

Ashland High School

STUDENT / PARENT HANDBOOK 2009 - 2011

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2009 - 2011 ASHLAND HIGH SCHOOL STATEMENT OF PHILOSOPHY

Parents, students, administrators, community members, and we teachers recognize and accept personal responsibility for education that integrates four essential goals:

- To enhance best practice on teaching and learning while being receptive to new approaches, technologies, and lifestyles that reflect the values of a democratic society;
- To create a balance between cooperative and individual learning styles;
- To model respect for the individual;
- To use teamwork, collaboration, and cooperation.

Through the successful completion of these goals, lifelong learning, self-esteem, and resiliency in students, parents, teachers, administrators, and community members will be cultivated.

Although academic achievement will always remain at the forefront of our educational focus, we also believe that the development of individual values must be included in the focus. To support students in achieving these goals, we ask students and parents to embrace our community values.

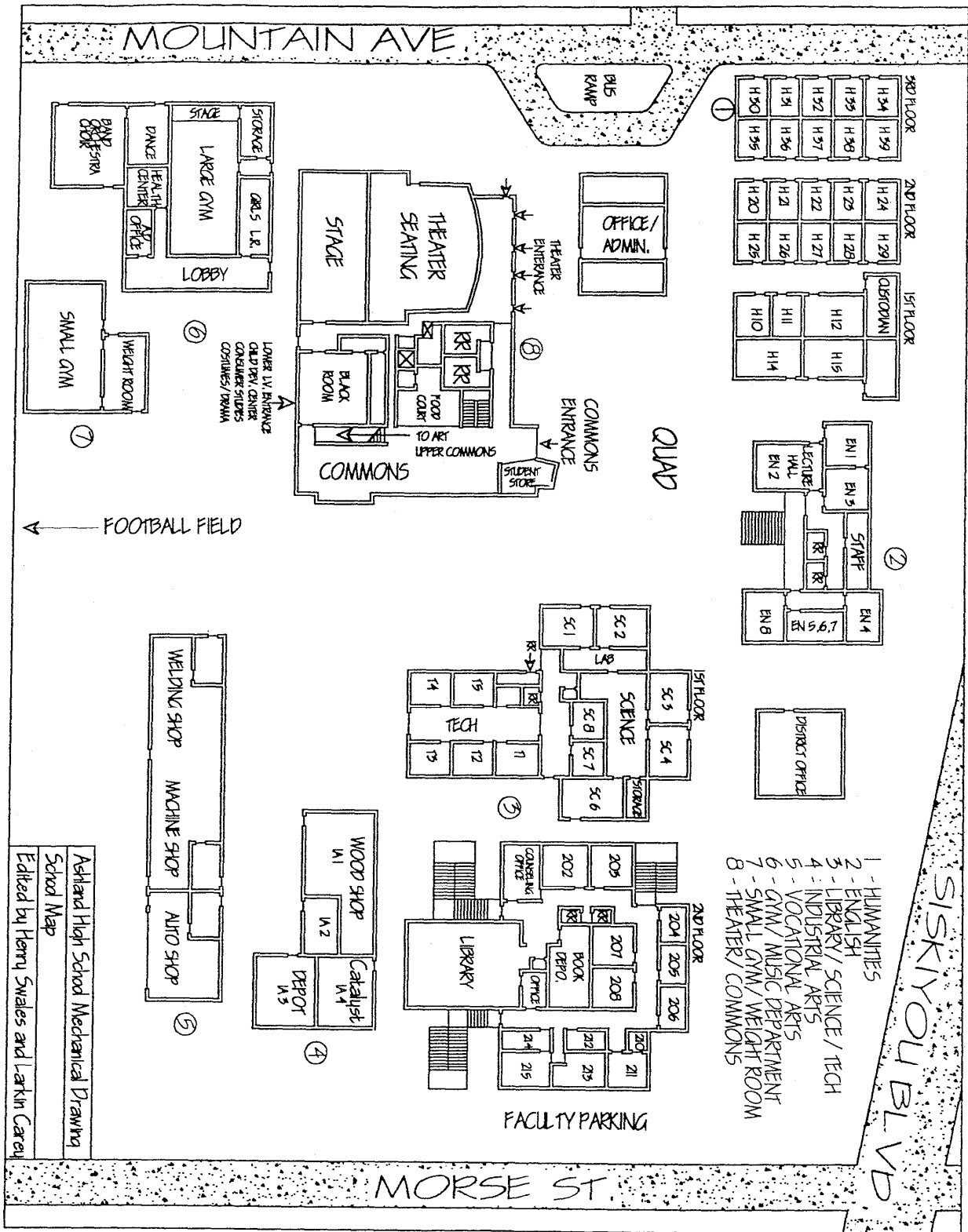
*A*ct Responsibly

*H*ave Integrity

*S*how Respect

MISSION STATEMENT

The mission of Ashland High School is to foster a learning community that will inspire academic excellence, promote individual achievement, value diversity, create community, and encourage respect and responsibility in students, staff, parents, and community.



- 1 - HUMANITIES
- 2 - ENGLISH
- 3 - LIBRARY / SCIENCE / TECH
- 4 - INDUSTRIAL ARTS
- 5 - VOCATIONAL ARTS
- 6 - GYM / MUSIC DEPARTMENT
- 7 - SMALL GYM / WEIGHT ROOM
- 8 - THEATER / COMMONS

Map of Campus

AHS Bell Schedule 2009-2010

RED DAY

Period 0.....	7:00 – 7:45 (M-Th)
Period 1.....	8:00 – 9:35 (95 Min)
Period 2.....	9:45 – 11:20 (95 Min)
LUNCH.....	11:20 – 12:10 (50 Min)
Period 3.....	12:10 – 1:45 (95 Min)
Period 4.....	1:55 – 3:30 (95 Min)

WHITE DAY

Period 0.....	7:00 – 7:45 (M-Th)
Period 5.....	8:00 – 9:35 (95 Min)
Period 6.....	9:45 – 11:20 (95 Min)
LUNCH.....	11:20 – 12:10 (50 Min)
Period 7.....	12:10 – 1:45 (95 Min)

RED FRIDAYS

Staff Development.....	7:30 – 8:30
Period 1.....	8:45 – 10:10 (85 Min)
Period 2.....	10:20 – 11:45 (85 Min)
LUNCH.....	11:45 – 12:35 (50 Min)
Period 3.....	12:35 – 2:00 (85 Min)
Period 4.....	2:10 – 3:35 (85 Min)

WHITE FRIDAYS

Staff Development.....	7:30 – 8:30
Period 5.....	8:45 – 10:15 (90 Min)
Period 6.....	10:25 – 11:55 (90 Min)
LUNCH.....	11:55 – 12:45 (50 Min)
Period 7.....	12:45 – 2:15 (90 Min)

Ashland High School Resources

MAIN OFFICE

Phone: 482-8771

- Jeff Schlecht – Principal
Don Valentini – Assistant Principal
Karl Kemper – Assistant Principal
- Appointments with Administrators
 - Bus Schedules & Passes
 - Discipline
 - Dropping/Transferring from School
 - Fees and Fines
 - General Information
 - PowerSchool Help
 - School/Athletic Insurance
 - Transcripts
 - DMV Proof of Enrollment

ATTENDANCE OFFICE

Phone: 482-8782

- Callie Mercer - Secretary
- Excused Absences
 - Change of Address
 - Check Student Attendance Records
 - Lockers
 - Lost and Found
 - Messages Sent to Students

ATHLETIC OFFICE

Phone: 482-2377

- Athletic Director – Karl Kemper
- Athletic Clearance
 - Athletic Participation Forms
 - Game Schedule Information
 - Ticket Information

DEAN OF STUDENTS

Phone: 482-8771 ex 109

- Dean – Glenna Stiles
- Attendance
 - Discipline
 - Parking
 - Security

Parent/Guardian will call the attendance office at **482-8782** between 7:30 a.m. and 4:00 p.m. when their child is absent. For additional guidelines for attendance, see page 10.

If parents need to communicate with their student during the school day, they may leave a message at 482-8782, and it will be delivered the following period. Emergencies should be called into the main office at **482-8771**.

If flowers or gifts are sent for special occasions, please understand we do not deliver to the classrooms. A note is sent asking the recipient to report to the attendance office to pick up the item(s). Flowers and balloons, etc., **will not be accepted for delivery** in conjunction with Valentine's Day.

If students get a "call slip" to report to a counselor or administrator, they must go at the indicated time. If it says to report immediately, they are expecting the student within minutes.

STEVE SMITH / A – F AND S – Z

- ❑ Academic Counseling
- ❑ Anger Management
- ❑ Class Schedules
- ❑ College Applications
- ❑ Drug & Alcohol Counseling
- ❑ Group Counseling
- ❑ Parent Groups
- ❑ Personal Counseling
- ❑ Scholarships
- ❑ 504 Case Manager

GLENN STILES
Academic Support

KIM NETO
ASPIRE Program

JOHN SKINNER / G – R

- ❑ Academic Counseling
- ❑ Class Schedules
- ❑ College Applications
- ❑ Personal Counseling
- ❑ Scholarships
- ❑ 504 Case Manager

APPOINTMENTS WITH COUNSELORS

Students must make an appointment to see a counselor by going to the counseling office before or after school, at lunch, or during break. Students may not drop in before class and wait until a counselor is available. The Counseling Office will send for a student with an appointment and will record the time in and out of the office on the counseling pass. Students must present this pass to the teacher upon returning to the classroom in order to prevent an unexcused absence. A counselor will be available before and after school, at break and at lunch for those students who have important needs.

ASPIRE PROGRAM

ASPIRE is a unique Oregon based program that is changing the life of high school students around the state. ASPIRE brings together community volunteers, students, school staff, and parents to help students overcome obstacles in continuing their education. Students meet one-on-one with their Advisors to plan and execute their postsecondary high school goals. At Ashland High School almost one hundred students and thirty community volunteers are currently involved in this amazing program. ASPIRE advisors can help students explore career and schooling options, plan ahead to keep options open for the future, finding and getting into the right school, and funding schooling. This program is open to all students who are seeking help with their future. Contact Kim Neto in the Counseling office at 541.482.8771 X213 or email her at kim.neto@ashland.k12.or.us.

THE ASHLAND STUDENT ASSISTANCE PROGRAM (ASAP)

At the heart of the Ashland Student Assistance Program (ASAP) are professional counselors that volunteer their time to assist our students. Counselors are available to help students work through a wide variety of concerns such as: depression, eating disorders, body image, self-esteem, sexuality as well as substance use and abuse. Students and parents are encouraged to self refer by simply visiting or calling the Health Center at AHS. For more information call Judy Blickenstaff, Steve Smith or Don Valentini.

STEPS TO HANDLE A PARENT CONCERN

It is our desire to enhance your communication with the school if a problem arises. If you have a concern or problem with a staff member, it is our desire to solve this problem as soon and amicably as possible. Set up a conference with the teacher involved and include your child. If additional discussion is necessary, contact your student's counselor and arrange a meeting.

An administrator should be contacted if your needs have not been met after these conferences. The superintendent will meet with you if you are dissatisfied with the solutions proposed. You should know that each level would ask if you have held the prior meetings, and if not, you would be asked to take those steps to solve your problem. Many times your concern can be taken care of with the initial conference with the teacher.

STUDENT SERVICES TEAM (SST)

Student Services Team (SST) is a group of specially trained staff that reviews student referrals from teachers, parents and other students. The team collects data and interviews students who have been

referred because of special needs. SST may recommend options to assist students in addressing behaviors that cause concern. Please contact your counselor or see the Assistant Principal for additional information.

POWERSCHOOL

This program allows students and parents to monitor their student's progress at the click of a mouse. With this program, all AHS academic work and attendance history will be available on a computer screen at home or work. We want to remind parents that we expect students to explain what is shown on the computer screen at home. Teachers have already thoroughly gone over the information, which is now provided to you online. We believe that these student-led discussions at home will be extremely beneficial for both parents and students. Our hope is that students will be more involved in class because parents will stay in touch with what is going on in the classroom and be able to ask specific questions of their students using the information provided online.

Teachers make an effort to update grades on PowerSchool as often as possible but at least every 2 weeks. Work that comes in late may take extra time to be posted. PowerSchool is usually closed to parents and students at the very beginning of the year and right before grades are posted.

Login information and passwords for parents and students are mailed at the beginning of the year. If you lose your password or need assistance with the program, please feel free to contact the main office for assistance.

STUDENT HEALTH CENTER

Free and/or low cost health care services are provided on campus in our Student Health Center. Staffed by a Family Nurse Practitioner and an assistant, the Student Health Center offers many services including:

Diagnosis & Prescriptions for strep throat, mono, acne, bronchitis, yeast infections, headaches, bladder infections, cramps, rashes, fatigue, ear infections, hay fever, back pain, etc.

Treatment and/ or Referrals for burns, cuts, scrapes, sprains, broken bones, foreign objects in eyes, glasses, appendicitis, dental pain, etc.

Health Maintenance Services: Sports physicals(\$20.00), STD checks, women's health exams and Paps, blood pressure monitoring, anemia testing, vision screening, cholesterol screening and more.

Counseling for smoking cessation, weight management, depression, drug/alcohol abuse, sexual concerns, stress, suicidal thoughts, school concerns, eating disorders, etc.

Health Care Supplies such as Band-aids, Tylenol, Ibuprofen, TUMS antacid, Caladryl lotion, ice, cough drops, crutches, splints, etc.

Low Cost/or Free Immunizations for Tetanus, Measles, Hepatitis A&B, polio, travel vaccines

Tuberculin Skin Tests for foreign exchange students from certain countries

Referrals and Help Obtaining Community Services such as food stamps, housing, free birth control & condoms, health insurance, employment, dental care, etc.

All services are confidential except those involving life-threatening harm to self, threatened harm to others, and serious crime against you.

The Health Center is open during most school hours. Appointments are available. Walk-ins are also welcome.

Ashland High School

Attendance Policy

PURPOSE

Regular attendance is the key ingredient to student success. Students must be in class to hear the teacher's explanations, listen to student questions, and receive guidance on homework. Simply stated, students need to be in class to pass. Only through regular attendance will students build their confidence and be empowered as learners.

EXCUSED ABSENCES

Parents/Guardians will have 2 school days after an absence occurs to excuse the absence(s). The Parent/Guardian must notify the school regarding each day the student is absent. This can be done by a phone call to the **Attendance Office at 482-8782**, or by sending a signed note.

Ashland High School has established the following parameters under which an absence from school will be considered an **EXCUSED** absence:

- Personal Illness
- Medical Appointment
- Death in the Family
- Family Emergency
- Pre-arranged Absences
- School-Sponsored Absence
- Court Appearance

PRE-EXCUSED ABSENCES

If a student is going to miss more than 2 days of school, they must complete and return a **Pre-Arranged Absence Form** to the Attendance Office 24 hours in advance of the absence for an excused absence. If the form is not returned prior to the absence, the absences will be unexcused.

UNEXCUSED ABSENCES

Examples:

- Truancies
- Haircut Appointments
- Senior Portraits
- Senior Project Related Activities
- Shopping
- Career Shadowing
- Absences Related to Student's Personal Appearance
- Absences Related to Student's Recreation or Entertainment
- Absences whereby the educational benefits do not outweigh the benefits received in school

Parents will be notified via an automated phone call if their student missed one or more classes. Parents are also encouraged to check PowerSchool if their student has experienced irregular attendance.

Student who have two or more unexcused absences from a class may be required to make up that time through detention or other remedies as proposed by the individual teachers. Class work missed due to unexcused absences may or may not be turned in for credit, depending on the guidelines presented in an individual class' syllabus. Students who do not serve their detention in a timely manner will be assigned in-school suspension. If students do not attend in-school suspension, they will be suspended for two days from school for insubordination.

Chronic problems with unexcused absences may result in removal from a class, a visit from the truancy officer which may also have legal implications, and finally, in extreme cases, removal from Ashland High School.

By Oregon Statute, students must be dropped from school enrollment after 10 consecutive days of absences. To re-enroll, come to the office and ask to speak with an administrator.

ATTENDANCE REGARDING EXTRACURRICULAR ACTIVITIES

A student participating in activities or athletics must attend a full day of school on the day of the activity unless participating in a school-related activity or excused, with prior approval of the principal, or medical, dental or other necessary appointment. A pre-excused form must be filled out when a student plans to miss school.

PARTICIPATION POINTS

Because participation in class activities is vital to each course at Ashland High School, participation points may be awarded for attending class. It is expected that students will make up any work missed. Each student will be informed of the teacher's procedures for making up these points in their course syllabus given to each student at the beginning of the course. This may include coming in during lunch or afterschool or serving detention on a white day afterschool.

TARDIES

Students must be in the classroom when the bell rings. Teachers will take roll immediately at the bell. After 3 unexcused tardies in one class, the student will receive 1 hour of detention. The teacher will make a home contact and inform the student's counselor. Chronic tardy problems may result in student being removed from a class due to the disruptive nature of coming in late when class has already begun.

Students who do not make up their detention time will be assigned to inschool suspension. Those students who do not attend in-school suspension will be assigned to out-of-school suspension for two days.

ATTENDANCE CODES

Listed below is a list of the attendance codes used by the Attendance Office at Ashland High School.

Title	Abbreviation	Type
Activity	ACT	Excused
Administrative Excused	AEX	Excused
Athletics	ATH	Excused
Counseling	CON	Excused
Detention Unexcused	DAB	Unexcused
Detention	DTY	Unexcused
Pre-Excused	EPA	Excused
Health Center	HEA	Excused
Illness	ILL	Excused
In School Suspension	ISS	Excused
Suspended	SUS	Excused
Tardy	TDY	Excused
Unexcused Tardy	TRD	Unexcused
Unexcused	UNX	Unexcused
Unexcused Prearranged	UPA	Unexcused
Unexcused Parental Contact	UPC	Unexcused

EXPLANATION OF CODES

- Unexcused - No effort made to clear. Unverified absent automatically changed to Unexcused after 48 hours.
- Unexcused Parental Contact - Parent has excused but the reason did not follow the attendance policy criteria.
- Activity - School related excused absences.
- Unexcused Pre-Arranged - Student has been cleared for a future absence, is given a Pre-arranged form for teachers to sign. After completing the form, it should be turned into the Attendance Office and it will be changed to a Pre-excused absence.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS - Credits: 50

One credit is granted for successfully completing one semester in any class. All classes at Ashland High School receive the same credit. Transfer credits are accepted as long as they are coming from an accredited institution. No class credit will be issued retroactively. All credit-bearing classes not offered by Ashland High School must be pre-approved by the principal.

ENGLISH		8 Credits
SOCIAL STUDIES Must include:	Global Studies American Studies Government Economics	2 Credits 2 Credits 1 Credit 1 Credit
SCIENCE Must include:	Physical Science Life Science Additional Science	2 Credits 2 Credits 2 Credits (class of 2012+)
MATHEMATICS		6 Credits
PHYSICAL EDUCATION		2 Credits
HEALTH EDUCATION Must include:	Health Family Health	1 Credit 1 Credit
APPLIED ARTS, FINE ARTS, OR FOREIGN LANGUAGE*		4 Credits 6 Credits (class of 2012+)
CAREER EDUCATION (SEE DESCRIPTION BELOW)		1 Credit
WORK EXPERIENCE, COMMUNITY SERVICE OR INTERN		1 Credit
SENIOR PROJECT		
ELECTIVES		16 Credits 12 Credits (class of 2012+)
TOTAL : 50 Credits		

* Classes in the following departments meet the Applied Arts, Fine Arts, or Foreign Language requirement. Once the fine and applied art credits have been met, these courses revert to elective credits.

Art
Carpentry
Computers
Drama
Fiber Arts
Foods
Journalism

Mechanics
Metal Fabrication
Music
Photography
Second Language
Stained Glass/Jewelry
Video Production

ALTERNATIVE GRADUATION DOCUMENTS

Ashland School District offers two alternative graduation documents, a Modified Diploma and a Certificate of Achievement.

To be eligible for a Modified Diploma, students must meet criteria defined in OAR 581-022-1134. Qualified students must demonstrate a significant physical, cognitive or emotional barrier that impairs their ability to maintain grade level achievement over time even with appropriate modifications and accommodations and/or intensive instruction. Exclusionary factors relating to the illegal use of drugs and alcohol exist. However, if a student is in treatment for drugs and alcohol, or has successfully completed treatment, an exception may be made. A team including the parent or emancipated youth, a school administrator and others with knowledge of the child will review relevant data and make a determination on the appropriateness of a Modified Diploma. Students who have demonstrated the capacity to earn a Regular Oregon or Ashland High School Diploma are not eligible for a Modified Diploma.

REQUIREMENTS – Total credits = 50)			
English	6 credits for class of 2010	Social Studies	4 credits
Math	4 credits for class of 2009	Science	4 credits
PE	2 credits	Health	2 credits
Arts &/or Second Lang &/or Career Ed	2 credits	Electives	24 credits

Certificate of Achievement may be awarded to students who have met some, but not all, of the district's minimum graduation requirements.

Alternative graduation documents will be awarded based on individual student need and achievement. Alternative graduation documents require administrative approval.

Students who earn an alternative graduation document are permitted to participate in Ashland High School commencement ceremony.

CAREER EDUCATION PROGRAM

Beginning as freshmen, students will establish a personal education plan and a career education portfolio. Upon completion of the Career Development activities sequenced from grades 9-12, a student will be awarded one credit requirement for graduation.

A student's career education portfolio must include evidence of proficiency in 6 different Career Related Learning Standards including personal management, problem solving, communication, teamwork, employment foundations and career development. Students will use experiences both in and out of class to fulfill this requirement.

MINIMUM CLASS LOADS

- **Seniors:** Required to take a minimum of five classes. This can be a combination of 4 classes on the AHS campus, and approved SOU, On-line or correspondence classes.
- **Juniors:** Required to take a minimum of five classes. This can be a combination of 4 classes on the AHS campus, and approved SOU, On-line or correspondence classes.
- **Sophomores:** Required to take seven classes. Must get permission slip signed by parent and principal to drop one of the seven classes.
- **Freshmen:** Required to take seven classes.

ATHLETIC ELIGIBILITY

OSAA regulations require students to have passed five classes during the previous semester, be currently enrolled and passing five classes, and be making satisfactory progress towards graduation (defined as having completed 8 credits prior to Sophomore year, 20 prior to Junior year and 33 prior to senior year). Ashland High School has additional eligibility requirements: see page 29 for further information.

SOCIAL SECURITY ELIGIBILITY

Students receiving Social Security benefits must be enrolled in a minimum of six classes.

OUT PERIODS

Students enrolled in an "out period" must leave campus or be in a supervised area. Out periods will be scheduled at the beginning or end of the day. Out periods scheduled during the middle of the day need counselor approval.

SCHEDULE CHANGES / DROPPING A CLASS

Schedule changes are discouraged and will not be made without teacher/counselor/parent/administrator consent. The Schedule Change form must be completed and on file. It is expected that careful educational planning will eliminate the need for schedule changes. Classes may be changed during the first two weeks of each semester. For any class dropped during the third or fourth week of the semester, the student will be assigned to an "out period". Courses dropped after the fourth week of the semester will result in an "F" grade for the semester. Students must work with their counselor in the event that a yearlong class needs to be dropped. In that event, a grade of "W" will appear on your transcript for the second semester.

CONTINUATION CENTER DIPLOMA/GED

The Ashland High School Continuation Center offers an alternative track to a diploma. To be eligible, students must complete the required 48 credits in a combination of academic classes and demonstrated proficiency in 12 essential areas. For more information, contact a counselor or an administrator. Students who earn their diploma through the Continuation Center are permitted to participate in the Ashland High School commencement ceremony. GEDs (General Education Diplomas) are also offered through the Continuation Center. GED graduates may participate in the Continuation Center graduation ceremony.

PREPARING FOR POST HIGH SCHOOL ACTIVITIES

Students planning to attend a 2-year community college, college or university, technical institution, apprenticeship program, military career or pursue full-time employment opportunities should conference on a regular basis with their counselor. Information or specific requirements for the above programs and requirements for entrance, testing, scholarship, and financial aid data are available at all times.

Students must earn a grade of C- or better in order for a course to be counted as meeting part of the subject area requirements for admission to Oregon University System campuses. Students are also strongly advised to contact the admissions office in order to fully understand the admission requirements, including if a D grade will be recognized for that campus. It is recommended that seniors take a total of five college-counting classes each semester during their senior year. See page 7 in the AHS Course Guide for 2- and 4-year college entrance information.

NCAA

Any students who are interested in participating in sports at Division I or Division II college or university will need to be cleared by the NCAA Clearinghouse. To apply, visit their web site at <http://www.ncaa.org/> to learn more about their criteria and the Ashland High School courses that will help you qualify. Any questions regarding your four-year plan as it relates to NCAA eligibility should be directed to your counselor.

THE 2 + 2 PROGRAM / SOU EARLY ENTRY CREDITS

You can now earn high school credit and college credit, save money and time, begin building credits towards a college degree, and take courses related to a career that interests you or that are not offered in the regular program. You may do this by either taking approved 2+2 courses on campus or enrolling at Southern Oregon University to take selected courses there. See your counselor for more information and a list of the courses that can be taken for 2+2 credit.

GRADING

Ashland High School uses an A - F grading system. Teachers may give + and - grades to more accurately reflect student performance. Pluses will not be added to A's, however. The value of grades in computing a G.P.A. is the following:

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0
C+	=	2.3			

Teachers will publish their grading system in a class syllabus and distribute it to students the first week of school.

INDEPENDENT STUDY

Independent Study is available to 10 - 12 graders who wish to study an area not offered in the regular curriculum. Applications for Independent Study must be pre-approved by the coordinating teacher/counselor/administrator and each Independent Study requirement must be completed before credit is given. Applications are available in the counseling office.

Only **one** independent study will be approved each semester. An independent study cannot be used to fulfill Senior Project requirements.

WAIVERS

Students who request to waive a required credit class must send a letter to the principal explaining why the requirement should be waived. Waivers are granted only for religious and/or health reasons. Alternate academic preparation will be required.

PROGRESS REPORTS

Progress reports may be picked up in the main office or the counseling office at any time for students to take to teachers. Parents may also check grades at any time by accessing PowerSchool.

LEGAL NOTICES TO PARENTS OF STUDENTS ELIGIBLE OR POTENTIALLY ELIGIBLE FOR SERVICES UNDER I.D.E.A.

By law, parents of students eligible for special services under IDEA who do not believe the district can provide a free appropriate public education (FAPE) and who are seeking public funding for a unilateral private placement are required to provide the district with prior notice before making such a placement if they wish to pursue their due process rights. Notice may be provided at a student's last IEP meeting prior to the unilateral placement, or in writing a minimum of 10 days prior to placement.

If your child is eligible to receive special education services under IDEA, or if you suspect your child may be eligible, you may have additional rights defined by federal law. Please ask your school receptionist for a copy of the Parental Procedural Safeguards for parents with IDEA eligible children.

TESTING ACCOMODATIONS FOR STUDENTS WITH IDENTIFIED DISABILITIES

If your child has an identified disability, testing accommodations may be available for PSAT, SAT and AP exams. Visit the College Board website at www.collegeboard.com to learn more. Be advised that the process for approval can take time and often requires supporting documentation which may need to be gathered. You are responsible for the process. It is best to do your research and start early to avoid denied accommodations at test time.

PARENTAL PLACEMENT IN PRIVATE SCHOOL OR OBTAINING PRIVATE SERVICES

While parents are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent wants the District to consider making a placement for the child in a private school or with private services, parents must give the District written notice and opportunity to propose other public school options prior to making the private placement or obtaining private services.

FEES & CHARGES

All students are assessed a yearly mailing fee of \$7.50. An additional \$7.50 will be assessed for a mailing to two different addresses. Students taking certain classes are assessed a fee to cover costs of materials consumed in projects that become the property of the student. Listed below are the fee assessments. If paying fees is a problem at registration, you may make arrangements to pay in installments. If you need financial assistance in paying the fees, please check with an administrator at the high school for information on possible funding sources.

Other charges can include replacement of lost or damaged textbooks and library books, and student body card replacements. Library fines are charged at \$.10 per day per regular item, \$.25 per day for overnight items. A fee matching the replacement value of the text will be assessed for each lost textbook. Damaged texts are assessed fees according to the nature of the damage. Students will be assessed a \$5.00 replacement and processing fee in addition to the cost of their library fine when paying for a lost book or a book damaged beyond repair. Seniors must pay all their fees and fines in order to participate in graduation ceremonies. All other students must pay their fees, or make other arrangements, before they receive a schedule in the fall.

Student Body Card	\$10.00
Yearbook (optional)	50.00
Yearbook Supplement (optional)	5.00
Mailing Costs (per address).....	7.50
Student Health Services	20.00
Parking Permits - seniors and juniors	20.00

The following classes will require payment of a fee to cover the cost of material retained by the student:

All Art Courses (per semester)	\$15.00
Advanced Conditioning (per semester)	10.00
Advanced Film Seminars.....	35.00
Carpentry, Woodworking Studio.....	20.00
Clothing (per semester)	10.00
Creativity & Culture (per semester)	15.00
Family Health (per semester)	15.00
Foods Courses/ Foods & Business (per semester).....	30.00
Mechanics 1, 2, 3 (per semester)	10.00
Stained Glass, Jewelry, Wood Sculpture (per semester).....	15.00
Video Production (per semester).....	25.00
Virtual Enterprise (per semester).....	20.00

High School Student Insurance

A brochure containing a description of benefits and enrollment forms are available at the school office.

	High Option	Mid Option	Low Option
24-hour accident plan	\$290	\$206	\$165
School time accident plan	\$71	\$60	\$46
Dental accident plan	\$21 when purchased separately \$17 when purchased with another plan		
Tackle football accident plan (grades 9-12)	\$295	\$213	\$160
Student Health Care Plan (see brochure)			

Those students participating in interschool athletics or are enrolled in a shop or crafts class must carry school insurance or parents must sign a statement which indicates they have private coverage, naming the carrier and policy numbers.

For students living outside of the Ashland city limits, sports and activities will have a \$100 fee, with a \$200 maximum for each child and a \$400 maximum for each family. Included in this are:

- | | | | |
|-------------------|-------------------|--------------|----------------|
| * All OSAA Sports | * Choir | * Theatre | * Mock Trial |
| * All Club Sports | * Orchestra | * Brain Bowl | * Model U.N. |
| * Band | * Speech & Debate | * Math Team | * Science Bowl |

EXAMINATIONS OR CULMINATING EXPERIENCE

Final examinations are given at the end of each semester in all classes. Where examinations are given, no exemptions shall be granted to students unless their Individual Educational Plans require it or the principal grants an exception prior to the examination date.

AHS CLUBS

Joining a club is a great way to meet new people who share similar interests. The following is a list of clubs available to students (although new clubs form regularly so check with your counselor). Listen to the announcements for meeting times and places.

Club	Advisor
Academic Challenge	Kennedy
Academic Scavenger Hunt	Street
Anime Club	Dawisha
Brain Bowl	Kennedy
Christian Fellowship Club	Bishop
Climbing Team/Club	Mica Cardillo
Drama Club	Bishop
Fellowship of Christian Athletes	Kemper
French Club	
Gay/Straight Alliance	
Global Communications Corps	Claussen
Harry Potter Book Club	Cate
Interact Club	Lebo
International Club	Rensi
Key Club	
Knit Wits	Davidson
Math Honor Society	Anderson
Math Team	Thickett
Mock Trial Team	Street
Model UN	Bowen-Jones, Gabriel, McKinnon
National Honor Society	Todd Hobein
Peer Jury	McKinnon
Pep Band	Soderberg-Chase
Robotics	Lebo
SADD/Reach	Smith
Science Bowl	Kennedy
Speech and Debate	Werthaiser-Kent
Sustainability Club	Haim/Hartman
Thespians	Bishop

How to Create Clubs

1. Find a faculty advisor
2. Write a club charter/constitution
3. Present the constitution to the Student Senate for approval
4. Final approval by the building principal

Annual Notification of Rights Under FERPA

for Ashland Public Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Rights & Responsibilities

Corresponding School Board Policies: www.ashland.k12.or.us

The Ashland High School community has extremely high expectations regarding student behavior both on campus and at school-sponsored activities. We expect students to Act Responsibly, Have Integrity and Show Respect. Below is a listing of the most common infractions to that set of principles including some of the consequences for those actions.

ACADEMIC MISCONDUCT

Students are expected to exhibit personal integrity at all times in regards to their school work. Students acting dishonestly in any way including being caught cheating, plagiarizing, copying homework or in any other way misrepresenting another's work for their own will experience severe consequences. Discipline measures may include being assigned detention, failing the assignment, dropping a semester grade, or being suspended. A parent conference will be required of serious or repeated infractions.

CELL PHONES/ELECTRONICS

Students are permitted to bring cell phones and electronics to school as long as it does not interfere with the educational process. Use of cell phones and electronics during class time is strictly prohibited. Inappropriate use of these items will result in confiscation of item until the end of the school day. Repeat offenders will require a parent conference to retrieve the item. Students are responsible for securing their belongings at all time. Thefts of these types of items are common if left unlocked.

COMPUTER MISCONDUCT

Computer use on campus is a privilege which may be revoked at any time if a student abuses it. Examples of this include but are not limited to cyberbullying, using chats, visiting sites during class time not authorized by the instructor, using proxy servers to go to unauthorized sites, tampering with the computer settings, downloading any software without approval, using someone else's log in for any purpose, or tampering with any teacher files. Consequences assigned will be commensurate with the offense.

CYBERBULLYING

Cyberbullying is forbidden by the Ashland High School community. Cyberbullying is defined as the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Offenders are subject to possible suspension, police notification and will require a parent conference for re-entry into school.

DANGEROUS/ILLEGAL WEAPONS

Weapons and replicas of weapons are forbidden on school property.

Under Oregon law, "dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, 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.

Weapons of any kind are forbidden on the Ashland High School campus and at all school functions. Weapons include anything that can be potentially or actually bring harm to oneself or others. Examples are, but not limited to, knives, guns, bats, fist packs and pipes. Violations of this policy will result in expulsion for up to one year and may necessitate notification of law enforcement authorities.

DIRECTORY INFORMATION DISCLOSURE

The Ashland School District hereby gives notice of the intent to release student directory information. Directory information regarding students may include the following: student's name, date and place of birth, address and phone number, parents' or guardians' names and email address, major field of study, GPA, participation in recognized sports and activities, weight and height of athletic team members, dates

of attendance, degrees or awards received, most recent previous school attended, such illness or accident information as may be appropriate for dealing with health and safety emergencies.

Parents and eligible students (18 years or older) have the right to refuse to let the district release any of this information. If you do not wish to allow the release of directory information, please notify the school office in writing within 15 days of registration. If you do not allow the release of directory information, the school will not be able to include the student in honor roll, press releases, yearbook, other media productions, team rosters, programs, and other publications.

Directory information is routinely provided to military recruiters in order to comply with the recent No Child Left Behind Law. Please fill out the form provided in the AHS office if you would like to withhold your student's directory information from military recruiters.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of driving privileges, loss of right to apply for driving privileges, and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits drug, alcohol and/or tobacco related offenses or any other criminal act, he/she will be referred to law enforcement officials.

DRESS

Dress and grooming on campus shall not disrupt the teaching and learning process. The following are prohibited:

- 1) Excessive bareness, such as bare midriffs, see-through clothing, very short skirts and shorts;
- 2) Going barefoot or bare-chested on campus;
- 3) Wearing clothing including hats and buttons displaying drug, alcohol, tobacco or gang symbols, obscenities or sexual innuendo;
- 4) Undergarments worn as outerwear.

Students violating the dress code will be asked by a staff member to make the appropriate adjustments. If the student refuses, it will be considered insubordination and they will be sent to the Dean of Students.

EMERGENCY RESPONSE

If an emergency situation were to develop on campus during the school day, teachers and staff will follow the procedures outlined in the Emergency Procedures handout. The procedures followed would be varied and depend on the particular situation that developed. Since the number of students involved may be anywhere from a couple of students to the entire school population of over 1,000 it would be impossible to notify each individual family. The news media and PowerSchool will be relied upon to disseminate information when the numbers are such that it would be impossible for the school to make those contacts. It will be important for the school to keep the phone lines clear in order to communicate with the emergency services and the media. The school will make every effort to get the pertinent information to the media in a timely manner.

EXPLOSIVES (are considered weapons)

Fireworks and any other form of explosive devices are strictly prohibited from the Ashland High School campus. False alarms, bomb threats and abuse of and/or tampering with emergency equipment will be

viewed the same as explosive devices. If you know of anyone in possession of an explosive device, please notify the main office immediately. Law enforcement authorities will be notified.

GANG ACTIVITIES

A gang is any group of two or more persons acting together in an ongoing pattern of activity or in violation of school district policy. Because such actions may interfere with each student's right to an education, students, school district employees, and community members developed a plan, which has been adopted by the Ashland District School Board as a policy.

GUESTS ON CAMPUS

Due to large class sizes and safety considerations, guests are strongly discouraged. Exceptions may be made in special circumstances. Students wishing to bring visitors to school **must** get a guest pass at the main office. Students from other local high schools may visit only with permission from their own school's principal. The procedure to obtain a guest pass is to seek and receive approval from an administrator **3 days in advance** of the visit.

HAZING/HARASSMENT

Hazing, racial or sexual harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member, including throwing objects at an individual, will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion, and/or referral to law enforcement officials.

Students experiencing hazing or harassment will report it to the Dean of Students, an administrator, a teacher or counselor.

HEALTH CLINIC

An on-site Health Clinic is operated at Ashland High School by the Jackson County Health Department. The clinic is subject to all rules and regulations mandated by the State of Oregon. A nurse practitioner is on duty during operating hours. Students must have on file a parent permission form in order to take advantage of the Clinic services

INSUBORDINATION

Insubordination is the refusal by a student to follow directions or a reasonable request of a staff member, chaperone, substitute teacher or other designee. Examples of insubordination include, but are not limited to:

- Not giving your name when requested
- Not going to class or office
- Being inappropriate
- Using a false name
- Willful violation of school rules
- Profanity to staff

A student who is insubordinate will have appropriate consequences assigned including a parent conference.

INTERNET USAGE

The Internet is a privilege that students have earned the right to use at school. They will need to access the Internet to be successful in most of their classes and learn vital 21st century skills. If you, as a parent or guardian, **do not** want your child to have access to the Internet please submit a written letter to our office manager stating that they do not have permission. Your child may lose the privilege of using the Internet at Ashland High School if they abuse that privilege.

LIBRARY

Ashland High School library has excellent resources in its on-site collection as well as through connections with the state library system. Additional national and international resources are available through use of the Internet and an extension loan system through the National Gallery of Art. Students must sign in and out, and must show their student body card or some form of identification to library personnel before using the library to study or to check out books and other material(s) from the main library and textbook depository.

LOCKERS

Lockers are assigned during registration; students keep that locker during their high school career. Students must not change lockers without permission from the office. School Board policies regarding damage to district property and possession of illegal material apply to lockers. Lockers exist for the convenience of students and school officials with reasonable suspicion may examine them.

Students are advised to keep locker combinations to themselves and not leave money or expensive items in their lockers. The school is not responsible for lost or stolen articles. Students should leave valuables or money with an office secretary for safekeeping. The office has a record of all assigned lockers and their combinations, should you forget yours over vacations.

OPEN CAMPUS

Ashland High School has an open campus, which allows students to leave campus during the lunch hour or an Out Period. Students are not allowed to leave campus at other times. Students are expected to behave as respectful representatives of Ashland High School at all times.

“OUT” PERIODS

Students may have an “out” period, meaning they are not assigned to a specific class that period. Students with an “out” period must be in a supervised area such as the Commons, library or classroom with teacher permission, or off campus. Only juniors and seniors may have “out” periods. Because sound travels to adjoining classrooms, the Quad is not to be used for “out” periods.

PARKING: AUTOMOBILES

Student Parking Areas: The purchase of a parking pass entitles students to park in non-staff spaces in the parking lot at Iowa Street and S. Mountain Avenue. Student parking is not allowed anywhere else on campus except by special permit. Students who park on the public streets are subject to state and local regulations.

Student Parking Rules: Students must purchase an AHS student-parking permit to park in any of the student areas including the lower lot below the spaces in the student parking lot. Students parking in these areas must clearly display their parking permit in the front windshield of the vehicle. Vehicles parked in the lower area must be parked in such a way that does not obstruct traffic or reduce available space for other vehicles. Students may not park in spaces marked “Visitor” or “Staff.”

Parking Violations: Students violating the parking rules and regulations are subject to the following consequences:

- 1st Violation: Red violation sticker will be placed on the car; license, date and place will be recorded.
- 2nd Violation: \$50.00 parking ticket will be issued to the student and added to his/her school account.
- 3rd Violation: Parents will be notified; car will be towed from premises and parking permit will be revoked.

The following violations are subject to immediate towing and /or citation:

- Parking in the School Bus Lane
- Parking in Disabled Parking Space without valid DMV Disabled Parking Permit
- Parking in front of Fire Hydrants or marked Fire Lanes
- Parking in a manner that blocks traffic
- Hazardous Vehicles (leaking fluids, carrying dangerous material)

Students found to be driving recklessly on or about campus may lose their parking pass and will be subject to all local laws and consequences.

PARKING: BIKES, SKATEBOARDS, SCOOTERS, AND ROLLERBLADES

Bikes, skateboards, scooters, and roller blades are to be secured in designated areas on campus. All are acceptable transportation to and from school but **may not be used on campus**. Failure to observe this policy will result in the item being confiscated and kept for a period of time. On the second offense, a parent conference will be scheduled before the item is returned.

PICTURE I.D./STUDENT BODY CARD

Students will receive a student ID card with his or her picture. This student body card must be presented at dances and school functions in order to be admitted. Students may purchase an activity sticker allowing free access to Co and Extra-curricular activities.

POSTERS

Posters promoting school sponsored events may be hung around campus. Students are also responsible for taking those posters down after the event. Events not sponsored by the school may not be advertised on campus.

PROFANITY

Profanity will not be tolerated on campus or at school activities. Use of profanity may result in detention or possible suspension for repeat offenders.

SMOKE-FREE CAMPUS

By Board Policy, Ashland High School became a smoke-free campus as of January 1, 1992. This ban includes parking areas as well as all district athletic fields, gymnasiums and within 1,000 feet of school grounds. The first infraction will result in a DETENTION. Repeated offenses may result in suspension and referral to the authorities.

SOCIAL SECURITY NUMBERS - Disclosure Statement

We are required by law to inform students and their parents about our use of student Social Security Numbers. The following is provided for your information:

Providing a student's social security number (SSN) is voluntary. If a student provides it, the school district will use it for record keeping, research, and reporting purposes only. The school district will not use the SSN to make any decision directly affecting student(s). Social Security Numbers will not be given to the general public. If the SSN is not provided, the student will not be denied any of his/her rights. Providing the SSN means that consent of its use will be done in the manner described.

OAR 581-21-225 authorizes school districts to ask parents and students to provide social security numbers (SSN). The SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The school district and Oregon Department of Education may also match the SSN with records from other agencies as follows:

1. The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
2. State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

3. Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Social Security Numbers will be used only for statistical purposes as listed above. State and federal law protects the privacy of student records.

STUDENT RECORDS

Parents of students currently in attendance and eligible students (18 years or older) have the right to:

1. Inspect and review the student's education records.
2. **Request an amendment of the student's education record to ensure that they are not inaccurate, misleading or in violation of the student's privacy or other rights.**
3. Consent to disclosures of personally identifiable information contained in the student's education records.
4. File with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Family Educational Rights and Privacy Act.
5. Obtain a copy of the school district policy concerning student records. Copies of this policy may be requested at any school building or at the district office.

SUBSTANCE/DRUG POLICY

The unlawful possession, use, sale, or supply of any narcotics including marijuana or any other illegal drug, on or about the school premises (or within 1000 feet of school property) or at any school-sponsored activity is prohibited. Violations of this regulation will fall under the drug and alcohol policy. Appropriate health and law enforcement agencies may be involved.

What Happens when a violation occurs

The administrator will meet with the student and immediately schedule a parent and student conference. The administrator will review the alleged violation, review the evidence collected thus far, and outline the timeline for any further investigation. The student will be sent home with the parent for a period of up to 48 hours in order to minimize school disruptions, protect the student from peer curiosity, and to facilitate the investigation.

Re-Entry School Conference

The goal of this conference is to review the findings of the investigation with the parents and the student. Based on the evidence the administrator will uphold or dismiss the violation. If the evidence reveals a violation has occurred, a team consisting of the administrator, an Ashland Student Assistance Program (ASAP) specialist and a SASA (if desired by the family) will meet with the parent and student to discuss treatment and consequences.

Consequences

On a first offense, where the severity of the offense does not warrant suspension or expulsion, the student and parent may select from two possible disciplinary procedures:

ASHLAND HIGH SCHOOL PEER JURY: The Peer Jury will serve as a sentencing panel and will develop an appropriate sentence in the form of a 60-day contract. The AHS administrator serves as a liaison and will track the student's progress.

SCHOOL BASED DISCIPLINE CONTRACT: The school-based team will develop a 60-day discipline contract. The team has discretion in developing this contract to meet the needs of the individual student. The team will monitor the completion of the contract.

Students participating in extra curricular activities including participation on sports teams are subject to additional consequences as articulated on page 28.

Treatment

Required for all violations: The student will be referred to an outside drug and alcohol treatment provider, typically Kolpia or On-Track. This involves an initial assessment, follow up UAs and individual or group substance abuse counseling. The duration of the counseling will depend on the recommendation of treatment agency.

ASAP Intervention – Plan of Assistance

Required for all violations: The ASAP team will develop a one-year intervention plan to assist the student in staying drug free and successful in school. Interventions may include providing counseling, monitoring attendance and academic performance, mentoring and drug abuse monitoring. The team may include a school administrator, teacher, school and community counselors, and school and community health professionals.

Repeated Violations

Students who have repeated violations will follow the program outlined in the previous sections. Peer Jury will not be an option for these students. The student will be subject to graduated disciplinary consequences, up to and including suspension and expulsion. Referral to alternative education programs will be considered.

SUSPENDED/EXPELLED STUDENTS

Students who are suspended or expelled from Ashland High School are prohibited from being on campus or at school-sponsored activities for any reason throughout the duration of their suspension or expulsion. Students will not be able to participate in athletics or activities including practices during the period of their suspension and/or expulsion. Students who do not adhere to this policy will be cited for trespass.

THEFT

Students should take all precautions to secure their property while at school. Theft in any form or amount is strictly forbidden regardless of how minor. Students must report theft to the main office (see Discipline Checklist). All theft cases will be referred to the Ashland Police Department.

TOBACCO

Tobacco, in any form, is prohibited from the Ashland High School campus or within 1,000 feet of campus.

VANDALISM

Vandalism in any form, including graffiti, damage to structures, damage to personal property and damage to any school property is prohibited. Consequences will include restitution and may include suspension or expulsion. Referral will be made to law enforcement authorities.

Discipline Checklist

2009 - 2011

To provide consistency in disciplinary practices, the following chart will be used in the enforcement of consequences. Incidents resulting in any suspensions or expulsions will include parent contact. When more than one consequence is listed, the severity of the incident will determine which applies.

	CONFISCATION OF ITEM	DETENTION	PARENT NOTIFICATION	SUSPENSION IN OR OUT OF SCHOOL	JOINT CONF. PARENT T/S	ACADEMIC PENALTIES	RESTITUTION OF PROPERTY OR LOSS OF OPEN CAMPUS	REFERRAL TO LEGAL AUTHORITIES	WITHDRAWAL FROM COURSE, SCHOOL OR BUS	REQUEST FOR EXPULSION	REFERRAL FOR SUPPORT SERVICE
ACADEMIC VIOLATIONS Cheating, plagiarism, changing grades, theft of test or gradebooks, forgery.	✓		✓	✓	✓	✓		✓	✓		✓
ALCOHOL/DRUGS Being under the influence of, possessing, distributing, selling or exchanging controlled substances, paraphernalia, or items represented as controlled substances.	✓		✓	✓	✓		✓	✓		✓	✓
BUS MISCONDUCT		✓	✓		✓				✓		
CLASS DISRUPTION		✓	✓	✓	✓	✓			✓	✓	✓
DRESS Violations of guidelines for appearance.		✓ SECOND OFFENSE		✓ SEND HOME TO CHANGE	✓						✓
EXPLOSIVES Possessing explosives (including firecrackers, false alarms, bomb-threats, abuse of or tampering with emergency equipment.	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
FIGHTING Assault, battery, or threatening physical harm to any student or employee.			✓	✓	✓		✓	✓	✓	✓	✓
HARASSMENT Involving threats of a physical, psychological or sexual nature, including cyberbullying.		✓	✓	✓	✓			✓	✓	✓	✓

	CONFISCATION OF ITEM	DETENTION	PARENT NOTIFICATION	SUSPENSION IN OR OUT OF SCHOOL	JOINT CONF. PARENT T/S	ACADEMIC PENALTIES	RESTITUTION OF PROPERTY OR LOSS OF OPEN CAMPUS	REFERRAL TO LEGAL AUTHORITIES	WITHDRAWAL FROM COURSE, SCHOOL OR BUS	REQUEST FOR EXPULSION	REFERRAL FOR SUPPORT SERVICE
INSUBORDINATION Defiance of authority, verbal abuse of school employees.		✓	✓	✓	✓			✓	✓	✓	✓
PROFANITY Foul language is inappropriate in an educational setting.		✓	✓	✓ THIRD OFFENSE	✓ REPEAT OFFENSE				✓		✓
THEFT Breaking into locker, school buildings, classrooms, school computers, theft of any kind.	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
TOBACCO Using tobacco in any form.	✓		✓	✓				✓			✓
TRESPASSING			✓					✓			
UNAUTHORIZED AREAS Being present in any classroom, gymnasium, office, locker room or other area of the facility without permission and/or supervision, including parking lots and athletic fields.		✓	✓	✓							✓
VANDALISM Destruction of school property, materials, destructive pranks (including water balloons and spitting).	✓	✓	✓	✓			✓	✓		✓	✓
WEAPONS Possessing weapons of any kind. Confiscated weapons may be turned over to Jackson County Sheriff's Department.	✓		✓	✓	✓			✓	✓	✓	✓
COMPUTER MISCONDUCT Tampering with school records. Inappropriate conduct on Internet.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Ashland High School

Code of Conduct for all Students Participating in AHS Athletics or Extracurriculars

Students who participate in extra or co-curricular activities are representatives of the Ashland High School community and therefore are subject to additional academic and behavioral expectations as outlined below.

ELIGIBILITY

State academic guidelines for participation in athletics:

- The student must have earned 5 credits in the previous semester. This does not apply to incoming freshman for fall and winter sports.
- The student must be enrolled in and passing 5 credits in the current semester.

ACADEMIC POLICY

Students will be eligible to be on the team and practice based on the above state standards. However, to be eligible to participate in competition on a weekly basis, student-athletes will be required to have 5 classes in which they have a grade of “C” or better and no “Fs”. Our Academic Coaches, Stephanie Santos and Allison French will monitor grades on a weekly basis. Students who are not meeting the standards will be required to meet with them twice weekly to work on individualized plans for improving their academic performance. In certain cases, they may allow students to play who are below the district standard but are working hard and showing satisfactory progress toward meeting standard.

ATTENDANCE

A student participating in activities or athletics must attend a full day of school on the day of the activity unless participating in a school-related activity or excused, with prior approval of the principal, for medical, dental, or other necessary appointments. A pre-excused form must be filled out when a student plans to miss school.

TRANSPORTATION

A student who rides to an activity or an athletic contest by district transportation may return from the activity or contest with his/her own parent(s) or guardian(s) and with knowledge of the director. He/she may be released to ride home with legal-aged relatives or with another parent or designee with prior, written approval of principal. Otherwise, the student **MUST** return with the group. A student **MAY NOT** drive to and from a school related activity or ride with another student.

DRUG AND ALCOHOL POLICY

Students are under the revised Ashland High School drug and alcohol policy as prescribed by the district (see policy JFCH/JFCI in Appendices). Students will not be able to participate in athletics or activities including practices during the period of their suspension and/or expulsion.

1. Referrals - Although it may be hard to accept, information disclosed by a peer about drug and/or alcohol use is actually helpful to the student. Our philosophy is that drug and/or alcohol use is harmful and counterproductive; a “concerned person referral” is beneficial to the student. The important message is that it is **NOT OK** to use drugs and/or alcohol and that it **IS OK** for a using person to seek help.

Type I - Concerned person referral. Usually an activity member or parent approaches the coach, director, or principal with information about a student concerning drug and/or alcohol use.

Type II - Self-referral. The student, who is using drugs and/or alcohol, by his/her own initiative, approaches the coach, director, or principal and asks for help.

Type III - Non-voluntary referral. A school staff member observes the incident, off campus, or is made aware of the problem by an outside agency such as the police or related agency. This type of referral is different from the Type I because the concerned person is usually a peer or relative whereas Type III is a non-voluntary referral by the school or an outside agency.

2. Students who are involved in activities and are referred to the coach, director, or principal under a Type I or II referral, will be expected to get assistance from a drug and alcohol program. If they do this, they will not be subject to the consequences of a Type III referral. If they do not enroll in a program within one week, they will be subject to Type III consequences. Following are the three types of referrals:

STUDENTS INVOLVED IN ACTIVITIES ARE UNDER CONTRACT AND MUST REFRAIN FROM THE FOLLOWING, BOTH ON AND OFF CAMPUS:

1. The unlawful possession, use and/or sale of alcohol and other controlled substances (drugs, including steroids).
2. The arrest and conviction for a felony or misdemeanor.

CONSEQUENCES FOR VIOLATING RULE "A" TYPE III REFERRAL

First Offense:

1. For violation of A.1, and/or A.2, the student will continue to practice, but will not be allowed to participate in the number of activities that represents 1/3 of the regular activities and/or a maximum of one major activity. The penalty will carry over to the student's next activity season.
2. For a violation of A.1, the student will complete a drug and alcohol program. Enrollment and consistent attendance is required if the student is to be allowed to practice and eventually participate in a scheduled activity. (NOTE) If a Type I or II referral is followed by a Type III referral, the student will be subject to the consequences of a Type III referral.

Second Offense:

1. The student shall be suspended from participation in all school-sponsored activities for the remainder of that school year. In the event of extenuating circumstances, the drug and alcohol coordinator, an administrator, and the director/coach, will evaluate the situation together, and may impose an alternative consequence.
 - a. The use and/or possession of tobacco.
 - b. The involvement in misconduct, which would bring discredit to the student, group, or school.
 - c. Drug or alcohol use during the time the group is on a trip or on the day of the activity will result in immediate dismissal from the group. The student will be sent home at personal expense.

THE CONSEQUENCES FOR VIOLATING RULE B OR C WILL BE:

First Offense:

1. The student will continue to practice with the group, but will not be allowed to participate in the number of activities that represents 1/4 of the regular season's activities and/or a maximum of 1 major activity. The consequences will carry over to the student's next activity season but not carry on to the following year.
2. The student will contribute ten service hours to the school or other organization designated by the director or the school principal. Severe infractions of Rule C may result in the student being denied participation for the entire season upon the first offense.

Second Offense:

1. The student will be suspended for the remainder of the activity season. In the event of extenuating circumstances, an administrator and the director/coach, will evaluate the situation and may impose an alternative consequence.

THE CONSEQUENCES FOR VIOLATING RULE D WILL BE DISMISSAL FROM THE TEAM.

Respect for team members and conduct in public:

Activity members will show respect for people with whom they come in contact. They will conduct themselves, at all times, in a manner, which upholds the best tradition of AHS programs. Consequences for infractions will be:

1. Conference with director (1st offense.)
2. Referral to school administration (2nd offense). Example: Campus Cleanup
3. Suspension for one scheduled activity.

APPEALS

Appeals must be made within three days and scheduled through the athletic/activities director.

Ashland High School Dance Policy

All Ashland High School-sponsored dances must be approved by the Principal. A date for the dance must be scheduled at least 3 weeks prior to the actual event and must be cleared with the Principal. Students are expected to follow the same Code of Conduct while at dances as when they are in school.

The following are rules governing all dances at Ashland High School:

- 1) Dances will take place on school premises unless special permission is obtained from the administration. Off-campus dances are typically limited to the Homecoming Dance, Winter Formal and Prom.
- 2) Use of on-campus facilities must be scheduled with the Athletic Office.
- 3) No dance will go longer than 11:30 p.m.
- 4) At least 10 chaperones, a minimum of 4 staff and at least 1 administrator must be at every dance.
- 5) At least one Ashland Police Officer must be present at every dance.
- 6) No backpacks or bags will be allowed in the dance.
- 7) Staff will be at the door checking student ID cards.
- 8) Once students have entered, they must stay. If they leave, they may not come back in.
- 9) The class or club advisor who is sponsoring the dance must attend and sign the application.

Guests from other high schools are allowed at certain dances (usually only Homecoming, Winter Formal and Prom). The following are the rules that govern the guest pass process:

- 1) Guest passes may be purchased for \$5.00 and need to be completed and turned in two days before the dance.
- 2) Guest must present a photo ID to prove their identity.
- 3) Only high school students may attend school dances. The one exception is for students that graduated the previous year from AHS. Home-schooled or other students not formally enrolled in school must be approved before the dance by an administrator.

School dances are a privilege. Students may be removed from dances and prohibited from attending others at the complete discretion of the administrative team.

Ashland High School School Trips Policy

The following guidelines represent policy when scheduling all school field trips that include Ashland High School students, faculty and/or staff.

1. Staff will develop and communicate clear expectations before the trip to students and parents.
2. Students and parents will sign that they have read, understand and will abide by the expectations and possible consequences.
3. Disciplinary action is at the discretion of the staff member(s) in charge. The decision will be based on the trip expectations, school rules, laws and the severity of the behavior.
4. If a student is to be sent home an administrator will be consulted and parents will be contacted immediately by a staff member. The staff member and parent(s) will develop a plan to get the student home at their own expense. This may include parents coming to get the student.
 - A staff member must accompany the student to a bus terminal, airport or train depot and see that the proper ticket is purchased, itinerary and time schedules are confirmed and wait to see that the student has departed.
 - A staff member will immediately notify parents and administrators of departure and arrival times and itinerary.
 - An administrator will call to confirm that the student arrived home safely.