pornography, racial slurs, disparaging remarks, or any messages deemed inappropriate by school officials may not be worn or displayed.
- Any group identified by common dress must have administrative approval to be on campus.
- Clothing must be sufficient and must be worn to conceal underclothes.
- Pants must be worn at waist level.
- Chains, spikes, or other objects which might present a safety hazard are prohibited. Inappropriate and/or dangerous items may be confiscated.
- Capes and flags are not permitted to be worn as clothing unless being worn for dress-up days.
- Excessive bareness is not permitted.
- "See-through" blouses or shirts are not allowed.
- No excessively-bare midriffs or low-cut, revealing tops.
- Strapless tops and bralettes are not permitted.
- Shorts and skirts may not be excessively short.
- Shirts and shoes are required at all times.
- Students are expected to demonstrate good hygiene.

DRONES

Drones will not be permitted on school grounds unless part of a classroom assignment and with administrative approval.

FINES

Fines for parking or loss of/damage to school property must be paid by students to the Activities Office. These charges must be cleared by the end of the school year. Seniors with unpaid fines/fees may not participate in graduation ceremonies.

FOOD & BEVERAGE

Food and beverages are **NOT** permitted in any of the academic wings, classrooms, gym areas or in the Media Center. Students may eat in the commons, courtyards, or bistro area.

FOOD DELIVERY

South Medford High School prohibits students from ordering food and attempting to have it delivered to the school's campus. Food deliveries will be turned away at the front door by Office staff. This is to ensure the safety of our school and eliminate management of food delivery personnel. The school recognizes that there are special events where food deliveries to the school are acceptable. These events must be approved and managed by South Medford High School staff. A student's guardian is welcome to drop off food for their student if necessary.

LOCKERS

A locker will be assigned to students in their freshman and sophomore years at SMHS. Students should inspect the locker at once and report any damage to the Registrar in the front office. If students fail to do this, then it is assumed the locker was in good condition. Lockers will be assigned by request for juniors or seniors per availability. Students should be aware that lockers are the property of the school district and school authorities have the right and obligation to check inside lockers when there is reason to suspect they may contain items which are illegal or threaten student safety or welfare.

LOITERING

Students may not loiter (wait around idly or without apparent purpose) in parking lots, in front of the school or the surrounding neighborhoods. If a student does not have a class during the day, the student must remain in the school library or commons as a study hall. Juniors and seniors may leave campus during this time, but must observe the loitering guidelines. When the school day ends, students will be asked to leave campus unless they have official business or participate in an after-school activity. At 4:00pm, students need to leave campus or wait for their transportation at the front or back of the school.

LOST AND FOUND

If students lose something, they should go to the Student Management Office (room A141) to see if it has been turned in. If theft is suspected, students should report their suspicions to Student Management. Unclaimed "Lost and Found" items will be donated to charity at the end of each quarter.

MEDICATION

A parent/guardian permission form must be submitted for all medications (both prescription and non-prescription). Students may not possess medications at school without submitting a form. Medication forms can be picked up at the Attendance window.

PHOTO GUIDELINES

It is never appropriate to take pictures/video without permission. Posting inappropriate pictures/video or harassing comments on the internet may result in disciplinary action and/or referral to law enforcement. Failure to follow these guidelines may result in confiscation of cameras and/or phones and restricted internet access while on campus.

SAFETY DRILLS

To ensure the safety of our students, we practice regular fire drills, earthquake drills and lockdown drills. We also partner with the Medford Police Department to bring drug dogs on campus.

SKATEBOARDS/BIKES

Skateboards/rollerblades/bikes/scooters are not allowed inside the campus or inside school building. They need to be secured in the racks located by the student parking lot. Do not ride skateboards/bikes and/or scooters anywhere on campus. Please walk bikes and carry skateboards when on the school campus. Students may check out a lock in Student Management. Failure to return locks will result in a \$10 fine added to student's account.

SOLICITATION

No person may solicit money or sell items to students or staff without the prior approval of the principal. Building principals may give permission to the students in their building to raise funds for student activities. Distribution of flyers or other materials to students must be approved in advance.

SURVEILLANCE CAMERAS

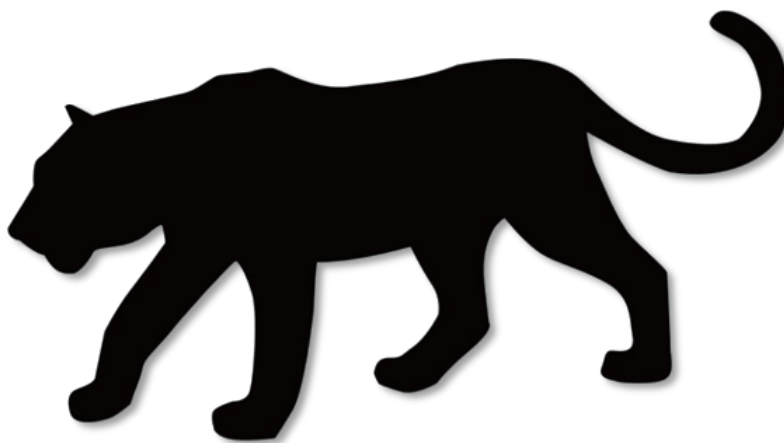
The SMHS campus is monitored by internal and external surveillance cameras.

VISITORS

Due to the enrollment size and for student safety, student visitors are not allowed. All other visitors must have prior administrative approval, check in with the Main Office, and display a visitors' pass at all times while on campus.

PARENTVUE & CANVAS FOR PARENTS

Parents may register for these interactive services, allowing them access to student attendance, grades, and teacher email. Visit the Medford School District's Technology Support webpage at <https://www.medford.k12.or.us/domain/2273> for more information.



SOUTH MEDFORD HIGH SCHOOL - STUDENT PARKING

SOPHOMORE, JUNIOR, and SENIOR students at South Medford High School are given the privilege of **FREE** parking in the student parking lot on the south side of the school with a registered permit. Students need to complete the Parking Pass Registration form in order to obtain a parking permit. Parking Pass Registration forms are available in Student Management (room A141). The parking permit must be visibly displayed in the front, left-hand side of the vehicle's windshield. Safe driving and courteous behavior are expected. Students may be turned away from the parking lot if they do not comply with parking procedures and/or if they do not have a parking permit.

- Gold spaces are reserved for **SENIORS** that have a cumulative GPA of 3.8 or higher in addition to 93% attendance. (Gold Card Status)
- Gold Card Parking **permits must be visible** and are non-transferable.
- Students will be fined for: parking without a visible permit, parking in gold card parking, parking in the Booster Auction parking, parking in ADA spaces without an appropriate permit, parking inappropriately, and parking in the faculty parking lot. Students who park in a faculty lot or in an ADA space may have their vehicles ticketed and/or towed.
- Students who take more than one space, park illegally, park without a **visible permit** or park without a valid parking permit may have their car booted, be ticketed and/or towed.
- Parking in the staff parking lot is prohibited.

**\$5 for the first offense | \$10 for the second offense;
\$25 for the third offense and each offense thereafter.**

Repeat offenders may have their car booted, parking privileges suspended, and/or vehicle towed.

- Students may not cause any disruption in the parking lot.
- Students may not loiter (wait around idly or without apparent purpose) in the parking lot.
- No weapons or illegal substances of any kind are allowed in student vehicles while on school property.
- Any vehicle entering this area is subject to search by either school authorities and/or law enforcement personnel. Such searches may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
- Any student caught driving in an unsafe manner may have their parking privileges suspended. Vehicles may be towed if the student/driver has lost their parking privileges and continues to park on school property.
- Students **may not** save parking spaces.
- **Students may not loan their parking pass**

Consequences for inappropriate use of the parking lot include:

- Boot placed on car wheel.
- Tickets & fines
- Loss of parking privileges
- Additional disciplinary action
- Towing charges at student/parent expense

As a courtesy, we will do our best to communicate with parents regarding parking issues; however, it should be noted that the ticket serves as notice of an infraction. Please contact Student Management if you have any questions.

It is a student's responsibility to rectify a parking violation immediately!

SOUTH MEDFORD HIGH SCHOOL

STUDENT EXPECTATIONS & DISCIPLINE

BE SAFE

Be considerate of others; obey school rules as well as local, state and federal laws.
Follow school guidelines and expectations.

BE RESPECTFUL

Treat all students/staff with dignity and respect.
Be respectful of private property.
Display modest behavior.
Clean up after yourself at school and in the community.

BE RESPONSIBLE

Be responsible for your own education by regularly attending classes on time. Complete assigned work.

South Medford High School is committed to implementing preventive and positive approaches to create a safe and supportive learning environment. Creating positive citizens, for both the learning community and future, require a dedication to teaching social skills, promoting social and emotional well being and commitment to addressing the causes of misbehavior, resolving conflicts, and meeting students' needs. Our goal is to keep students in school with positive approaches balanced with accountability for one's actions. Students have both rights and responsibilities.

When district officials have knowledge or reasonable suspicion that a student is in violation of school or district policy, students will be requested to assist district officials in upholding school expectations. Students shall cooperate with school officials in an orderly, honest manner to resolve and bring clarity to incidents in violation of school or district policy. The actions of the official shall be rational, fair and no more intrusive than necessary. If a student willfully refuses to abide by the expectations at South Medford High School, appropriate consequences will follow. The student handbook outlines accepted norms of behavior, particularly with respect to the safety and rights of others.

Violation of the law or violation of rules may result in suspension or expulsion, even if the misconduct occurs at times/places other than on-campus or during school activities.

Good Neighbor Policy

The following student behaviors are appropriate, encouraged and expected by the SMHS community:

- Be considerate of self and others: obey school rules as well as local, state and federal laws.
- Be respectful of private property.
- Abstain from tobacco, alcohol and drugs.
- Clean up after yourself at school and in the community.
- Be on campus and in class during class time.
- Refrain from loitering in the neighborhood.
- Specifically, loitering on Warren Way and the surrounding streets is prohibited before, during, and after school.
- Students will not use their bodies or vehicles to impede traffic.

STUDENT EXPECTATIONS & DISCIPLINE (continued)

⇒ **STUDENTS WILL COMMIT TO:**

- Attending classes regularly
- Arriving to school with the necessary tools
- Respecting individual and cultural differences
- Graduating
- Striving to do their best work
- Being polite
- Looking for positive ways to resolve conflict
- Avoid bringing harmful/illegal/dangerous items to school
- Being kind
- Following school rules
- Respecting district property and the surrounding neighborhood property
- Learning from mistakes
- Using technology responsibly
- Ask for help when needed
- Practicing good citizenship by being helpful and honest

⇒ **PARENTS WILL COMMIT TO:**

- Promoting healthy choices
- Partnering with a school to address behavior and learning
- Helping students use technology responsibly
- Communicating promptly with the school regarding changes to address living situation, medical issues, or changes in legal status
- Communicating promptly with the school regarding attendance
- Setting high academic and behavior expectations
- Helping students to arrive to class prepared
- Encouraging positive ways to resolve conflict
- Helping students to get to school on time every day
- Provide a quiet space for homework
- Attending parent-teacher conferences
- Supporting school rules and policies
- Review child's academic progress regularly
- Helping students grow a sense of responsibility
- Prioritizing education
- Not allowing students to bring harmful/illegal/dangerous items to school

⇒ **THE SCHOOL WILL COMMIT TO:**

- Respecting individual and cultural differences
- Reinforcing good behavior
- Modeling appropriate behavior
- Creating a safe and clean learning environment
- Encouraging healthy habits
- Keeping accurate records
- Teaching and supporting digital citizenship
- Treating students and families with dignity and respect
- Implementing inclusive practices
- Communicating expectations to students and parents
- Partnering with parents to address behavior and learning concerns

ACADEMIC DISHONESTY POLICY

ACADEMIC DISHONESTY

Medford School District requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, and in testing situations. Grades should be an authentic reflection of a student's work. **Academic dishonesty, cheating or plagiarism** involves an attempt to demonstrate a level of knowledge or skill which a student does not possess by attempting to substitute the product of another, in whole or in part, as student's own work. This policy covers all school-related tests, quizzes, reports, assignments, and projects.

Academic dishonesty will be addressed through the disciplinary process and will result in an INCOMPLETE on the assignment. The student will be expected to re-take the assignment.

Academic dishonesty includes, but is not limited to, the following:

- Cheating
- Obtaining information from another student during an examination
- Communicating information from another student during an examination
- Knowingly allowing another student to copy one's work
- Offering another person's work as one's own
- Unauthorized use of an electronic device to solicit, transmit or search for answers
- Taking an examination for another student or having someone take an examination for oneself
- Sharing answers for a take-home examination unless specifically authorized by the teacher.
- Using unauthorized material during an examination
- Altering a graded examination or assignment and returning it for additional credit, under the pretense that the teacher made an error
- Having another person or a company do the research and/or writing of an assigned paper or report
- Misreporting or altering the data in laboratory or research projects

PLAGIARISM

Plagiarism is to present the ideas, words, or creative product of another as one's own. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge. Students may be required to repeat the assignment or complete an alternative assignment in the event that they are caught plagiarizing.

COLLUSION

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.

COMPUTER HACKING OF GRADES

This may result in expulsion from school and could be treated as a criminal offense.

OTHER DISHONEST CONDUCT

- Stealing or attempting to steal an examination or answer key
- Stealing or attempting to change official academic records
- Alteration of computer and /or grade book records or forgery of signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others

CONSEQUENCES FOR ACADEMIC DISHONESTY

For any incident of academic dishonesty, the administration will determine the appropriate level of discipline. These consequences will be recorded as part of your discipline record in the form of a referral. Students found to be academically dishonest are subject to disciplinary action up to and including suspension, dismissal from student offices, athletics, and extracurricular activities, involuntary transfer, or expulsion.



CHRONIC MISBEHAVIOR

The misbehaviors listed below may result in referral to school counselor, discipline technician or assistant principal:

- Leaving school premises without permission
- Dress code violations
- Disturbance or disruption of the school environment, including but not limited to: classrooms, cafeteria, halls, school grounds and facilities and/or school activities
- Possession or use of disruptive devices including, but not limited to: water balloons, squirt guns, "stink bombs", noisemakers, lasers, drones or snowballs
- Profane, vulgar or obscene language/gestures
- Possession of obscene or pornographic materials
- Any display or signal for the purpose of identifying gang membership or gang support
- Possession of matches, lighters, tobacco, e-cigarettes or vapor pens
- Failure to obey bus regulations
- Failure to obey campus parking and motor vehicle regulations
- Violation of the computer network user agreement
- Gambling
- Improper display of affection
- Touching, using or taking a staff member's property without permission
- Using digital cameras or video cameras on campus
- Riding of bicycles, skateboards, scooters or rollerblades on campus or around neighboring properties
- Use of electronic devices without permission and at inappropriate times
- Permanent marking pens are not allowed at school unless they are needed for a school project/activity; unnecessary marking pens may be confiscated
- Unauthorized use and/or possession of school documents, the defacing or forging in part or in whole of any document used in official school business (including parental notes, e-mails and phone calls)

Consequences for Chronic Misbehavior

- Lunch detention - Failure to serve a lunch detention may result in a greater consequence.
- Suspension (in-school or out of school) - In-school suspension is a full school day (8:45am-3:45pm)
- Confiscation of inappropriate items
- Conference with parent/guardian and/or student

PHYSICALLY DANGEROUS BEHAVIOR, OVERT INSUBORDINATION AND ILLEGAL ACTS

Consequences for the misbehaviors listed below may result in suspension for up to 10 school days, with possible recommendation for expulsion. Students who encourage or dare other students to violate school rules may also receive consequences:

- Assault and/or fighting.
- Logging onto a school computer under any log-in other than your own, tampering with a school computer or falsifying documents.
- Open acts of defiance, disrespect toward teachers or other school staff on or off campus, extending outside the regular school day.
- Unlawful interference with school authorities by force, violence, threat or coercion.
- Profane, obscene or abusive language or actions toward school staff, patrons or students, (including social media).
- Theft or unauthorized entry.
- Malicious destruction of, or damage to, school or personal property.
- Trespassing (unauthorized presence or refusal to leave when ordered to do so by school officials or by other authorized personnel).
- Refusal to properly identify oneself to school staff at any time or refusing the lawful request of any school staff member.
- False alarms, bomb threats.
- Use or possession of explosive devices, smoke bombs, firecrackers, etc.
- Setting of fires.
- Tampering with any fire extinguishing device or alarms.
- Possession or use of all types of firearms/ammunition, replicas of firearms/ammunition, including but not limited to: BB/pellet guns, paint ball guns, soft air guns or other potentially dangerous instruments or weapons, including but not limited to: knives, nun-chucks, ninja stars, Tasers or materials of destruction. **(School Board Policy JFCJ)**
- Possession or use of all types of irritating or poisonous gas (e.g., mace and pepper spray).
- Extortion, blackmail or unlawful coercion.
- Drug and alcohol offenses including but not limited to: possession, distribution, use, paraphernalia, under the influence on or near campus, during the school day or at any school activity/event.
- Intimidation, racial slurs or threat of harm to others.
- Harassment: Behavior which causes the victim or victims to feel pestered, tormented or persecuted. Harassment includes verbal as well as physical misconduct, particularly when the action is based on race, sex, national origin, religion, age or disability. Sexual harassment includes solicitation of sexual nature, inappropriate physical contact, sexual insults and unwelcome sexual jokes, sounds or actions.
- Possession of medications (prescriptions and non-prescription drugs) or prescription drugs by students is prohibited.
- Encouraging threats, defamation of another student, or violence through actions or words.

MEDFORD SCHOOL DISTRICT ATTENDANCE POLICY

It is the intent of the Board, district and school administration, and school staff that all students have maximum opportunities for academic growth and achievement. Absenteeism affects student performance and reduces a student's opportunity for success both academically and in the work force. Attendance policies, regulations, rules and procedures should promote student success.

Medford School District 549C supports the compulsory school attendance laws established by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. Because the law authorizes the school, not the parent, to determine which absences may be excused and which absences are not excused, the district has established the following parameters under which an absence from school will be considered an excused absence:

- Personal illness of the student.
- Medical appointment **with written verification by the medical professional.**
- Serious illness or death in the family.
- Family emergency as determined by a school official.
- Prearranged absences as approved by a school official.
- School-sponsored activities. *(While absences for school-sponsored activities are automatically excused, the student must arrange ahead of time to get any assignments he/she will miss.)*
- Suspension.

All other absences will be considered unexcused absences.

For an absence to be excused for the above reasons (except school absences due to school-sponsored activities), the school will determine the method of verification of absence the parent will use. The parent must notify the school's attendance office **within 48 hours** of the student's return to school. Failure to do so means the absence will become a permanent unexcused absence. It is the parent's or guardian's responsibility to account for student absences. Students must make up the school work they miss whenever they are absent regardless of the reason for the absence. Except for suspensions and school-sponsored activities, the parent or guardian is responsible for accounting for these absences according to the verification method specified by the school.

Code: **JE-AR**

Revised/Reviewed: 10/17/95; 6/03/97; 2/27/17



MEDFORD SCHOOL DISTRICT

SEXUAL HARASSMENT POLICY

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, or staff or third parties by other students, staff, Board members, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises, and non-district property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. The prohibition also includes off-duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the proceedings and findings of the investigation and, if appropriate, that remedial action has been taken.

MEDFORD SCHOOL DISTRICT

SEXUAL HARASSMENT POLICY (continued)

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teachers Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff, and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students, and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools.

The superintendent will establish a process of reporting incidents of sexual harassment.

Code: **JBA/GBN**
Adopted: 3/14/89
Readopted: 6/01/15



A STUDENT'S GUIDE TO UNDERSTANDING SEXUAL HARASSMENT AT SCHOOL AND ON THE JOB

What is sexual harassment?

Simply stated, it is a form of discrimination based on sex, and if it occurs at school or work, you're protected by state and federal law. More specifically, it is unwelcome sexual overtures in the workplace or school when:

- your education or employment depends on your putting up with or giving in to the overtures, or
- the sexual overtures create a hostile environment.

What is meant by unwelcome?

For example, one person may do or say something and it's enjoyed or taken as a compliment; a different person may do or say the same thing to the same person and it's unwelcome.

Does this mean I can be accused of sexual harassment even if I didn't intend to sexually harass anyone?

Yes. Intent is not part of the definition. Even though you may have thought it was harmless teasing, flirting, or being funny, it's how the other person feels about the words or acts. In other words, you have to think about how your message will be received.

Since I can't read someone's mind, how do I know if my behavior is welcome, or if I'm sexually harassing?

Try asking yourself these questions:

- Have I been told my actions are unwelcome or inappropriate?
- Would I say or do the same to someone of the same gender?
- Would I say or do this if my parent, girlfriend, boyfriend or teacher were present?
- Would I want someone to say or do this to my sister, brother, girlfriend or boyfriend?
- Would I want my actions to be on the evening news?
- Is the person to whom I'm saying or doing this in an equal position of power as me?
- Do my words or actions show respect for the other person?

If you answer "no" to two or more of the questions, there is a good chance your behavior is unwelcome!

So, if the words or acts are welcome, there is no sexual harassment?

Not necessarily. If other people in the same area who observe the behavior find it offensive and unwelcome, this can create a hostile environment which is a form of sexual harassment.

What are some examples of sexual harassment?

Here are some actions that are likely to be viewed as sexual harassment:

Dirty jokes, sexual name calling, comments about a person's physical/sexual development, requests for sex, nude pictures, touching, grabbing, pinching, generalizations about members of one gender or different expectations based on gender, graffiti or repeated requests for a date.

What can I do if I feel like I'm being sexually harassed at school or work?

Let the person know that you don't appreciate their words or acts. Be clear. Some people still think "no" means "yes". If you don't feel comfortable talking to the person, write a letter and keep a copy. Talk it over with a friend or your parents/guardian. Ask for help. Report it to a teacher, counselor, or principal if it occurs at school, or to your employer if it occurs at work. If it doesn't stop, file a complaint. If this is occurring at school, you can file a discrimination complaint with your school district and appeal the matter to the State Superintendent. If it's a work situation, it can be reported to the Oregon Bureau of Labor and Industries. School officials and employers have a legal responsibility to put a stop to the harassment.

What if I'm sexually harassed somewhere other than at work or at school?

The law provides specific protection in work and school environments. In other places, like at a party or at the mall, you will need to rely on your assertiveness and your ability to avoid the person or leave the place. If the acts are severe enough, they may be the basis for criminal charges or a civil suit.

MEDFORD SCHOOL DISTRICT

SCHOOL BUS CODE OF CONDUCT POLICY

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones. Loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

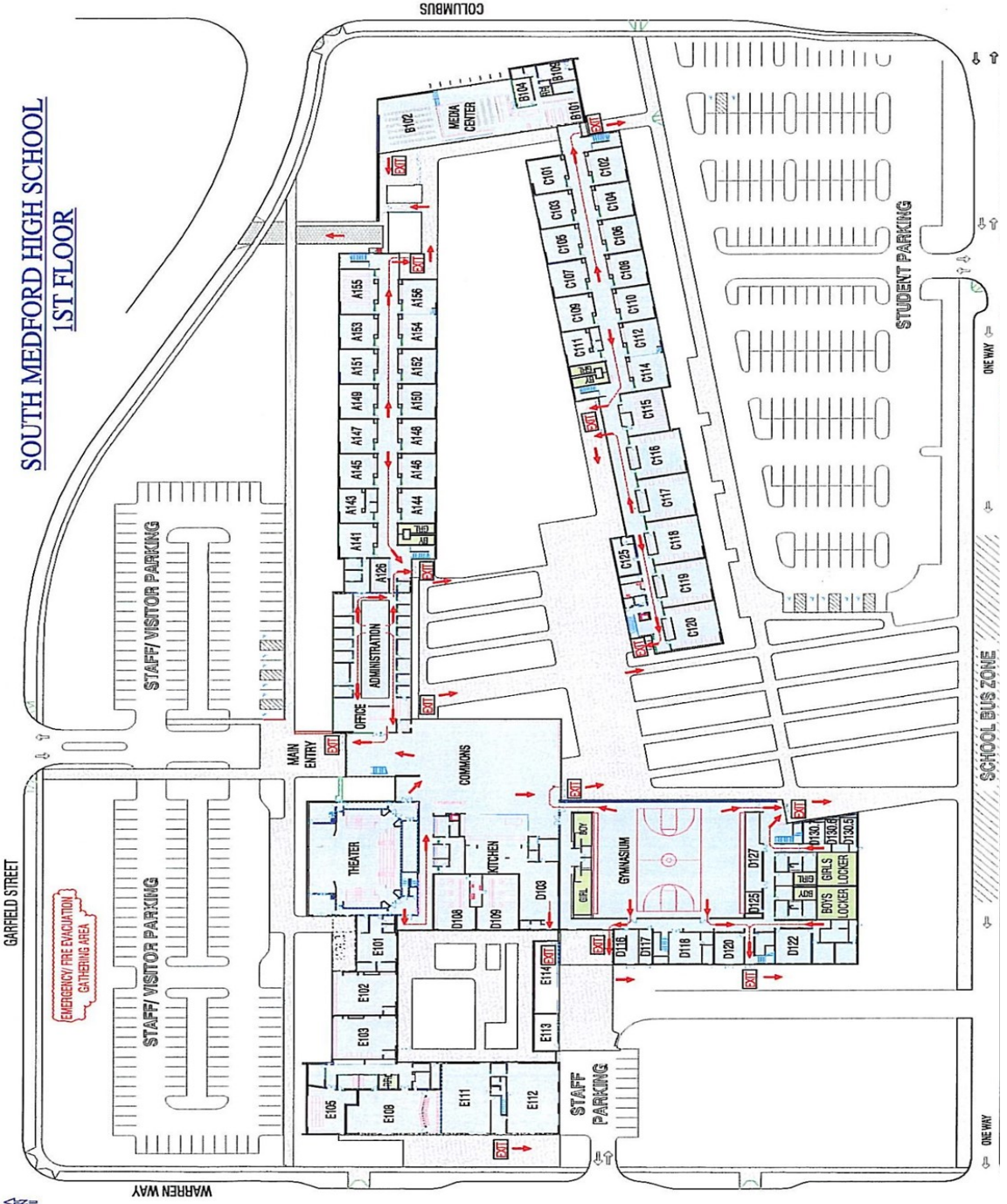
The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

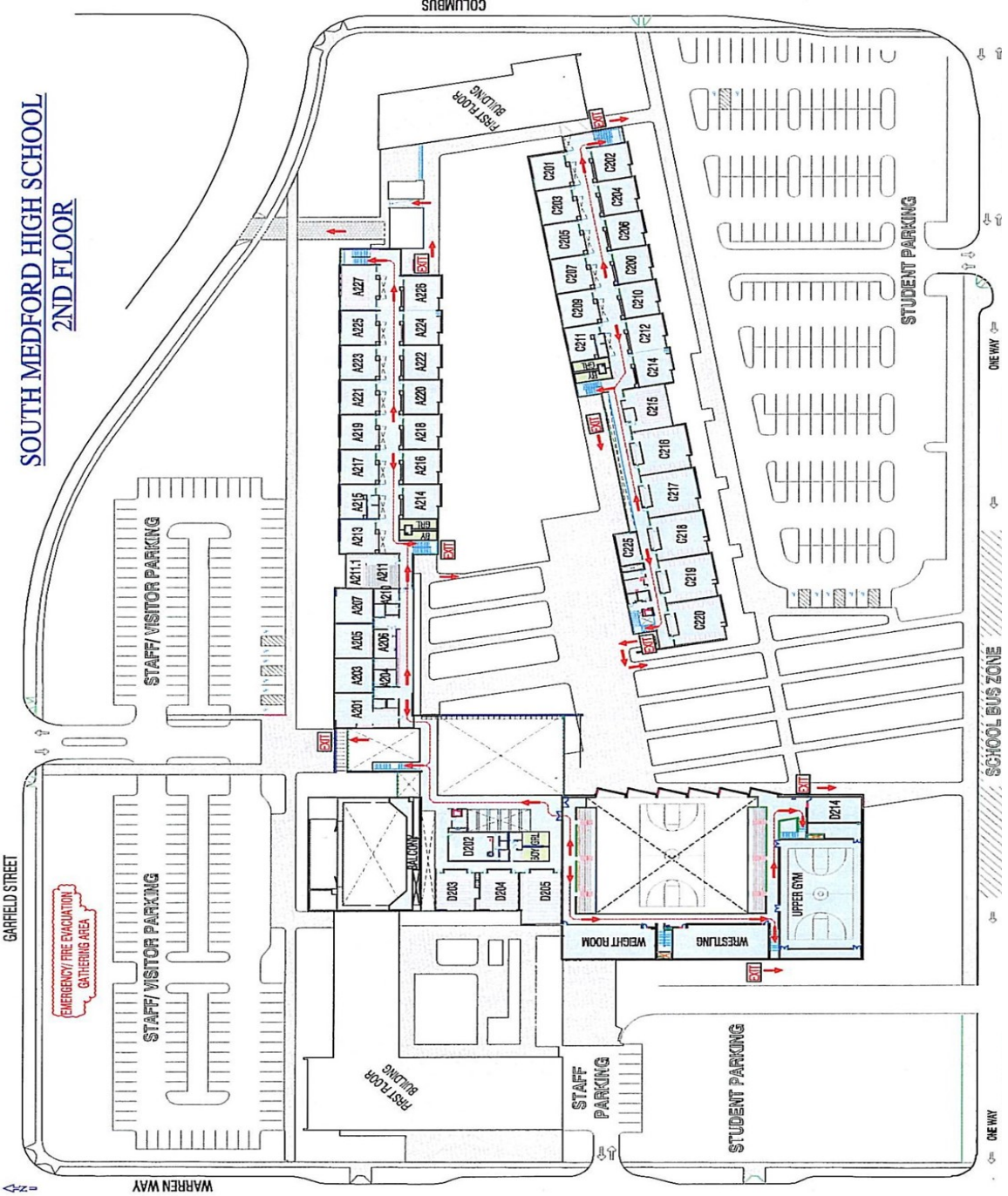
Students who violate bus rules of conduct may be denied the use of district transportation.

Code: **EEACC**
Adopted: 10/21/03



**SOUTH MEDFORD HIGH SCHOOL
1ST FLOOR**





**SOUTH MEDFORD HIGH SCHOOL
2ND FLOOR**