

# Parent/Student Handbook



2025 🐾 2026

EVERY STUDENT ... By NAME , STRENGTH and NEED.

**McLoughlin Middle School**

320 West 2nd Street | Medford, OR 97501 | 541-842-3720

# McLoughlin Middle School

**McLoughlin Middle School is an extraordinary place**

Where each individual is nurtured and known, seen and supported.  
Together, we transform obstacles into opportunities and challenges into successes!

Contact Us:

Attendance Voicemail      541-842-3717  
Email [mcms.attendance@medford.k12.or.us](mailto:mcms.attendance@medford.k12.or.us)

Please provide student name, ID number and date of absence.

Athletics	541-842-1636
Front Desk/Information	541-842-3720
Registrar	541-842-1637
School Counselor	541-842-1645
Mental Health Therapist	541-842-1687
Ayuda en español	541-842-1634

Connect with us:



@mcloughlinmiddleschool



@mcloughlinmiddleschool

Scan the QR code for a direct link to our website!



[mcloughlin.medford.k12.or.us](http://mcloughlin.medford.k12.or.us)

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

Medford School District 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**  
**Director of Human Resources/Compliance Coordinator**  
541-842-1034

**[Janel.Reed@medford.k12.or.us](mailto:Janel.Reed@medford.k12.or.us)**

680 Biddle Road  
Medford, Oregon 97504

# Meet our Leadership team



**Charity  
MacLeod**  
Principal



**Robyn  
Colburn**  
Assistant Principal



**Dalton  
Richardson**  
Assistant Principal



**Wayne  
Snider**  
Dean of Students



**Jennifer  
Bruce**  
School counselor

## Contact us:

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# Attendance

The State of Oregon expects students to be in attendance 92% of scheduled school days. The Medford school district monitors this closely. Families will receive a letter of concern when a student reaches four absent days, whether or not the absence was an excused absence. School officials will work closely with families to remove any barriers that are getting in the way of school attendance.

**339.010 School attendance required; age limits.** Except as provided in ORS 339.030, all children between the ages of 6 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides.

**339.020 Duty to send children to school** . Except as provided in ORS 339.030, every person having control of any child between the ages of 6 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term.

Accounting for an Absence: Parents/guardians may email [mcms.attendance@medford.k12.or.us](mailto:mcms.attendance@medford.k12.or.us) 24 hours a day to leave a message about absences. If you do not have access to email, please call 541-842-3717, 24 hours a day and leave a message on the answering machine. Please include the student's name, student ID number and date of absence(s) and the reason for the absence.

District Approved Reasons for Absences (including but not limited to the following):

- Personal illness of the student
- Medical appointments. Confirmation of appointments may be required.
- Illness of an immediate family member when the student's presence at home is necessary.
- Emergencies that require the student's absence.
- Pre-arranged absences as approved by a school official - pre authorization forms can be picked up in the main office.
- Extended absences as approved by a school official- pre authorization forms can be picked up in the main office.
- Field trips and school-approved activities.
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance.
- See School Board Policy page 27 for further information.

Checking Students Out of School: Students must be signed out at the main office by a parent, designee, or guardian. Anyone signing a student out must show identification every time a student is picked up. For safety reasons, students will not be released to anyone who is not on their emergency contact list. If you can, call the main office 30 minutes ahead of your appointment, and we will send a pass for your student.

Homework Requests: Contact the students team lead teacher via email, on or after the student's third day of absence, to request homework. Requests received will be available the following day after 3:45 p.m. Further homework may be requested upon completion of previously requested work. Work missed during an absence needs to be made up within two days for every day missed. The student is responsible for making arrangements to get make-up work. Electronic requests can be made using Canvas or e-mail.

School Activity/Athletic Event: Attendance is required on the day of the scheduled activity or with administrative approval. Students must be in attendance every period in order to participate in after-school activities, athletic events, 8th grade ceremonies, fun days, etc., unless excused by an administrator. Guidelines for Extra Curricular Activity Code of Conduct should be followed.

# Athletic/Activities Code of Conduct

All McLoughlin students are encouraged to participate in our many school sponsored activities.

Athletic seasons :

**Fall (Aug-Oct)** - Football, Girls' Volleyball (7th & 8th grades only) Cross Country (6th, 7th & 8th grades)

**Winter Season 1 (Oct-Dec)** - Boys' Basketball (7th & 8th grades only)

**Winter Season 2 (Jan-Mar)** - Girls' Basketball (7th & 8th grades only) Wrestling (6th, 7th & 8th grades)

**Spring (Mar-May)** - Track & Field (6th, 7th & 8th grades)

Athletic Registration and Fees: The participation fee for 2025/26 for Football is \$75.00. All other sports are \$50.00 each for the first two sports played by a student each year. Once the first two sports have been paid for, each subsequent sport is free. Fees must be paid or payment arrangement in place prior to participating in games/meets. Scholarships are available by request. Sports payments should be paid online at the time of registration. Any athletes cut from a sport at the time of tryouts will receive a full refund. If the fee is paid by card, the refund will go directly back to the card that was charged at registration the following business day. If the fee was paid by cash or check, families may either keep the credit on their students' account towards future purchases or receive a check.. Parents are responsible for obtaining and uploading their athletes sports physical. Schedules and rosters are on our website as soon as all contests have been confirmed with competing schools. Schedules are subject to change. McLoughlin provides student uniforms. A lost uniform fee will be charged to your students account for uniforms that are not returned.

Activities may include: After School clubs, Brain Bowl, Drama, Geography Bee, Math Counts, Pentagames, Scavenger Hunt, SkillsUSA, Spelling Bee and McLoughlin National Junior Honor Society.

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It is the belief of the Medford School District that participation in athletics, clubs and school activities is a privilege extended to students. Students involved with athletics, clubs and school activities are to be responsible representatives of their school and their community. Prior to participation in athletics, clubs and school activities, the student, parent(s) or guardian are required to sign a form to ensure their reading and understanding of the Extra-Curricular Code of Conduct.

All students representing North Medford High School, South Medford High School, Innovation Academy, Hedrick Middle School, McLoughlin Middle School, Oakdale Middle School and Medford Online Academy must comply with the standards of conduct listed in the board policy and school's handbook. This policy is a minimum conduct standard. Coaches and advisors may add additional expectations specific to their activity, within district standards and with administrative approval at the building. Participation in treatment programs may be considered in the administration of this procedure. If the superintendent or his/her designee determines either by a preponderance of symptoms or by reasonable evidence that a student involved in athletics, clubs and school activities is using alcohol, illegal drugs or other controlled substances, the district may require the student to be tested immediately at the parent, guardian or student's expense and submit the results to the district as a condition of participation. A positive test shall cause the student to receive consequences as specified in the district's Student Assistance Program manual and/or Extracurricular Code of Conduct.

## Use, Possession, Distribution or Sale of Alcohol or Other Drugs:

Participants will not use, possess, sell or distribute alcohol, other drugs, drug paraphernalia, or items purported to be drugs at school sponsored activities, school related activities or at any student gathering under the auspices of any local, state, or national student or school organization or at any other time, including evenings, weekends, and holidays during the entire term of the activity from the official starting date established by the Oregon School Activities Association or the district or the school as the case may be, until the final date of the activity in which the participant is involved. In addition to the disciplinary penalties in section one of the Disciplinary Procedures for Controlled Substances Including Alcohol, Other Mind-Altering Drugs and Tobacco; the student will be subject to the following penalties. Students who are involved in athletics, clubs and school activities and who violate the district's policies on the use, possession, transport, distribution and/or sale of a controlled substance including alcohol and other mind altering drugs will be suspended from participation in any athletic, club or activity for a minimum of 15 school days and may be removed from athletic, club or school activity participation for an extended time depending on the circumstances surrounding their violation of the policy.

# Athletic/Activities Code of Conduct, Continued

## Use, Possession, Distribution, or Sale of Tobacco/Nicotine Vape Devices:

Student participants who are using, possessing, distributing or selling tobacco/nicotine vape devices will receive the following penalty.

1<sup>st</sup> Violation: The student will not participate in any athletic, club or school activity for a period of three school days.

2<sup>nd</sup> Violation: The student will not participate in any athletic, club or school activity for 20 school days or the remainder of the season if they are on a sports team. For students involved in other school activities the student will be removed from the activity for 20 school days or the remainder of the nine weeks. The student will also not be allowed to practice or participate with the team or group during this period. Extra-curricular penalties are cumulative during the school year. For example, in the event that a student has received a prior extra-curricular penalty during the school year also receives a penalty during another extra-curricular activity in the same school year; he/she will enter the current extra-curricular penalty at the next violation level. This is inclusive of all personal conduct rules including those established by the coach.

## Additional Regulations:

The coach or activities sponsor may have additional regulations, which will be defined in writing to the participating student. These policies will be subject to the approval of the administration, supported and enforced by the same.

## Attendance:

A student must attend school all day, on the day of the scheduled activity. If the student misses a day, or part of the day, he/she will not be eligible to participate in that day's scheduled activity unless cleared by the building athletic director.

## Suspension:

If a student is suspended from school, he/she cannot participate in a practice, contest or activity during the period of suspension.

## Dropping out of a Sport:

1. An athlete dropping out of one sport shall not be allowed to participate or practice in another sport that sport season without the consent of the coaches.
2. An athlete cut from a sport program may turn out for another sport during that sport season.
3. A student dropped from a sport for disciplinary reasons may not participate in another sport for the remainder of the season, which he/she dropped.

## Theft-Vandalism:

A student, parent or legal guardian will be financially responsible for:

1. Theft from, or vandalism to, school property by named student.
2. Theft from, or vandalism to, private property (motel rooms, restaurants, etc.) by named student.

There will be no award or participation until financial obligations are met.

## Transportation:

When the activity demands travel from the school, the student will go, and return by, school sponsored transportation. A student may be released to a parent/legal guardian following an athletic event, provided a signed release is on file or given to the coach. In addition, parent or guardian must sign out the student with the coach in charge. Any request for an adult, other than a parent, to provide private transportation from an away activity must be written and signed by the parent and submitted to the athletic director or athletic secretary prior to the event.

**McLoughlin rules, regulations and expectations are in effect on all Medford School District campuses, on school buses or while attending any school activity **at any time.****

Areas	Be Safe	Be Respectful	Be Responsible
<b>Lockers</b>	<ul style="list-style-type: none"> <li>●Close and lock locker.</li> <li>●Lockers may be searched at any time.</li> <li>●Keep locker combination to self.</li> </ul>	<ul style="list-style-type: none"> <li>●Use temporary and appropriate decorations.</li> <li>●Open/close lockers quietly.</li> <li>●Be respectful of neighboring lockers.</li> </ul>	<ul style="list-style-type: none"> <li>●Keep lockers organized.</li> <li>●Keep combination confidential.</li> <li>●Do not share your locker with another student.</li> </ul>
<b>Hallways &amp; Stairs</b>	<ul style="list-style-type: none"> <li>●Walk at all times.</li> <li>●Stay to the right.</li> <li>●Keep hands, feet, and other objects to self.</li> <li>●Walk single file on the stairs.</li> <li>●Touch every stair.</li> <li>●Use handrail.</li> <li>●Arrive to class on time.</li> <li>●Keep traffic flowing.</li> </ul>	<ul style="list-style-type: none"> <li>●Halls are “G-Rated.”</li> <li>●Use kind words and action.</li> <li>●Use quiet voices.</li> <li>●Keep hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>●Use drinking fountains appropriately.</li> <li>●Use garbage cans for trash.</li> <li>●Go directly to your next location.</li> <li>●Pick up any trash.</li> <li>●Have hall pass visible when passing during class time.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>●Keep water inside the sink.</li> <li>●Wash hands with soap.</li> <li>●Put trash in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>●Respect others privacy.</li> <li>●Respect property.</li> <li>●Use indoor voices.</li> </ul>	<ul style="list-style-type: none"> <li>●Flush toilets after use.</li> <li>●Inform adults of concerns or problems.</li> <li>●Conserve paper products.</li> <li>●Enter and leave in a timely manner.</li> </ul>
<b>Cafeteria/ Courtyard</b>	<ul style="list-style-type: none"> <li>●Choose a seat and remain seated until finished eating.</li> <li>●Walk.</li> <li>●Keep hands, feet, and objects to self.</li> <li>●Dispose of trash properly.</li> </ul>	<ul style="list-style-type: none"> <li>●Use polite manners.</li> <li>●Talk with a “restaurant voice.”</li> <li>●Clean your area.</li> <li>●Clean food messes. (e.g. food on the floor or seat)</li> <li>●Follow adult instructions.</li> </ul>	<ul style="list-style-type: none"> <li>●Wait in line patiently.</li> <li>●Have your ID card ready.</li> <li>●All food and drinks must stay in the cafeteria/courtyard.</li> <li>●Dispense all trash and recyclables in proper containers.</li> </ul>

# McLoughlin Middle School Expectation Matrix

<p><b>Black Top, Field &amp; Gym</b></p>	<ul style="list-style-type: none"> <li>● Move safely.</li> <li>● Use all equipment and materials as they are intended.</li> <li>● Stay in designated areas.</li> <li>● Stay where you can be seen by and adult.</li> <li>● Stop activity when you hear a whistle or bell.</li> </ul>	<ul style="list-style-type: none"> <li>● Demonstrate good sportsmanship.</li> <li>● Follow adult instructions.</li> <li>● Follow game rules.</li> <li>● Sit on bleachers in gym.</li> <li>● Use positive language.</li> </ul>	<ul style="list-style-type: none"> <li>● Eating and drinking in cafeteria/courtyard only.</li> <li>● Return equipment when the bell rings.</li> </ul>
<p><b>Office</b></p>	<ul style="list-style-type: none"> <li>● Listen to adult instructions.</li> <li>● Arrive/return promptly.</li> </ul>	<ul style="list-style-type: none"> <li>● State your purpose clearly.</li> <li>● Wait patiently for help.</li> <li>● Use appropriate words and actions.</li> <li>● Use quiet voices.</li> <li>● Say, "please" and "thank you".</li> <li>● Use office at appropriate times.</li> </ul>	<ul style="list-style-type: none"> <li>● Report to your teacher before coming to the office-bring a hall pass.</li> <li>● Always have your student ID with you.</li> <li>● Ask politely to use the student phone.</li> </ul>
<p><b>Health Room</b></p>	<ul style="list-style-type: none"> <li>● Check in with nurse or secretary.</li> </ul>	<ul style="list-style-type: none"> <li>● Must have a pass, unless it's an emergency.</li> <li>● Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow adult directions.</li> <li>● Use ice for injuries only.</li> </ul>
<p><b>Media Center</b></p>	<ul style="list-style-type: none"> <li>● Walk at all times.</li> <li>● Sit in the chairs.</li> <li>● Handle all materials with care.</li> </ul>	<ul style="list-style-type: none"> <li>● Work individually.</li> <li>● Use a quiet voice.</li> <li>● Clean up the area and push your chairs in when leaving.</li> <li>● Return all materials to appropriate place.</li> <li>● Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>● Wait in line patiently and quietly.</li> <li>● Ask for assistance from staff, if needed.</li> <li>● Return all materials on time.</li> <li>● Keep food and drinks out of the library.</li> <li>● Have a hall pass.</li> </ul>



# McLoughlin Middle School Expectation Matrix

<p><b>Assemblies &amp; Special Activities</b></p>	<ul style="list-style-type: none"> <li>● Maintain clear aisles.</li> <li>● Keep yourself to yourself</li> <li>● Respond to quiet signal.</li> <li>● Wait for dismissal instructions.</li> <li>● Leave in an orderly manner.</li> </ul>	<ul style="list-style-type: none"> <li>● Show courtesy to those are you.</li> <li>● Show courtesy and appreciate to presenters and guest.</li> <li>● Sit quietly.</li> </ul>	<ul style="list-style-type: none"> <li>● Focus on the presentation.</li> <li>● Sit with your assigned class.</li> <li>● Listen for and follow all directions.</li> </ul>
<p><b>Outside: Arrival &amp; Dismissal</b></p>	<ul style="list-style-type: none"> <li>● Use crosswalks.</li> <li>● Walk your bike or skateboard on sidewalk.</li> <li>● Always walk.</li> <li>● Remain outside until the campus monitor lets you in.</li> <li>● Hall pass or note needed in order to enter before the bell.</li> <li>● Leave campus promptly.</li> </ul>	<ul style="list-style-type: none"> <li>● Enter the building quietly.</li> <li>● Use appropriate language.</li> <li>● Speak respectfully to adults and peers.</li> <li>● Knock respectfully.</li> <li>● Watch actively for your ride.</li> <li>● Arrive to "after school destination" on time.</li> <li>● Take all needed belongings home.</li> </ul>	<ul style="list-style-type: none"> <li>● Go directly to appropriate morning place.</li> <li>● Turn off, remove electronics before entering.</li> <li>● Keep yourself to yourself.</li> <li>● Move in an orderly manner.</li> <li>● Use trash cans.</li> </ul>
<p><b>Bus Loading Area</b></p>	<ul style="list-style-type: none"> <li>● Stay on sidewalk while waiting for bus.</li> <li>● Follow bus rules</li> <li>● Keep yourself to yourself.</li> <li>● Stay on the correct route.</li> <li>● Keep hands, feet, heads &amp; objects inside the bus.</li> <li>● Use appropriate volume voices.</li> <li>● Obey First Student expectations.</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language.</li> <li>● Follow adult directions.</li> <li>● Remain seated.</li> <li>● Face forward.</li> </ul>	<ul style="list-style-type: none"> <li>● Go directly to your bus.</li> <li>● Be on time.</li> <li>● Enter bus single file.</li> <li>● Keep your belongings with you at all times.</li> </ul>



# Behavior/Disciplinary Procedures - Illegal Acts

Illegal acts of any type committed by a McLoughlin student, on or within 1000 feet of the McLoughlin campus, any Medford school campus, or any Medford school activity/event may result in any or all of the following: suspension, expulsion or parent/police contact. This includes conduct when you are on school grounds, riding the bus to and from school, on field trips or involved in any other activities sponsored by the school district.

## Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence:

Hazing, harassment, intimidation, menacing or bullying (including cyberbullying,) teen dating violence or domestic violence by student, staff or third party is strictly prohibited and shall not be tolerated in the district.

[\(Medford School Board Policy JFCF revised 09/19/19\)](#) Bullying in places such as social networks may be referred to law enforcement. Sometimes you may think you are only teasing, but remember it is the receiver who determines if it is harassment or not. Student behavior that is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Sexual harassment: Includes any unwelcome sexual advance, requests for sexual favors, sexually motivated physical contact or other conduct or communication of a sexual nature.

Verbal, written or electronic threats: The consequences may include suspension or expulsion and may result in police action. Threats to do harm to another person are considered a serious offense. The school will follow protocols established by the Medford Police, Juvenile Detention Services and Jackson County Mental Health.

Fighting: Defined as a mutual confrontation, verbal or physical, between two or more persons. ("Play fighting" will not be allowed and will result in consequences).

Assault: Student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, shall not be tolerated on district property or at activities under the jurisdiction of the district. Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student who is bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board Policy.

[\(Medford School Board Policy JFCM revised 01/22/20\)](#).

Weapons in the School: Students shall not bring, possess, conceal, sell, or use a weapon on or at district property, transportation, or activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

For purposes of this policy, and as defined by the state and federal law, 'weapon' includes:

1. "Dangerous weapon" - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury;
2. "Deadly weapon" - any instrument, article or substance specifically designed for, and presently capable of causing death or serious physical injury.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for the period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

[\(Medford School Board Policy JFCJ revised 01/13/22\)](#).



# Behavior/Disciplinary Procedures – Illegal Acts, Continued.

False Alarms: Students who conduct false alarms will be prosecuted. This is a crime of disorderly conduct and causes public alarm. Any threat to the school or school community will not be tolerated and will result in immediate consequences that may include out of school suspension or expulsion..

Gangs: Any behavior that disrupts the learning environment is unacceptable student behavior. Dress, whistling, signing, or symbolism representing gang affiliation will not be tolerated on school grounds, at school sponsored activities, either on or off campus. "Gang" means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. By this policy, the Board acts to prohibit existence of gangs and gang activities as follows:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang.
3. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
  - a) Soliciting others for membership in any gang.
  - b) Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c) Inciting other students to act with physical violence upon any other person.
  - d) Committing any other illegal act or other violation of school district policies.

[\(Medford School Board Policy JFCEA revised 09/19/19\)](#)

Illegal and unsafe substances are not allowed. The unlawful possession, use, sale or supply of any alcohol, controlled substance or drug paraphernalia while en-route to or from school at school or in attendance at any school-sponsored activity or during a school related or sponsored trip is prohibited.

[\(Medford 549C School Board Policy JFCG/JFCH/JFCI revised 09/19/19\)](#)

Tobacco/Inhalant Delivery Systems & Marijuana: Student possession, use, distribution or sale of tobacco, including any smoking device on district premises, at school-sponsored activities, on or off district premises or otherwise, while the student is under the jurisdiction of the school, is prohibited. [\(Medford 549C School Board Policy GBK/KGC revised 09/19/19\)](#)

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## Reporting Concerns

When a concern is reported to a school administrator or a dean, action will be taken. The first step will be investigation, which can include student interviews, followed by parent contact. Once the investigation is complete, suspension or expulsion, and notification of the police authorities may take place. The school will enforce all school rules, School Board Policies and local and state laws on our campus at all times. School action will be taken in addition to legal action should a violation occur on campus or during school sponsored activities.

## SafeOregon

SafeOregon is a resource used to keep students and staff safe. Students can anonymously report school threats, weapons, violence, drugs, self-harm, or other safety concerns. A real, live person is always available 24 hours a day, 7 days a week. SafeOregon should not be used to report false information or to retaliate against others. This wastes valuable resources of law enforcement and school administration. You can call (844-472-3367), text (844-472-3367), or email ([tip@safeoregon.com](mailto:tip@safeoregon.com)) to report a tip any time of the day.

## Securly

Student chromebooks are monitored through a program called Securly. Securly filters out inappropriate content, but also helps to prevent cyber-bullying, self-harm, and even suicide in students. Administrators will receive an alert if a student is using their chromebook to search concerning content. After this, administrators will interview the parties involved taking all precautions necessary to ensure the safety of students.

# Behavior Supports

At McLoughlin we believe:

Students will do well if they can.

Misbehavior is the result of:

- 🐾 A lagging skill
- 🐾 An unmet need
- 🐾 An unsolved problem

We are looking for an effective intervention, not simply an appropriate consequence.

Our guiding questions when supporting appropriate behaviors are:

What is the lagging skill, unmet need or unsolved problem?

What do we want the student to learn and how will we collaborate to teach them this lesson?

## STUDENT WELLNESS CENTER (SWC)

It is the intent of the Student Wellness Center to support students who need a quiet space that is not distracting or over stimulating, or to assist students with their Middle School life. Examples include: ten-minute classroom time out, lost & found, small group meetings and other SEL support.

## STUDENT MANAGEMENT OFFICE (SMO)

Discipline is progressive. The first response to student misbehavior should be, re-teach. SMO or any other disciplinary action is used to re-address the grievance caused by the student. At McLoughlin, discipline seldom has to be severe but it must be certain and it must be swift to provide the desired effect. Our aim is to have few if any repeat offenders. Students are permitted to work silently on school assignments.



**Positive Behavior Intervention Support** is a school-wide philosophy for dealing with student behavior and providing guidelines for student success. The overall goal is to help students develop self-discipline; conducting themselves, safely, respectfully and responsibly.

PBIS is based on Behavioral Science research and uses the basic premise to “Catch Them Doing Good” to increase the behavior you want to see.

### Positive Incentives/Recognitions

- 🐾 Gold Cards
- 🐾 Attendance Incentives
- 🐾 Binder Star
- 🐾 Team Tardy incentives
- 🐾 Breakfast of Distinction (student of the month)
- 🐾 MacAdemy Awards



# Campus Information

The Medford School District never wants financial circumstances to be a barrier to a student's education. We encourage families to support the school programs by paying the standard fees.

## Arrival:

- \* **Early arrival** - Students who need to see a teacher before the start of the school day must request a pass from the appropriate teacher on the preceding day. The student must check in through the office and then report to the appropriate location until the bell rings. Wednesdays, teachers are involved in meetings and staff development and may not be available to meet with students/parents before school.
- \* **Late to Class** - Students are tardy if they are not in their assigned seats when the tardy bell rings. Excessive unexcused tardies will result in further action by Team teachers or SMO staff.
- \* **Late to School** - Students report directly to the office if they are late to school. Students who do not have a district approved reason for the absence from their parent/guardian will be unexcused.

Building Hours: The main office is open daily during the school year from 7:30am to 4:15pm. On M, Tu, Th & F students may enter the cafeteria or media center which opens at 7:45am. *Once students have entered a location, they stay in that location until the opening bell.* On Wednesdays, our school starts at 9:30am. On these days students may enter the office to obtain a library pass at 8:45am or go to the cafeteria and courtyard area. There is no loitering on school campuses, with the exception of school activities, or early arrival circumstances.

Closed Campus: Once a student arrives to school, they must remain on campus until the end of day. They may not leave again before school begins, leave campus for lunch or leave campus at the end of the day prior to parent/bus pickup, unless they have permission from a parent and it is verified by the office.

Drop off-Pick up: Students are to be dropped off and picked up through the Parent Car Arrival Alley. The surrounding 2nd Street curb area is entirely reserved for buses. Students need to leave campus promptly and board the bus or parent vehicle upon dismissal. If walking to/from school, loitering is not permitted. **Parking is limited:** *do no block neighboring driveways or park in business parking lots or block our bus zones. Please only use street parking that is safe and available.*



# Campus Information, Continued

Transportation - Personal Mode of Transportation: These items are brought to school at your own risk.

- While on school grounds, bicycles are to be walked; scooters, skateboards, rollerblades are to be carried.
- Failure to carry scooter, skateboard or rollerblades while on the campus or adjacent sidewalks may result in the loss of your item.
- Area is provided where students may park and lock their bike, scooter, skateboard, etc.
- A lock can be checked out from the office if student does not have one, student is responsible for its return.
- Use a lock for the safety of your item and lock it in the designated area.
- Students are not to be "hanging around" the bike rack at any time.
- Students on bikes need to enter and exit campus through the gate on 2<sup>nd</sup> St.
- For your own safety, USE THE CROSSWALK and be careful crossing in front of buses. Traffic can not always see you.

Emergency Procedures: In all emergency situations, including emergency drills (Fire/Earthquake/Lockdown) students will follow the directions of the teacher or staff member in charge. This includes air pollution alerts when the air is not at allowable levels for outside activity. Local radio and TV stations will broadcast notice concerning closure, or delayed start of school, due to hazardous road conditions or other unforeseen circumstances. You will be notified by the district if you have chosen to receive cell/text messages. You may also check the school district website at: [www.medford.k12.or.us](http://www.medford.k12.or.us).

Hall Passes: A pass is required and should be carried while in the halls. While using a hall pass, proceed to the intended destination and promptly return.

Items Not Allowed: Classroom deliveries (i.e. flowers, food delivery services), outside drinks, external speakers, laser pens, permanent markers, pets or items deemed distracting to the educational environment.

Office Telephone: The main office has phones that students may use to contact parents if a situation warrants a call. The use of personal cell phones is prohibited. See Cell Phones on page 18.

Textbooks/Library books: McLoughlin loans textbooks to students for their use during the school year. Students are expected to take care of the books and return them in good condition to the media center at the end of the school year. Students should write their names in all of their textbooks to help identify which book was loaned out to them. Students will be charged for damaged or lost books. Library books are checked out for 2 weeks. Students are responsible for all items checked out and must pay for damaged or unreturned materials.

Video Surveillance: Video surveillance is in use in and around McLoughlin.

Visitors: Please ring the door buzzer located to the right of the main entrance. Parents and other adults are permitted to visit the school upon administrative approval. The school reserves the right to deny visitors at any time. Additional restrictions may apply during school wide testing periods, the last week of school and other times that may disrupt the school environment. Check-in at front office to register and receive a printed name tag to be visibly worn while on campus, must have government issued identification.

\*Student visitors will not be allowed without prearranged administrative permission.

# Tardy Policy

Students are expected to be on time to school and each class period. Being in class **before the tardy bell rings** is essential for academic success. If a student arrives late to school, they must **check in at the office** before proceeding to class.

Excessive tardies will result in disciplinary action according to the following guidelines:

<b>Number of Tardies</b>	<b>Consequence</b>
2–4	Team conference with student
5–8	Parent contact and Major Referral
9–12	Major Referral and Lunch detentions
13+	Development of a Student Success Plan and Parent meeting

# Cell Phones

MAC Cell Phone Protocol and Purpose: Cell phones should be powered off and put away in student lockers for the day. Due to educational disruptions and security needs, students are **not allowed** to have any type of electronic device during class time, passing periods or lunch, with the exception of a district issued device. Individual student needs may be addressed with the use of electronics due to medical reasons. We have had several cases of extremely inappropriate cell phone use on campus during school hours. This negatively affects the learning environment of the entire student body, as well as teachers and staff. If students need to contact a parent or guardian during school hours, they may use the office phone. In addition, phones are located in every classroom throughout the building. [MAC Cell Phone Procedure](#)

\*Airpods and Headphones are not permitted to be worn during passing periods or in class unless teacher has given approval.

Procedure for Cell Phone Violations:

1st Violation	2nd Violation	3rd Violation
Phone sent to SMO	Phone sent to SMO	Phone sent to Office
Warning	Lunch Detention	Major Referral
Parent Contact	Parent Contact	Parent Contact
Student can retrieve phone at end of day from the office	Student can retrieve phone at end of day from the office	Parent will pick up phone from the office

If the behavior continues, an administrator will request a parent meeting to discuss next steps.

## Chromebook Use

Chromebooks: Students will be issued a Chromebook to use while enrolled within the Medford School District. Students are expected to treat their chromebook with care. If their Chromebook needs to be repaired, it needs to be brought to the media center and we will rectify the issue and decide next steps of action. All students are expected to bring their Chromebook to school each day, fully charged. Families will be responsible for damaged or lost chromebooks and will be notified of charges by the end of the school year.

Infraction	Damage - Accident	Damage - Intentional
Charger Damage	\$10	\$25
Chromebook Damage	\$100	\$350

\*The above charges are the minimum. There may be additional charges depending on the damages and occurrences.

Each school year, parents and students are required to sign a consent and waiver to use Medford School District computer systems. This form is an agreement with the student that they will abide by the rules for internet safety and security. Misuse may result in loss of chromebook privileges.



# Dress Code

The dress code is intended to keep school safe and support a positive learning environment. Modest dress is encouraged. All clothing shall be within the boundaries of decency and good taste and not create a disruption to the teaching and learning environment. Students are generally not sent home to change if not dressed appropriately, but may be asked to wear clothing from our school clothing closet if they are wearing inappropriate attire.

The following rules apply:

- No clothing or accessories that promote or advertise: graffiti, alcohol/drugs, racism, gang affiliation, tobacco, profanity, drug paraphernalia, sexual connotations or violence. This would also include shirts depicting musical artists that promote the above items through their music. This includes graphics and wording that may imply, or have connotations, that refer to inappropriate content. Gang affiliated items and symbolism can change over time. We work closely with the Medford Police to stay current. Students may be asked to change out of something known to be gang affiliated.
- Bare midriffs must be kept at a minimum. Necklines are to be modest and not show excessive skin, including plunging necklines. Clothing is deemed inappropriate if raising of arms or bodily movement causes excessive skin to show in these areas.
- Shorts, skirts and dresses must be an appropriate length, as determined by a school official. A good guideline for length is: Below the fingertips when standing up straight.
- No excessive bareness. No strapless, see-through or plunging necklines, halter tops, tube tops or backless wear.
- Undergarments must not be showing.
- Baseball hats are permitted in the building. However, hoods, beanies, and other head coverings are not permitted. Exceptions may be made for special activities, school spirit days, or religious affiliation.
- No extremely long, baggy, or sagging pants.
- No clothing which is unsafe, distracting or causes disruption. For example: trench coats, pants with large pockets, straps, chains, spikes, jewelry that could be used in a dangerous manner.
- Shoes must be worn at all times for safety reasons.
- Sunglasses are not to be worn indoors at McLoughlin.
- Student dress, grooming and hygiene should not cause disruption or act as a safety or health hazard.

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## Grades

In the Medford School District's academics will be reported based on the Oregon state standards. The primary purpose of grading is to communicate the academic progress to students, and their families. The grade reflects what a student knows and is able to do in a course:

Grade Assessment: Parents can access their student's progress online through Canvas Observer and ParentVUE. Grades will not be mailed home. Grades can be mailed home upon request please contact our front office. See pages 20-22 for further instructions. Additional information can be obtained about official grade reporting via the MSD calendar.

Assessment types:

- *Formative assessment:* any avenue used to give feedback to students about where they currently are on the proficiency continuum for any learning target. The key to effective formative assessments is feedback. Students often underestimate or have an inflated sense of what they know. They may not see the value of assessments unless they are given timely feedback and specific direction on how they may improve.
- *Summative assessment:* given to allow students to demonstrate their knowledge of the learning targets. Summative assessments should only be given once students have received ample feedback on formative assessments. Based on this feedback, both the student and the teacher should have a good idea of how a student will perform on a summative assessment. This feedback process will alleviate the students' use of the first attempt at a summative assessment as a "trial run" to see what is being covered.

Guidelines for Reassessment (Retakes):

Students must complete additional practice/preparation before submitting a request for reassessment.

Reassessments will typically occur within the same quarter or by the end of the incomplete period.

Reassessments from previous quarters may occur per agreement (contract) with teacher.

All reassessments occur prior to the conclusion of the course and within the same school year.

# Grades, Continued

**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. You and the school team should discuss what options are best for your child.

**Honor Roll:** The academic honor roll is based on a 4 point scale. Values are assigned as follows:

A = 4.0, B = 3.0, C = 2.0, D = 1.0. A G.P.A. of 3.5 or better will qualify for the honor roll.

**Student Recognition:** McLoughlin students are recognized through their academic teams, Breakfast of Distinction (Student of the Month), McLoughlin Junior Honor Society, 8th Grade Awards, and other athletic and academic programs.



## Canvas - Parent Sign Up

### Canvas Account - Parent Sign Up

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements and other course content. Observers can view the course content but cannot participate in the course.

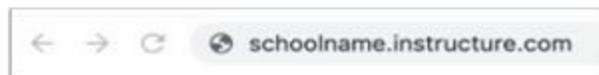
This lesson is for parents who do not have a Canvas account and want to observe their students in their courses. In order to create a Canvas account, you will need the Canvas URL associated with the school where your student is enrolled. If you do not know your school's Canvas URL, contact the school office, 541-842-3720.

If you already have an account from your student's school, login to Canvas using the credentials given to you.

#### Notes:

- If the registration banner is not available on the login page, the school has not enabled this feature. Please contact our school at 541-842-3720 for assistance. The registration banner is enabled through Canvas authentication.
- To observe a student, you must have a **student pairing code**.
- Once you have an account, you may be able to view student information through the Canvas Parent app. Access to the Canvas Parent app is controlled by the student's school. If you already have an account from your student's school as an observer, you can always view student information through the Canvas Parent app.

Open Canvas in any Browser URL:



Create a Canvas account:



Sign up as a parent (free account):

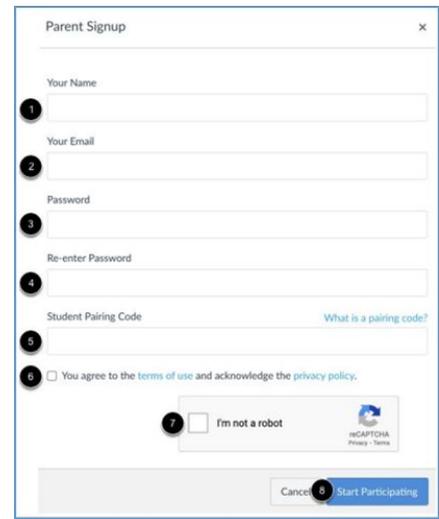


## Parent Sign Up – Information Entry

Enter the following information:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter a pairing code to link your account to your student in the **Student Pairing Code** field.
6. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
7. Confirm that you are not a robot by **clicking the box** in the Captcha form (if enabled by your student's school).
8. Click the **Start Participating** button.

Note: Students can **generate pairing codes** from their User Settings.



The screenshot shows a 'Parent Signup' form with the following fields and elements:

- 1. Your Name
- 2. Your Email
- 3. Password
- 4. Re-enter Password
- 5. Student Pairing Code (with a link 'What is a pairing code?')
- 6. A checkbox for 'You agree to the terms of use and acknowledge the privacy policy.'
- 7. A CAPTCHA box with the text 'I'm not a robot' and a 'reCAPTCHA' logo.
- 8. The 'Start Participating' button.

## How do I generate a pairing code for an observer as a student?

As a student, you can generate a pairing code to link an observer to your Canvas account. You must create a separate pairing code for each observer who wants to link to your account. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions PDF.

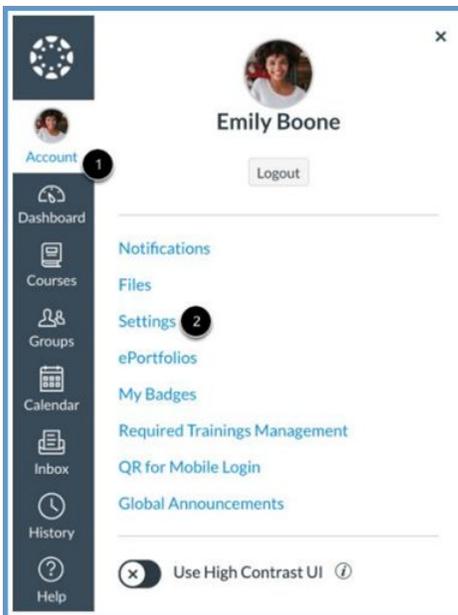
[https://s3.amazonaws.com/tr-learncanvas/docs/Mobile\\_PairingCodePDF.pdf](https://s3.amazonaws.com/tr-learncanvas/docs/Mobile_PairingCodePDF.pdf)

An observer may be your parent, guardian, mentor, counselor, or another individual who needs to view your Canvas courses. Linked observers can view and participate in certain elements of your Canvas courses. For more information on the observer role, view the Observer Visibility and Participation PDF.

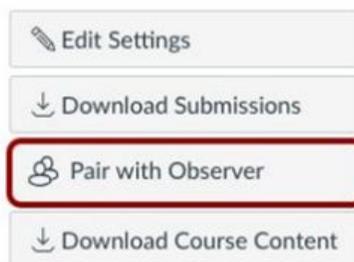
<https://s3.amazonaws.com/tr-learncanvas/docs/CanvasObserverVisibilityandParticipation.pdf>

In Global Navigation, Click the Account link (1) then Click the Settings link (2)

### Open in User Settings:

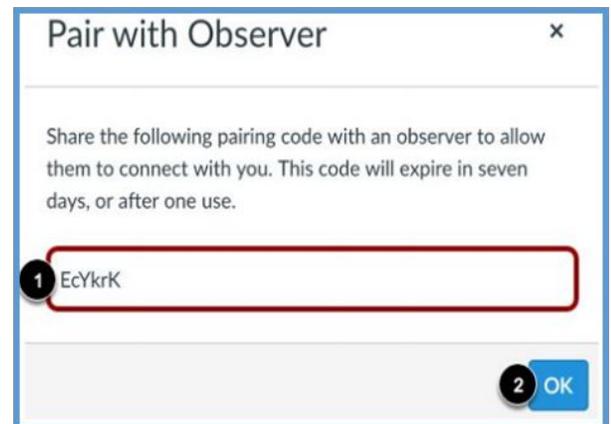


### Pair with Observer:



**Note:** If the Pair with Observer button does not display in your User Settings, contact the school for assistance with Pairing with an observer.

### Copy Pairing Code:



Copy the six-digit alphanumeric pairing code (1).

You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use. Click **OK** (2)

**Note:** Pairing codes are case sensitive.



# Grades, Continued

To view your student's grades and course work, head to Synergy and look at ParentVUE:

## Getting Started with ParentVUE and StudentVUE

ParentVUE and StudentVUE are websites that offer secure, private access to school and student information, including attendance, class schedules, conferences, course history, fees, final grades and other information. In ParentVUE, you can also view and update specific demographic information for all of your students.

► **To create an account, you need the web address and activation key provided by your student's school.**

### First Time Access: Create an Account

1. In your web browser, go to the following address: [https://or-med-psv.edupoint.com/PXP2\\_Login.aspx](https://or-med-psv.edupoint.com/PXP2_Login.aspx)
2. **I am a parent** or **I am a student**, as appropriate.



3. Click **More Options** then **Activate Account**



4. Read the Privacy Statement and click **I Accept**.
5. Enter your name and activation key *exactly as they appear in your letter from the school*, and click **Continue to Step 3**.

First Name	<input type="text" value="Your"/>
Last Name	<input type="text" value="Name"/>
Activation Key	<input type="text" value="NH94G8Z"/>
<input type="button" value="Continue to Step 3"/>	

6. Choose a username and password (at least 6 characters), provide an email address and click **Complete Account Activation**.

User Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Primary E-Mail	<input type="text"/>
<input type="button" value="Complete Account Activation"/>	

### Later Access: Log In

1. In your web browser, go to the following address: [https://or-med-psv.edupoint.com/PXP2\\_Login.aspx](https://or-med-psv.edupoint.com/PXP2_Login.aspx)
2. Click **I am a parent** or **I am a student**, as appropriate.



3. Enter your user name and password, and click **Login**.

User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

## Illness or Injury

If a student becomes ill or is injured, the student is to contact their teacher for a pass and report directly to the office. The office will notify the parent/guardian if warranted. Student must have a pass to visit the health room, unless it's an emergency.

## Lockers

Students are to use only their assigned locker (**no sharing of lockers**) and should not share their combination. Valuables should be left at home. Students will be responsible for the care and upkeep of their lockers. Lockers are property of the school and may be searched at any time. Backpacks, book bags and purses are to be kept in lockers and not brought to class with the student.

## Lost and Found

Articles found in and around school should be turned into the Student Wellness Center. Owners may claim their property by identifying it in the SWC. All unclaimed items will be donated monthly to a local charity.

## Meal Procedures

- Food and drinks are allowed in the cafeteria and courtyard only. Students may not eat in the halls or in classrooms.
- Candy and drinks (other than water) are allowed only at lunchtime. No energy drinks at anytime.
- No coffee-stand type drinks or open containers may be taken into the hallways after the morning bell rings.
- For safety reasons, use unbreakable containers.
- Off-limit areas during lunches are: front and east outside areas, far football field, outer buildings, any areas where classes are in session, parking lots and bike racks after locking up your bike.
- Media Center Lunch Passes must be obtained prior to lunch. See a Campus Monitor for admittance to building.
- Guests are not allowed at lunchtime.
- Questions regarding student lunch accounts can be answered by calling: **Nutrition Services (SODEXO) at 541-842-3655.**

## Medical Appointments

Students need permission before they can leave school for medical appointments. Parent/Guardian must notify the attendance clerk at least 30 minutes in advance of their arrival. Students will be issued a pass and will meet their parent/guardian in the main office. The attendance clerk will record their names and times of departure. Students must sign back in at the office upon return. Appointment slips from the doctor are encouraged and will be noted. See Attendance page 6.

## Medication

All prescription or non-prescription medications need to be dispensed through the office. If students need to take prescription or non-prescription medications during the school day, the parent/guardian must fill out a Medford School District 549C Medication Administration form. These forms are available in the office or on the McLoughlin Website. All medications must be in their original container or they will not be accepted. Prescription medication will be disbursed according to the prescription on the bottle. Students who are developmentally and/or behaviorally able, will be allowed to self-administer prescription and non-prescription medication, subject to the following:

- A permission form must be submitted for all self-medication of all prescription and non-prescription medication.
- All prescription and non-prescription medication must be kept in its appropriately labeled, original container.

## **PE Uniforms**

All secondary students are required to wear a Medford School District PE uniform for their PE classes. Students who forget their uniform will be given a 'loaner' to wear for the day. Uniforms are available for purchase during registration for \$20. These uniforms can be worn at all secondary school locations (middle and high school level).

## **Pets**

Pets are not allowed on campus per school board policy. If a pet is needed for a class presentation, prior arrangements must be made with the teacher.

## **Social Events**

Socials are for enrolled McLoughlin students only. Students are not permitted to leave campus and then return for social. They must be present with their student body card. All school rules and behavior expectations apply. Once a student leaves, he/she must leave campus and not return. School attendance policies apply, and they must be in attendance all day to participate. No backpacks, bags or outside food or drinks will be allowed. Supervision will only be provided for 15 minutes following the event.

Hand-holding and brief hugs are the only physical contact acceptable at McLoughlin. Touching others inappropriately (as deemed by administration) will lead to disciplinary action.

## **Perfume, Cologne, Body Spray**

Due to allergies, perfume, cologne, and body spray should only be used in the bathroom or locker room. Spraying it in the hallways is not permitted and will result in the item being confiscated.

# SCHOOL SUPPLIES LIST

## LISTA DE ÚTILES ESCOLARES

**McLoughlin Middle School 2025-2026**

- 2: Three-ring binders / 2: Carpetas de 3"
- 1: pack of 8-Tab Dividers / 1: Divisores de 8 pestañas
- 2: Packages of College-ruled paper / 2: Paquetes Papel Universidad-gobernado
- 3: Spiral Notebooks / 3: Cuadernos Espiral
- 1: Composition Notebook / 1: Cuaderno de Composición
- 24: Pencils / 24: Lápices
- 12: Pens / 12: Plumas
- 4: Highlighters (any color) / 4: Marcador de resaltado
- 1: 12-pack colored pencils / 1: Lápices de colores de 12 paquetes
- 1: Pack of Washable Markers / 1: Caja de Rotuladores Lavables
- 2: Erasers / 2: Borradores
- 2: Glue Sticks / 2: Pegamento Sticks
- 1: Pencil pouch for binder / 1: Bolsa de lápiz - para carpeta de 3"
- 1: Calculator (basic scientific calculator) / 1: Científica Calculadora
- 1: Wired Earbuds or Headphones / 1: Auriculares o Audífonos Con Cable
- 1: Water Bottle - refillable / 1: Botella de agua - recargable

**541-842-3720**



# MSD – School Board Policies



# Medford School District Policy

## Attendance

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 workforce. 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:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical (dental) appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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.

### School Response to Truancy

**First Unexcused Absence** - The school will record the absence in the official attendance record. The student will make up the school work he/she missed. The school will notify the parent/guardian.

**Second Unexcused Absence** - The school will record a pattern of unexcused absenteeism in the official attendance record. The student will make up the school work he/she missed. The school will notify the parent/guardian.

**Third Unexcused Absence** - The school will record the absence in the official attendance record. Continual unexcused absences may result in school consequences. The school will notify the parent/guardian.

**Fourth Unexcused Absence** - The school will record the absence in the official attendance record. The parent/guardian will be notified and a notification of truancy letter will be sent to the parent/guardian.

**Continual Unexcused Absenteeism** - Will result in student attendance review procedures that will include barrier removal, conferencing and possible consequences with the student and parent/guardian.

### School Response to Tardiness

1. A student will receive an unexcused tardy if he/she arrives in the classroom after the bell and within the first ten minutes of class, unless the student has written permission from an authorized school employee (which includes date and departure time).
2. A student will receive an absent late if he/she is more than ten minutes late to class, unless the student has written permission from an authorized school employee (which includes date and departure time).
3. Excessive tardiness will be addressed following the procedures described in the school handbook.

# Medford School District Policy

## Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and district activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, or staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, 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 interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises, and non-district property if the student or staff member 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 jurisdiction of the district or where the staff member is engaged in district business. The prohibition also includes off-duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members, or third parties 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 members.
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 a staff member's ability to perform job responsibilities; 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, staff members or third parties.

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 students, or staff members or third parties who have knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the building principal, compliance officer or Superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Sexual Harassment – GBN/JBA 2-3

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, the staff member or the third party who initiated the complaint shall be notified the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy may not adversely affect the educational assignments or educational environment of a student complainant, any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party 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.

# Medford School District Policy

## Sexual Harassment, Continued

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. Staff members 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 the 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 TSPC.

The Superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff members, 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 upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all grade 6 through 12 schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

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

Code: **GBN/JBA**  
Adopted: 6/01/15  
Revised/Readopted: 5/06/19; 9/19/19  
Orig. Code(s): GBN/JBA

END OF POLICY

# Medford School District Policy

## Student Use of Personal Electronic Devices & Social Media

Student possession or use of personal electronic devices on district property in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data including pictures and videos.

\*Personal electronic devices shall be turned off during instructional or class time or at any other time where such use of the device would cause a disruption of school activities, except as allowed by the instructor.

The district will not be liable for personal electronic devices brought to district property and district sponsored activities.

The district will not be liable for information/comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP). \*\*Other exceptions may be requested by instructors for educational purposes and would be approved on a case-by-case basis by the school administrator.

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the student code of conduct or acceptable use policy. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student’s parent/guardian as appropriate.

The superintendent shall ensure that the Board’s policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents/guardians through building handbooks and other means.

*\* “Turned off and away” will be enacted beginning the 2025-2026 school year.*

*\*\* “Case-by-case basis” will be enacted beginning the 2025-2026 school year.*

Code: **JFCEB**  
Adopted: 5/09/16  
Revised/Readopted: 9/19/19; 1/23/25

END OF POLICY

# Medford School District Policy

## Transportation - Student Conduct on School Buses

The following regulations will govern student conduct on school buses and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home, and to and from district sponsored activities. It 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 service 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 at a stop 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.

Code: **EEACC**

Adopted: 10/21/03

Revised/Readopted: 3/19/20

END OF POLICY

In addition, FIRST STUDENT BUSING Rules of Conduct include:

1. Students shall ride the assigned bus.
2. Students shall not throw objects.
3. Students shall not damage the personal property of others.
4. Students shall not possess and or use tobacco, alcohol, or illegal drugs.
5. Students shall only transport on the bus those objects that will fit in their laps or under the seat.

Students may ride the bus home with a friend on occasion, but they must bring a parent or guardian note and have it signed and stamped in the office before the end of the day. Bus passes are available in the office, but will only be issued with parent or guardian permission.

First Student prohibits students from getting on/off the bus at South Medford High School.

Busing questions? **Contact First Student at 541-772-1114.**



# First Floor



**KEY**

- RESTROOMS
- BAÑOS
- MAIN ENTRY
- EXTERIOR EXIT

N HOLLY STREET

W 2ND STREET

