

ASHLAND MIDDLE SCHOOL STUDENT HANDBOOK



2025-2026

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Is to graduate lifelong learners, who are responsible citizens capable of functioning in and contributing to an ever-changing global society, by committing to comprehensive educational programs designed to meet the unique needs of students and presented in an innovative and supportive instructional environment.

Beliefs

- We believe quality education requires on-going commitment from the community.
- We believe a working partnership among the schools, the community, and the home is vital to the success of our students.
- We believe quality education requires each individual in the learning partnership to be responsible and accountable for his/her actions.
- We believe learning is lifelong.
- We believe the future well-being of our community is dependent upon the total development of our youth.
- We believe cultural sensitivity empowers students to compete and function as world citizens.
- We believe that each student has worth and value; therefore, he/she deserves an opportunity to learn and to experience success.
- We believe students learn in different ways and at a different pace because they are unique with varying social, emotional, physical, and academic needs.
- We believe that higher expectations in a supportive environment will produce higher achievements.
- We believe that quality staff is essential for good education.
- We believe the educational experience is enhanced by a safe, caring, and secure environment.
- We believe the best schools initiate change and react to change to meet student needs.

Aims and Goals

High Student Achievement

Goal 1: Students will meet or exceed high academic standards.

Goal 2: Students will meet or exceed state required standards for graduation rate.

Goal 3: Students will meet or exceed state standards for attendance.

Safe School Environment

Goal 4: Students and staff will be provided a safe and secure learning environment.

Efficient and Effective Operations

Goal 5: The Ashland City School District will operate with responsible and accountable management of available resources.

Goal 6: The district will provide well maintained facilities to support the instructional process.

Ashland Middle School Mission Statement

Educate, Empower, and Energize our students to Engage in their individual Excellence.

F.E.R.P.A. and Directory Information

The Ashland City School District follows the guidelines of the Family Educational Rights and Privacy Act (F.E.R.P.A.) regarding all student records. Parents who do not want directory information for their child released to colleges and universities should contact the guidance office. **The “No Child Left Behind Act” requires that we give directory information for secondary students to military recruiters. Parents may request that this directory information should not be released without prior written consent. If you do not wish to have this information shared, please contact our guidance office in writing. Directory information is minimally a name and address.**

Whom Do I See About . . . ?

Athletics	Mr. Sauder
Attendance	Mr. Gross
Discipline Procedures	Principal /Assistant Principal
Lockers/Combinations	Secretary
Lost and Found	Grade Level Floors
Medication Dispensation	Clinic
Report Card (Grade) Questions	Principal
Schedules	School Counselors
Stolen Property	Principal/Asst Principal
Testing	Mrs. Packard
Textbooks	Teacher
Use of Building	Principal
Work Permits	Main Office

NONDISCRIMINATION STATEMENT

The Ashland City School District has a policy of nondiscrimination on the basis of sex, race, color, national origin, and disability in its curricular, co-curricular, extracurricular, and support programs and services. This policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business.

TITLE IX SECTION 504 STATEMENT

A person who believes she/he has a valid basis for a grievance shall discuss the grievance with the district's Civil Rights Title IX, Section 504 Coordinator as directed in board policy ACAA.

NO CONCEAL/CARRY IN SCHOOL

Unless authorized by law, pursuant to O.R.C. Section 2923.122, "No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

ASHLAND CITY SCHOOLS ATTENDANCE POLICY

Regular attendance by all students is very important and is strongly encouraged. In many cases, irregular attendance is the major reason for poor schoolwork. Student absence should be reported to the proper school and all make-up work should be completed as required.

When a child is not attending school and is not properly excused from attendance, the child is truant. Ashland City Schools shall utilize the services of the district attendance officer when dealing with attendance problems.

The Superintendent shall develop administrative guidelines that ensure proper attendance procedures are established to comply with House Bill 410 Habitual and Chronic Truancy.

ATTENDANCE GUIDELINES

The Ohio State Legislature recently passed House Bill 410 which describes the new way public schools will be tracking and handling student attendance starting this school year. The premise of this law is to encourage students to be in school as much as possible and to make sure that parents, students, and the school have a shared responsibility in attendance. The benefits of your child being in attendance at school and having academic success are well documented. Please read through the guidelines provided below in regards to the new attendance policy if you have any questions or concerns, please do not hesitate to contact:
Robert Gross, Asst. Principal at 419-289-7966.

	Consecutive Hours	Hours Per School Month (Tardiness will be closely monitored for this category) **Resets Monthly, but counts towards Yearly	Hours Per School Year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences		38 (5.5 days) with or without legitimate excuse	65 (9.25 days) with or without legitimate excuse
Chronic Absenteeism			10% or 92 (13 days) with or without legitimate excuse

7 Hours Equals 1 School Day.

If a student becomes Habitually Truant, Excessively Absent, or a Chronic Absentee; student/parent or guardian must be assigned to the absence intervention team.

After 70 hours (10 school days) of excused absences (not including medical notes), the student/parent must provide a medical note in order for absence to be excused. After 70 hours of excused absences the student will be placed on medical status.

All time associated with student attendance; with or without legitimate excuse, away from AMS during the time frame of 7:40 a.m.-2:33 p.m. will be documented in incremental time, as opposed to previous half and full day absences.

STUDENT ABSENCES AND EXCUSES

The building principal will be the final arbiter of whether an absence is to be considered excused or unexcused.

EXCUSED ABSENCES:

Absences will be excused for the following reasons:

1. Personal illness of the student;
2. Illness in the student’s family;
3. Death in the family;
4. Quarantine for contagious disease;
5. Acts of God;

Pre-approved trips or activity with a custodial parent or legal guardian. The parent or legal guardian must request permission in writing from the administrator prior to the absence and arrange for the absence. A student may have

no more than 10 days excused on this basis in any school year. Days absent in excess of 10 will be unexcused. Trips taken with persons other than the legal guardian will result in unexcused absences unless unique circumstances would justify excused absence credit;

1. Fair days involving 4-H animals - showing and selling days. Documentation of show/sell dates must be presented prior to fair week;
2. Pre-approved hunting with a custodial parent or legal guardian: the custodial parent or legal guardian must request permission in writing prior to the absence. The absence may be considered a vacation day (see #6 above); or
3. Head lice: there is no immunity or prevention of head lice. They spread rapidly and are in our schools and community. Head lice are usually transmitted through close personal contact with another infested individual. **The student will be expected to be returned to school, nit-free, within two days of the day they are sent home with lice.** These two days include the day the child is sent home and the day after. A physician's excuse will be needed to permit an absence to be excused beyond two days.

Each student who is absent must immediately upon return to school make arrangements with his/her teacher(s) to make up work missed.

On the first morning of any absence, parents are to call the child's school building to inform the office of the illness or reason for the child's absence.

In all cases of absences, the following guidelines and procedures shall be exercised:

1. Students may make up missed work for excused absences contingent upon the student's initiative. For every day the student is absent, he/she will have an equal number of days to make up the missed work.
2. Grades are to be accepted on a normal basis for makeup work.
3. Upon request by the parent or student, teachers are to prepare lessons for the student who has obtained permission for an excused absence of **two or more** days. Sufficient time should be given to collect individual assignments from teachers. Assignments will be available for pick-up after 2:30 p.m.

CHRONIC MEDICAL ISSUES

The following guideline and procedure will be used for Chronic Medical issues.

1. Chronic medical issues may be excused through a doctor's note for up to **90 days** at a time.
2. Once a chronic illness note is received from the doctor's office a representative of Ashland City School will be in contact with Parents/Guardians to discuss the condition in further detail.

UNEXCUSED ABSENCES

The following guidelines and procedures will be used for unexcused absences:

1. Students may make up missed work for unexcused absences contingent upon the student's initiative. For every day the student is absent, he/she will have an equal number of days to make up the graded work that was missed. Students who are out-of-school will receive a 10% reduction in their completed coursework.
2. Grades are to be accepted on a normal basis for make-up work.
3. Students may be marked as unexcused in any case that does not qualify as excused for the absence. Students may not be excused for absences due to work, shopping excursion, shows, sports events, baby-sitting, or other convenient situations unless the activity has been authorized in advanced by the school administration.
4. Absences by students who have not obtained school permission to be absent will be classified as unexcused.

5. Students will be classified as truant if they are absent without parent and school permission for all or any part of the school day. Truancy will result in disciplinary action.

TARDIES

Tardiness is considered to be a special form of absence. Tardy for the day shall be construed to mean anytime a student arrives in school later than the school day begins or is dismissed prior to the end of the day. Excessive tardiness will result in disciplinary action.

Those students who accumulate 5 or more unexcused tardies during the year may have consequences assigned by the office.

ASHLAND MIDDLE SCHOOL ATTENDANCE PROCEDURES:

Whenever a student is absent, the parents are **required by law** (Missing Children Act; April 1985) to call the school and report the absence. This can be done by calling the middle school at 419-289-7966 between 7:30 A.M. - 8:15 A.M. If a phone call is not received, the Attendance Secretary will attempt to reach the parents at home to verify the absence.

If the school office has not received an excuse for the absence, by note or by phone, within a 24- hour period, the absence will automatically be considered unexcused.

Participation in extracurricular activities requires that the student be in attendance by 9:15 a.m. on the day of the scheduled activity. Failure to arrive by that time will result in the student not participating in practice and/or game/match for that day. If leaving early, the student must arrive on time and leave no sooner than 1:00 p.m.

SCHOOL ARRIVAL

When students arrive at school, they are to come directly into the building and report to your first period class. Students are not permitted to leave the building once they have arrived and are not to loiter or hang out on the property surrounding the school building. Students should arrive at school no earlier than 7:20 A.M. Students who walk to school should not arrive before 7:20 A.M. Buses will release students at 7:25 a.m.

SCHOOL DEPARTURE

Students who ride a bus will be excused at 2:33 p.m. to go to their locker and then board their buses. All school buses will have a designated loading area.

Students who walk to school will be dismissed at 2:35 p.m. to go to their lockers and then are asked to go directly home and not loiter on surrounding property. All students who do not ride a bus home should exit the building by 2:45 p.m. unless they are involved in an after-school activity. Students are not permitted to loiter or hangout on property surrounding the building.

EARLY DISMISSAL FROM SCHOOL

Any student who must leave school early for an appointment must bring a written request signed by the parent or guardian to the Attendance Secretary prior to the start of school on the day he/she wishes early dismissal. This request is to state the reason, time of desired dismissal, tentative time of return and phone number where the parent may be reached.

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

Students should never leave the school grounds during school hours (this includes from the time students arrive at school until dismissal) without permission from the Attendance Secretary. If a student must leave school for any reason during the day, parent contact must be made before they are released from school. If a student leaves the school for any reason without first notifying and receiving permission from the Attendance Secretary, the absence will be unexcused. If a student becomes ill once they have arrived at school, they should report to the Clinic. If a student is too sick to stay in school, we will send them home after parent contact is made.

TRUANCY ISSUES

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Once your child has reached 30 hours of unexcused absences, an attendance intervention will take place with the building principal, parent, and student and notification will be sent to the truancy officer.

STUDENT CONNECTIONS TO ADDRESS BEHAVIORS

During the school year, we offer a variety of programs to educate and encourage students to coexist with every person in the building. VIBE Mondays provide an opportunity for small class discussions around topics important to middle school students such as labels, isolation, social dilemmas, and more. The SEL, Social Emotional Learning, curriculum utilized in our VIBE Mondays allows us to gear the lessons to what our building/student needs are each month. These activities also allow for students to process the correct ways to handle difficult situations in a controlled and safe environment along with teaching resilience and relationship development. Activities will take place 1-2 times a month during ACT depending on the school calendar. We also offer educational opportunities with outside speakers to address inappropriate online usage, relationship issues including domestic violence, bullying/peer relations, drugs/alcohol abuse, and expanding our social tolerance of others. These programs take place throughout the year during the normal school hours.

We have a PBIS program that is based on promoting good behavior and decision making of our students. Various activities will take place to reward students for their on-going positive behavior throughout the year.

GENERAL INFORMATION

BICYCLE/SKATEBOARD RIDERS

Students who ride bicycles to school will observe all rules of safety as prescribed for bicycle riders.

Chains and locks are recommended.

Bicycles are not to be ridden during the school day. Once bicycles are parked, they are not to be moved until time for students to ride them home at the end of the day. For safety reasons students are not permitted to ride bicycles on the sidewalk.

Students are permitted to ride skateboards to school; however, students are not permitted to ride skateboards on school grounds. Skateboards must be put in lockers.

CLUBS AND INTRAMURALS

Clubs: Student Council, Writing Team/Power of the Pen, and Academic Challenge

Intramurals: Basketball, Spring Golf, Archery, Esports, and Indoor Track

INTERSCHOLASTIC ACTIVITIES

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football	Basketball	Girls Track
Cross Country	Wrestling	Boys Track
Volleyball	Cheerleading	
Cheerleading	Swimming	

DRESS CODE

(MINIMUM STANDARDS OF DRESS FOR THE ASHLAND CITY SCHOOL STUDENTS - GRADES 6-8)

It is realized that the effectiveness of the minimum standards of dress can only be achieved through joint cooperation from students, faculty, and parents. In keeping with this idea, the following policy has been adopted as the Dress Code Policy for grades 6-8. Dress and personal appearance shall be neat and clean. A student's dress or appearance that constitutes a threat or disruption to the health or safety of the student or other members of the school community, or presents an immoral or immodest public display is not permitted. An instructor has the discretion to reasonably alter the stated dress code standards to meet his/her particular situation for a student participating in extracurricular activities, enrolled in a lab class, or participating in a cooperative program. This policy can be enforced for all students in attendance at any school sponsored event. The building administrator will be the final arbiter of appropriate student dress and grooming. The following dress code guidelines have been established with the input of certified staff, administration, and parents.

The following attire is **not permitted** in the school setting.

1. **Any form of dress or appearance that may disrupt the academic program or that is inappropriate for the school setting.** This would include bare midriffs, bare backs, halter tops, strapless tops or dresses, low cut tops that display cleavage, and at no time shall clothing be worn in such a way to expose undergarments.
2. Hats or headgear that interfere with a student's ability to be identified in person or on cameras.
3. Each teacher has the authority to adjust the hat expectations in their classroom.
4. Chains, wallet chains, or anything that could be used as a weapon.
5. Hoodies may not cover the head or hinder the identification of the student.
6. Any clothing that is excessively tight and/or has holes or tears that expose undergarments. Clothing should be opaque and cover the chest, torso, and lower extremities.
7. Clothing and tattoos that promote or illustrate tobacco, alcohol, drugs, violence, weapons of any kind, sex, or depicts immoral, indecent connotations, or racist themes. Make up, painted faces, or writings on the body that disrupt or interfere with the educational process.
8. No bare feet or low-friction footwear (ex. slippers).
9. Shorts, Skirts, dresses, split skirts, or skorts must not expose private areas, undergarments, or disrupt the educational process.
10. No outdoor coats are to be worn in school unless the coat is considered a suit coat or part of an outfit.
11. No flags, capes or blankets shall be worn or brought to school.

The principal of the building, or designee, shall be the final arbiter of student dress and grooming. Any changes or revisions may be presented to the Dress Code Evaluation Committee. The Dress Code Policy will be subject to a biannual review.

FIRE AND EVACUATION DRILLS

The fire drills that we hold regularly are for your protection. Leaving the building in an orderly and quiet manner may prevent the loss of lives if a disaster should strike.

There should be no talking during evacuation drills. Escape routes may be blocked and different directions may have to be given.

Each room has an exit plan. Follow closely the directions given for the students in each room.

Room evacuation drills will also be conducted concerning severe weather conditions and specific directions will be given.

School Counselor

School counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, study helps, help with home, school and/or social concerns, or any question the student may believe he/she would like to discuss with the counselor.

GYM CLASSES AND REGULATIONS

1. Each student must take gym, unless excused by a doctor or other competent authority. This is a state requirement.
2. Each student must wear proper gym clothes. The instructors will recommend equipment for purchase.
3. The school is not responsible for lost, stolen or mislaid articles but will make every effort to protect students' property. Valuables should be left with the instructor.

HEALTH CLINIC

When students become ill during the day, they must report to the clinic with a pass from their classroom teacher. If the clinic aide/secretary thinks it is necessary, students will be sent home after a parent contact has been made.

When students are able to attend school regularly only through the effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others, it will be the policy of the Ashland City Schools to supervise and/or administer such medications to students. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance with the established procedures:

1. The clinic aide/secretary will supervise, secure, properly store, and dispense prescribed medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. The school principal or other designated individual must receive and retain a statement which complies with ORC 3313.713 and is signed by the physician who prescribed the drug.
4. The parents, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the clinic or other designated individual if any of the information originally provided by the physician changes.
5. No drug or medication will be administered or permitted to be taken during the school day except in accordance with this policy.

IMMUNIZATIONS

Ohio Revised Code 3313.671 states that students shall be permitted to remain in school no more than fourteen days unless he/she presents written evidence of receiving immunization. The required immunizations in Ashland County are:

Five doses of DPT, DTAP, DT (ped) or Td (adult) vaccine or any combination of these vaccines. (7th grade must have Tdap)

Four doses of Trivalent Oral Polio Vaccine (TOPV) or Inactivated Polio Vaccine (IPV) or any combination of these vaccines.

Two doses of MMR combined vaccine.

Three doses of Hepatitis B vaccine.

One dose of Varicella (6th grade must have 2 doses)

One dose of Meningococcal (7th grade only)

One TB survey paper (T.B. skin test, including date of test, type, and result if answered yes to any questions on survey)

(There are age factors that may affect number of certain immunization)

Any questions concerning immunization should be directed to Katie Ramsay, RN, Ashland City District Nurse.

LOCKS AND LOCKERS

Students will be assigned to their own individual locker.

The student must assume the responsibility of the lock and the contents of the locker unless the lock is defective or the locker is not in working condition.

If a student fails to report a defective lock or broken locker, he or she will be responsible for the contents of the locker. Students will not change lockers unless their locker is damaged. The change must always go through the office so that correct records may be kept.

You will be responsible for any missing items in your hall locker. Students are not permitted to share lockers. Sharing lockers results in lost textbooks and personal property which are not the responsibility of the school. For their own protection students should not share lock combinations with other students.

Lockers are the property of Ashland City Schools and may be subject to search at any time.

LOST AND FOUND

A lost and found will be maintained on each grade level floor. Students are encouraged to check this area for lost items. These will be emptied every 9 weeks. Notifications will be made prior to them being emptied.

LUNCH OPTIONS AND PROCEDURES FOR A.M.S.

Lunch will be served during Periods 5, 6, and 7 daily. **Ashland Middle School students are not allowed to receive any outside food deliveries during the academic day.** This includes deliveries from Door Dash, Uber Eats, etc.

CELL PHONE and PERSONAL COMMUNICATION DEVICES

Students may not use personal communication devices during school hours at Ashland Middle School. While at Ashland Middle School, personal communication devices must be on silent mode and stored within their locker*. Personal communication devices include but are not limited to cell phones, tablets, smart watches, and other web-enabled devices. Such devices will also not be permitted on off-campus field trips.

****Students with medical conditions may be allowed an exception based on individual circumstances as directed by Administration or documented in an IEP or 504 plan.**

Students violating the cell phone/personal communication device policy will result in the following action (s):

First Offense: Confiscation, **staff member who confiscated the phone will notify the parent.** Student will be able to pick-up their cell phones in the **staff's classroom** at the end of the day.

Second Offense: Confiscation, **staff member who confiscated the phone will notify the parent.** Staff members will bring the cell phone to the office for the **PARENT to pick-up** at the end of the day.

Third Offense: **The staff member completes a Major Referral in PBIS. Administration will notify parents.** Progressive disciplinary action will be issued at the discretion of the Administrator.

*****Students taking high school classes must keep their cell phones in their lockers and not carry them to the high school.**

TELEPHONE

An office phone will be available to students before school, after school, and during lunches with the permission of an Ashland Middle School staff member. Additionally, any parent messages will be promptly delivered to their student before 2:00 p.m., as our building prepares for dismissal. Personal, non-emergency calls are strongly discouraged.

VIDEO RECORDING

Students are prohibited from capturing, recording and/or transmitting the words or sounds (i.e., audio) and/or images (i.e., pictures/video of any student, staff member, or other person without prior consent and will be considered a violation of the code of conduct. Using a device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. If the violation involves potentially illegal activity, a confiscated device may be turned over to law enforcement.

SURVEILLANCE CAMERAS

There are surveillance cameras placed around the building for security purposes. Any images of students violating school rules will be considered confidential. Students and parents will only be shown replays if no other students are in the replay. In the event of a criminal prosecution, the images may become evidence.

FIGHTING

This school takes a tough stance on fighting in and on school grounds. Fighting never has any place as a resolution of differences. Students will not only receive tougher school punishment but may also be referred to the police. Disorderly conduct charges, or perhaps even assault, may be filed for those who insist on fighting in school. **Remember, if you're having a problem with someone you have an obligation to tell an adult.** Failure to do so places you in jeopardy for school discipline. We can help you avoid problems in school. You must remember that your safety is more important to us than your pride.

SCHOOL VISITATION

To avoid any unnecessary disruption of the school day we do not permit visitation by students from other schools. However, the principal, upon parent's request, may permit students to visit our school with the intention of becoming an A.M.S. student through the orientation process.

STUDENT COUNCIL

THE STUDENT COUNCIL'S PRINCIPAL PURPOSES ARE AS FOLLOWS:

To unify student activities under our control and promote the general activities of the school.

1. To aid in the internal administration of the school.
2. To teach the students the values of a working democracy.

Officers of the Student Council are elected in school-wide balloting.

TEXTBOOKS

Students are responsible for all textbooks placed in their possession. In the event a textbook has been stolen, the student is obligated to report the theft immediately. Textbooks not returned to the school become an obligation of the student. Textbook charges will be determined by the Principal's Office. If a textbook is damaged in any way while signed out, that student will be assessed a fine by the office.

WITHDRAWAL FROM SCHOOL

Parents must notify the Guidance/Attendance Office if they plan to withdraw their child from school. This procedure requires the parent or guardian to complete withdrawal form. Students are also to complete all financial obligations and turn in textbooks, library books and all school property. Complete records will not be released until all obligations have been met.

ASHLAND MIDDLE SCHOOL ADVANCED COURSES

Gifted Definition

"Gifted means students who perform or show potential for performing at remarkable high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (c), or (D) of section 3324.03 of the Ohio Revised Code.

Ashland City Schools (District) Board Policy

The Board of Education believes that all children are entitled to education commensurate with their particular needs. Children who are gifted in the Ashland City Schools must be provided opportunities to progress as their abilities permit. The Board also believes that these children require differentiated services in order to realize their potential contribution to themselves and society.

Annually, children who are gifted are identified by professional qualified persons using a variety of approved assessment procedures. The Board encourages efforts to provide services for children who are gifted as an integral part of the total kindergarten through grade 12 program. The Board ensures that there will be equal opportunity for all children identified to receive any or all children identified to receive any or all appropriate services offered by the district.

The Ashland City Schools District shall identify children of the Ashland City Schools, in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability
- B. Specific Academic Ability in One (1) or more of the following content areas:
 1. Mathematics
 2. Science
 3. Reading, writing, or a combination of these skills, and/or
 4. Social Studies

- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama.

Note: Please refer to Ohio Revised Coded 3324.03 for specific requirements for each area (copy included with this plan).

The district shall use only those instruments approved by the Ohio Department of Education for screening, assessment, and identification of children who are gifted as provided in the Assessment Instruments for the Identification of Children Who Are Gifted.

The district shall accept scores on assessment instruments approved for use by the Ohio Department of Education provided by other school Districts and appropriately trained personnel outside the school district, R.C. 3301.07 (K), 3324.01-3324.07, 3315.09, 3317.024 (0)

PROGRESS REPORTS AND GRADE CARDS

Progress Reports are sent home with students who are earning a D or F during the middle of each grading period to alert parents of student progress. The purpose of these reports is to bring the parents and teachers together so that plans can be made to promote a better learning experience for the student. Should any parents want progress reports of school achievement at any period of time, please feel free to call the school counselor office.

Grade cards are given out at the end of each nine-week period. The letter grades are standard and can be interpreted as follows:

- A - Excellent
- B - Good
- C - Average
- D - Poor
- F - Failing
- I - Incomplete
- S - Satisfactory
- U -Unsatisfactory

GRADING PERIODS AND PROGRESS REPORT DATES FOR 25-26 SCHOOL YEAR

November 7, 2025	Grade Cards Distributed
January 23, 2026	Grade Cards Distributed
April 10, 2026	Grade Cards Distributed
Week of June 8	Grade Cards Mailed

HONOR ROLL – 6th, 7th AND 8th GRADES

The honor roll will be published at the end of each nine (9) week grading period. We will publish a first and second honor roll based on a student's point average. Grades for the point average are valued as follows: A = 4.00; B = 3.00; C = 2.00. The requirements for each honor roll are as follows:

FIRST HONOR ROLL:

A point average of 3.500 to 4.000 with no grade lower than a B.

SECOND HONOR ROLL:

A point average of 3.000 to 3.490 with no grade lower than a C.

ACADEMIC RECOGNITION

Students are recognized in a number of ways for displaying outstanding achievement. Students who are on the honor roll for the first three estimates will be recognized at the academic recognition program held each May.

BOARD POLICY ON BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

BOARD POLICY 5516 – STUDENT HAZING BOARD POLICY 5517 – ANTI-HARASSMENT BOARD POLICY 5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board Bylaws and Policies and Administrative Guidelines on student hazing, harassment, bullying, and other forms of aggressive behavior are constantly being updated to be current with the laws and expectations. The following website contains the most complete and updated Ashland City Schools District Board Bylaws and Policies and Administrative Guidelines on these areas” [BoardDocs@ PL](#)

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

The following descriptions are general introductions of the policies, but they are not limited to the actual board policies.

Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Administrators, faculty members, and other employees of the Board shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Anti-Harassment

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Bullying and Other Forms of Aggressive Behavior: Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause, or threaten to cause, bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school sponsored,

school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is an unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- A. Teasing
- B. Threat
- C. Intimidation
- D. Stalking
- E. Cyberstalking
- F. Physical Violence
- G. Sexual, religious, or racial harassment
- H. Public or private humiliation
- I. Social-exclusion

Immediately report the incident to someone at school.

Ways to Report a Bully:

- A. Verbally to an adult at school
- B. Fill out incident report form in the office.
- C. Via email to a school administrator.
- D. Via phone call to a school administrator.
- E. School Tip Line.

When referring to bullying, please remember social media can play a key role in this and although it occurs outside of school hours and off school property; the school may still investigate and discipline students that use it inappropriately.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Relevant Definitions

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

"School District community" includes students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors or other persons subject to the control and supervision of the Board of Education.

"Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

"Sexual Harassment" has the same definition as set forth in the policy of the Board as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02.

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student **more than once** and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship, In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

Code of Student Conduct:

Students are subject to rules contained in this code of conduct while in school, on a school-owned vehicle, at a school-sponsored activity, or within the vicinity of the school building. The following is the adopted Code of Student Conduct:

Rule 1. **Disruption or Interference with curricular or extracurricular activities:** A student shall not by use of violence, force, coercion, threat, or other means cause disruption or obstruction of any curricular or extracurricular school activity.

Rule 2. **Damage or destruction of school property:** A student shall not cause nor attempt to cause damage to or destroy school property.

Rule 3. **Damage or destruction of private property:** A student shall not damage or destroy or cause damage or destruction of private property on school premises or during a school activity, function, or event off school grounds including the student's travel to and from school.

Rule 4. **Unauthorized physical contact:** While on school grounds, in the custody and control of the school, or in the course of a school-related activity, a student shall not (a) engage in unauthorized touching, hitting, or fighting; (b) act in such a way as could cause physical or emotional harm to another person by intimidation ("bullying"); or (c) threaten to cause physical harm to another individual.

Rule 5. **Possession of dangerous weapons or objects:** A student shall not possess, use, transmit, or conceal any object, instrument, or weapon for which the purpose is to inflict harm or injury to others.

Rule 6. **Tobacco, Narcotics, Alcoholic beverages, Drugs and related tools:** A student shall not possess, sell, use, intend to sell or use, transmit, conceal, or show signs of consumption of tobacco, narcotics, alcoholic beverages, drugs, or other mood-altering substances, other than prescribed medicine.

Rule 7. **Disregard of reasonable directions or commands by school employees:** A student shall not fail to obey and respond as directed to reasonable directions and command of school employees.

Rule 8. **Special rules of conduct for school buses:** The following types of prohibited conduct will result in suspension from the school buses of the Ashland City School District: smoking, profanity, excessive noise, disregard of reasonable directions by school employees, fighting, vandalism, entering or leaving a vehicle improperly, and littering.

Rule 9. **Repeated Violations:** A student shall not repeatedly fail to comply with directions or command of teachers, substitute teachers, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when the pupil is properly under the authority of school personnel.

Rule 10. **Offensive conduct or behavior:** A student shall not engage in any conduct, speech, dress, or behavior that interferes with the educational process or is generally accepted to be crude, profane, vulgar, or obscene by the residents of the school district.

Rule 11. **Counterfeit drugs:** A student shall not make, use, sell, express intent to make, use or sell, or possess counterfeit drugs and related tools.

Rule 12. **Hazing prohibited:** No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. A student shall not cause mental or physical harm to other students while under the jurisdiction of the school. Violations may result in suspension, recommendation for expulsion, and/or legal action as contained in O.R.C. 2307.44.

Rule 13. **Forgery of school related documents:** A pupil shall not possess, copy, or forge any school-related form or document. A student shall not engage in plagiarism from published materials and call it his own work.

Rule 14. **Cheating:** A student shall not engage in any activity that is not his/her own work.

Rule 15. **Sexual harassment:** A student shall not engage in any behavior that results in unwanted attention of a sexual nature from someone in the school environment that creates discomfort and/or interferes with the student's performance. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person. Note: This definition is "in the eyes of the beholder." That is, it is the recipient of the harassment who decides when the actions become harassment.

Rule 16. **Unauthorized use of fire:** A student shall not engage in any behavior using fire on or around school property at any time without proper authorization.

Rule 17. **Unauthorized possession or theft of personal or school property:** A student shall not possess, conceal, transmit, or participate in the theft of property belonging to the school, a school employee, or another person on or around the school premises while in the custody and control of school authorities.

Rule 18. **Out of Assigned Area-**A student shall not leave their assigned class or area except with the permission or supervision of a staff member.

SEARCHES AND INTERROGATIONS

The Board recognizes that there are instances in which the common welfare requires searches and the interrogation of students. It is the intent of the Board that where such actions occur that appropriate concern for the students be shown.

PROCEDURE FOR SUSPENSION OF PUPIL FROM SCHOOL

The principal of a school building or the superintendent of the school district may suspend a pupil from school for up to ten days for infraction or violations of adopted "Rules for Student Conduct".

1. If the principal or superintendent contemplates suspension of a pupil, such principal or superintendent must:
 - a. Give the pupil actual written notice of the intent to suspend, and
 - b. Provide the pupil with the opportunity of an informal hearing before the principal, assistant principal, or superintendent or superintendent's designees to challenge the reasons for the intended suspension or otherwise to explain his actions.
2. If, as result of the hearing, the administrator determines to suspend the pupil, then within twenty-four hours of the suspension the parent, guardian or custodian of the pupil and the clerk of the board of education must be notified in writing.
3. The notice to parents or guardians must include the reasons for the suspension plus the right of the pupil, parent, guardian or custodian to appeal the suspension to the superintendent, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.

Note: In the case of less serious disciplinary matters in which a pupil is removed from a curricular or extra-curricular activity for a period of less than twenty-four hours and is not subject to suspension, the notice and hearing are not required.

Students receiving a suspension are not permitted to attend any school-related activities or be present on school board owned property during the time of the suspension.

PROCEDURE FOR HEARING

In conducting a hearing:

1. The pupil must be given an opportunity to read the written specifications of charges. The pupil will be permitted to respond to the charges.
2. Witnesses may be called by the pupil, the person who initially determined the suspension or the hearing officer to gain the clearest insight possible into the situation.
3. All witnesses may be interviewed as a group to facilitate the hearing process.

APPEALS FROM SUSPENSION

Appeals from suspension will be in the form of a hearing following "Procedures of Hearing" outlined below.

1. Appeals from suspension by the principal will be before the superintendent or his designee.
2. Appeals from suspension by the superintendent will be before the board of education or its designee.
3. The board or its designee shall make a verbatim record of the hearing held.
4. If the suspension is appealed, the student will serve the suspension; and if the appeal reverses the suspension, the record will be expunged.
5. All appeals must be in writing to the office of the superintendent within three days of receipt of the letter.

PROCEDURE FOR EXPULSION FROM SCHOOL

Expulsion from school is removal of a pupil from school for a period of time of more than ten (10) days but not to exceed eighty (80) days. Only the superintendent of schools or designee may expel a pupil from school.

When the superintendent contemplates expulsion of a pupil, he shall do the following:

Give written notice to the pupil and his/her parent, guardian or custodian. The notice will include the written reasons for the contemplated expulsion and that the pupil and his/her parent, guardian or custodian will have the opportunity to be present at a hearing before the superintendent or designee to challenge the expulsion or explain the pupil's action. The notice will state the time and place of the hearing which shall be not less than three nor later than five days after the notice is given

- a. The pupil, his/her parent, guardian or custodian may request an extension of time for the hearing. If granted, the superintendent or designee must give written notice of the new time and place of the hearing as extended.
- b. The hearing will be held at the time and place indicated in the notice. The pupil, his/her parents, guardian or custodian will be given the opportunity to defend against the charges.

PROCEDURES FOR HEARING

In conducting a hearing:

1. The pupil must be given an opportunity to read the written specifications of charges.
2. The pupil will be permitted to respond to the charges.
3. Witnesses may be called by the pupil or the hearing officer to gain the clearest insight possible into the situation.

If the superintendent determines that expulsion is in order, he must notify the parent, guardian or custodian of the pupil and the clerk of the board of education in writing within twenty-four hours of the expulsion including the reasons for the expulsion and the right of the pupil, the parent, guardian or custodian to appeal and to request the appeal be held in executive session.

APPEALS FROM EXPULSION

All appeals from expulsion will be in the form of a hearing:

1. Appeals from expulsion will be before the board of education.
2. The board or its designee shall make a verbatim record of the hearings held.

AFTER-SCHOOL DETENTIONS

Students will be subject to after-school detentions issued by administrators and teachers for attendance and behavior infractions. Students and parents will be given at least twenty-four-hour notice of the detention. The detention will be served from 2:35 P.M. to 3:30 P.M. Students should not be tardy to the after-school detention room. If a student is tardy, he/she will be denied entrance. Incomplete after school detentions will result in further disciplinary consequences.

FRIDAY SCHOOL

Students will be subject to Friday School issued by administrators for attendance, behavior infractions, or poor academic performance. Friday School will be conducted from 2:35 – 4:00 p.m. and monitored by administrators. Students will complete all assignments and receive full academic credit. Failure to attend Friday School may result in more serious consequences.

I.L.L.-INDIVIDUAL LEARNING LAB

The major purpose of this program is to provide students an opportunity to achieve in school, and at the same time, provide a highly structured program of school discipline. Hopefully the I.L.L. program will be a learning experience

offering the student an opportunity to complete assignments and change undesirable behavior patterns. All students placed in the I.L.L. program will complete all assignments, projects, tests, etc., and receive full academic credit. Chronic assignment to the In-School Learning Lab may result in Out-of-School Suspension.

Students assigned to an I.L.L. are not to partake in extracurricular and co-curricular practices, or competitions the day that they are assigned to I.L.L.

SEARCH PROCEDURES

Searches of Student Property by School Personnel

The following rules apply to the search of school property assigned to a specific student and the seizure of items in his possession.

1. Lockers, desks, parking lot, etc. assigned to students by the school for student use and are school property.
2. There should be a reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage space, possession of which constitutes a crime or rule violation. Search of an area assigned to a student should be for a specifically identified item and should, but will not always be conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted at any time.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Random searches may include the assistance of dogs trained to detect the presence of drugs or other illegal substances.

Searches of a Student's Person or Personal Property by School Personnel

1. Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.
2. There should be reasonable suspicion that the search will result in obtaining evidence which indicates the student's violation of the law or rules.
3. Searches of a student's person will be conducted by a member of the same sex as the student.
4. Searches of a student's person will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
5. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
6. When evidence is uncovered indicating that a student has violated the law, law enforcement officials may be notified.
7. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Student Property by Police

1. A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe that an item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Police/Social Service Agencies

1. The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, there;
2. Whenever possible, law enforcement or social service agencies should contact and/or question students out of school.
3. When law enforcement or social service agencies request permission to interrogate a student at school, the principal shall inform the student's parents/guardians, unless the agency can demonstrate that such notification would prove detrimental to the student's welfare or the conduct of an ongoing investigation as provided for in Ohio statute.
4. Whenever the principal has determined that the law enforcement or social service agency has a legitimate purpose in interrogating a student within the confines of the school, the principal or his /her designee should be present throughout the questioning unless his/her presence would be officially prohibited by statute. The contact shall be made out of the sight of others as much as possible.
5. When a law enforcement agency requests permission to arrest a student at school, the principal shall request written authority for such action from the agency unless such emergency circumstances as the law permits exist. He/she shall notify the Superintendent of the arrest.
6. No student shall be released into the custody of a law enforcement or social service agency without proper warrant, written parental permission, or statutory authority except in the event of emergency or for the protection of life or property as determined by the principal.
7. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
8. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

DANGEROUS WEAPONS IN SCHOOL

Possession and/or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knife or razor, this includes fireworks or any look-alike.

The possession or use of any such weapon may result in disciplinary action including suspension and/or expulsion.

In the enforcement of these regulations, principals may:

- Authorize unannounced inspections of pupils' desks and lockers;
- Authorize the search of pockets, purses, and/or other personal possessions if there is reasonable suspicion that the student is in possession of prohibited, stolen, or illegal items; and report incidents to proper law enforcement authorities.

For students who have an I.E.P., school district personnel will follow all state and federal rules, regulations, and laws which apply to identified disabled students.

Students involved in extracurricular activities may also be subject to discipline that is in accordance with the Athletic Code of Conduct.

SUSPENSION OR EXPLUSION FROM THE BUS

Ashland City School Board policy JFCCA: The superintendent or his/her designee may suspend a student for more than the rest of the semester from the school bus for disciplinary reasons stated in the Student Conduct on School Buses policy.

Additional automatic semester suspensions will be:

- 1). Blatant, continued disregard for driver, bus supervisor, and administrative directives for bus conduct. This is after several means of communication have been made to parents and the student.
- 2). Profanity or Abusive Language directed at the driver or adult supervisor.
- 3). Physical abuse of a driver.
- 4). Use of prohibited substances on the bus or at the bus stop.
- 5). Endangering passengers or inciting panic through the use of physical harm, terroristic threats, or the use of a deadly weapon.

The superintendent or principal may suspend a student for more than ten (10) school days or beyond the current semester. If you have any bussing questions, please call the bus garage at 419-281-6961.

PARTICIPATION POLICY

The staff and administration view student activities which occur outside of the classroom and at times, beyond the end of the school day, as PRIVILEGES afforded all students that may be taken away as a result of a violation(s) of this policy. Some examples of activities referred to in this policy might include the following: "reward" field trips, activity days, assemblies, dances, athletic events, Ashbrook Scholars, Writing Scholars, Power of the Pen, Academic Challenge, Spelling Bee Kettering Scholars, although this listing is not meant to be all inclusive, it represents the various activities that may be taken away from students who choose to violate the guidelines of the policy. Areas of concern that will be looked at when making a decision to deny participation are as follows: after school detentions, in-school detentions, out of school suspensions, unexcused tardy, unexcused absences, lack of school work and/or effort in any/all classes. Administration will discuss violations and activity suspensions on a regular basis and make a point of communicating their findings with parents.

CHROMEBOOKS:

Each student will be assigned a Chromebook. Chromebooks will be used in the classroom to access online resources including textbooks, assessments, and learning management system.

Students are not permitted to take their assigned Chromebook out of the school building. If a student needs a Chromebook to take home, one may be borrowed from the school office with permission from the principal.

If a Chromebook breaks, the student should bring it to the main office for repair. The school will repair one incident of accidental damage per school year at no cost to the student. If the Chromebook is damaged again, the parent will be billed for the cost of the repair.

Students are expected to follow all school rules for appropriate technology use. The school may monitor internet activity and remotely view the Chromebook's screen at any time, including when it is at home. The school's internet filter will apply. However, parents should understand that no filter can block all inappropriate material. Parents are responsible for monitoring their child's internet use when the Chromebook is at home.

ASHLAND CITY SCHOOLS DISTRICT NETWORK AND INTERNET ACCESS GUIDELINES

Technology is a valuable part of a student's school experience. Ashland City Schools offers all students an opportunity to use technology and the internet in connection with their learning.

The purpose of these guidelines is to communicate what types of access we will provide for your child, the school's expectations for the appropriate use of technology, and your roles as a student and a parent. We encourage parents to discuss these rules with your child and make sure that your child understands the schools expectations and also your own. After reviewing these rules, please sign the consent form in FINAL FORMS. Students in fourth grade and up are also required to sign as well in FINAL FORMS.

If you choose not to consent to these guidelines to these guidelines, the school will only allow your student to use technology for essential purposes such as state assessments. Your child will not be permitted to use technology independently in the classroom.

Student expectations

Students are expected to conduct themselves appropriately when using school technology. This includes staying on task while in class, only accessing appropriate materials, and taking good care of school-owned technology devices. Students are expected to keep their password private and may not share their access with others.

The following activities are prohibited while using the school network:

1. Accessing inappropriate websites or materials.
2. Attempting to circumvent internet filtering, monitoring software, or other controls.
3. Using technology for non-instructional purposes during instructional time.
4. Damaging a school technology device.
5. Using or possessing another person's technology device without permission.
6. Accessing another person's account or items belonging to another person without permission.
7. Sharing your password or allowing another person to use your account.
8. Pretending to be another person while using the network.
9. Making recordings or taking pictures of another person without permission.
10. Sharing personal information, photos, or videos of others without permission.
11. Bullying or harassment.
12. Using inappropriate language or creating inappropriate materials.
13. Cheating, plagiarism, or violating the Academic Integrity Policy.
14. Using artificial intelligence to complete school work without teacher permission.
15. Downloading or copying information without permission.
16. Excessive or wasteful printing.
17. Sending excessive emails or other messages.
18. Using school technology for excessive personal use or any commercial purpose.
19. Installing or using unauthorized software on a school technology device.
20. Activities that violate school rules, Ashland City Schools Board of Education policy, or the law, or are disruptive to the learning environment.

Anyone who breaks these rules could lose computer privileges or receive other school discipline. Violations of the law may also be referred to law enforcement. If a student engages in hacking or theft of information, or damages or disrupts the operation of the school network, the student or parent will be held responsible for any and all costs incurred as a result of the student's actions.

Email accounts

Email addresses are issued to students in grades 4-12. In grades 4-5, students may only send email to and receive email from school employees. In grades 6-8, students may only send email to and receive email from other people within Ashland City Schools (including staff and students). In grades 9-12, students may email anyone.

The intent of the school email account is to give students a place to complete their school work. This account should only be used for school-related messages. For personal emails, students should use a personal email account that is not associated with the school (with permission from parents). This allows to have better control of what activities are appropriate for your child. As your child grows older and starts using an email address to make purchases, this also ensures that these items are not linked to the school's email system.

School devices issued to students

Students in grades 4-8 will be issued a Chromebook. The Chromebook will be labeled with the student's name and designated for their exclusive use. The Chromebook will be kept at school, and it is not allowed to leave the building. Students in grades 9-12 will be issued a Chromebook and a charger. Students will take the Chromebook home, and they should charge it each night and bring it to class ready to use each day. Students must return the Chromebook if they are no longer attending Ashland High School. If a student damages a school device on purpose or due to misuse, the student and parent must pay for the cost of repair or replacement. School discipline will be issued.

If a device is damaged accidentally, the school will repair the device free of charge once per school year. The parent will receive a notice explaining the damage, and the student may receive a consequence. If the student damages the device again, then the student and parent must pay for the cost of repair or replacement, and additional consequences will be issued.

Internet filtering and monitoring

Ashland City Schools uses internet filtering on all school owned devices, as required by the Children's Internet Protection Act. Our policy is to block sites which are harmful, inappropriate, or distracting in the classroom. While the filtering software blocks most inappropriate content, filtering is not perfect. Students may occasionally come into contact with objectionable material. If this happens, the students should tell the teacher.

The school reserves the right to remove any material which the school, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or otherwise objectionable.

The school may monitor all activity on school-owned devices, including viewing screens and logging internet activity. The school may access emails, documents, and other items in a student's account. Users have no right or expectation of privacy when using the school network. Due-process rights of all users will be respected in the event there is a suspicion of inappropriate use of technology.

Notice of electronic monitoring

State law requires schools to notify parents of electronic monitoring in use on school technology devices. Ashland City Schools generally monitors school-issued devices either directly or through a technology provider.

"School-issued device" includes physical devices, accounts, and software provided by the school. The general monitoring includes:

- Teachers regularly access assignments, quizzes, test, messages, and other content that your child creates and sends to the teacher.
- Many teachers use GoGuardian software to remotely view student's screens and monitor internet use in their classrooms. This helps keep students on task.
- Teachers can view the editing history of an assignment. This is used to verify that students are doing their own work and not copying assignments from another source.

Ashland City Schools also collects and stores information about students' computer activity. We only access these items when there is a valid reason as provided by law (Ohio Revised Code 3319.327).

- We log a history of web-browsing activity.
- We store the documents and content your child creates using a school-issued device.
- We store messages your child sends and receives using a school-issued device.
- We collect location tracking information on school-issued devices.

- Other student interactions with a school-issued device.

Monitoring is in effect at the school and also away from the school. If a school-issued device is used outside the school, that activity is still recorded and can be accessed for reasons allowed by the law.

Ashland City Schools generally monitors these features for the following reasons:

- Noncommercial educational purposes of instruction, technical support, and exam proctoring.
- To locate devices which were reported missing or stolen.
- To prevent and/or respond to threats to life or safety, including bullying.
- To comply with federal law, state law, or judicial warrant or subpoena.
- To participate in federal or state funding programs.

Personal electronic devices

The use of personal electronic devices during school hours is subject to each building's school rules. Refer to your school's Student/Parent Handbook for the expectations at your school.

Students are permitted to connect their personal device to the school's Wi-Fi. When personal devices are connected to the school Wi-Fi, the school applies basic internet filtering and activity monitoring. Parents are reminded that this filtering is not as effective as it is with school-owned devices. If you allow your child to bring a personal technology device to school, we encourage you to discuss your expectations with your child and appropriately monitor your child's use of the device.

Students may also use a personal device to access their school account. When accessing a school account, school rules for appropriate use and monitoring still apply, regardless of which device is used.

Students who use a personal device for medical purposes, such as glucose monitoring, are permitted to keep that device with them and powered on at school. A doctor's note is required. Students must silence all non-medical notifications during school hours, and the device may only be used for medical purposes unless otherwise permitted.

Use of student photos online

Ashland City Schools has a two-part policy regarding the use of your child's picture online. The first part applies to the use of individual photos of your child. The second part addresses videos and photos taken at public events.

Part 1. As a parent, you may choose whether the school may use individual photos and videos of your child on the school's web site or social media. Please select one of the following options:

- Ashland City Schools may use pictures and videos of my child on web sites and social media.
- Please do not use individual photos of my child on the school's web site or social media.

Part 2. The second part of this policy applies to videos and pictures taken at public events. Public events include athletic contests, concerts, awards ceremonies, and other events that the general public is allowed to attend. The school streams some public events on the school's YouTube channel, and other people may take pictures and videos and publish them online. Recordings of athletic contests are sometimes shared with opponents and college recruiters. If your child attends a public event, they may appear in these photographs and videos. Pictures and recordings of public events may be shared online regardless of your selection above.

Parent/Guardian Signature

As the student's parent or legal guardian, I understand the Ashland City Schools Network and Internet Access Guidelines which were enclosed with this form and agree to their provisions. I also understand that Ashland City Schools cannot guarantee that my child will not obtain access to those materials which may be objectionable if I permit my child to have independent access to the Internet. I also hereby release the Board of Education and its administrators and employees from any and all claims of any nature arising from my child's use or inability to use the Ashland City Schools network and Internet/email resources.

Parent/Guardian signature _____ Date _____

Student Signature (required for grades 4-12)

I have read the Ashland City Schools Network and Internet Access Guidelines. I understand the guidelines and agree to follow the rules. I understand that if I break the rules, I may lose access to the computer systems, I may receive school discipline, and appropriate legal action may be taken. I hereby release the Board of Education and its administrators and employees from any and all claims of any nature arising from my use or inability to use the district network and Internet/email resources.

Student signature _____ Date _____

Ashland City Schools Student Activities Code of Conduct

The following Student Activities Code of Conduct and Expectations governs all out-of-class activities in grades 7-12 including the out-of-class portion of co-curricular activities and all extracurricular activities. Students are also held to the code of conduct expectations that are a part of the normal school day.

Co-curricular activities are the activities, programs, and performances that enhance what students are learning in class and are connected to a specific course in Ashland City Schools but take place outside of class time. Examples would include all music performances, marching band, and FFA activities.

Extracurricular activities are activities not connected to a specific academic class. Included, but not limited to are all clubs, student council, class organizations, athletic programs, academic competitions, honor and award programs, intramurals, and drama/theater productions.

It is the expectation of the Ashland City School District that all students who choose to participate in extracurricular and co-curricular activities are quality citizens, role models, and positive representatives of the district and the sport/club/organization that they represent. Good character and sportsmanship are expected at all times.

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. (Board policy 5610.05)

ASHLAND CITY SCHOOLS POLICY SPORTSMANSHIP FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

WHEREAS: The Ashland City Board of Education believes in promoting and abiding by the high standards and values of sportsmanship among its student athletes/participants, coaches, advisors, parents, fans and support groups: and

WHEREAS: The Board of Education believes that extracurricular/co-curricular activities are a vital part of the education process and that participation is encouraged for the total development of the student;

THEREFORE: The Board of Education resolves that good sportsmanship in extracurricular/co-curricular activities shall, in perception and practice, be defined as those qualities of behavior which are characterized by awareness of expectation of the impact of an individual's influence on the behavior of fellow participants, opponents, and spectators: and

FURTHERMORE: The Board of Education authorizes and encourages our schools to take positive action that will promote and encourage the values of sportsmanship, integrity and ethical behavior within the school district and community.

GUIDING PRINCIPLES

MEMBERSHIP IN EXTRACURRICULAR ACTIVITIES

Participation and/or membership is limited to those enrolled as full-time students and who meet all residency requirements of the school district. Other membership or participant requirements may include:

- Elected by the student body or member of the faculty according to the provisions stated in the constitution/by-laws of that activity.
- Controlled tryouts by the advisor, teacher or coach.
- Limited to students who have achieved academic honors.
- Limited to students by grade level, age or those who demonstrate predetermined levels of competition or achievement.
- Participation in extracurricular activities at Ashland High School may subject the student to random chemical assessment (Drug Testing).

MEMBERSHIP IN CO-CURRICULAR ACTIVITIES

Participation and/or membership is limited to those enrolled as full-time students and who meet all residency requirements of the school district. Other membership or participant requirements may include:

- Taking specific coursework at Ashland High School
- Limited to students by grade level, age or those who demonstrate predetermined levels of competition or achievement as decided upon by the instructor/administrator.

PHILOSOPHY

The most important goal of the Ashland City School District's extracurricular and co-curricular programs is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

Expectations and responsibilities promote safety and good conduct. The Ashland Community expects every participant to adhere to the policies of the school. Dedication and personal sacrifice by each participant promote a sense of unity and common goals.

The parent/guardian plays a very critical role in helping the enforcement of the conduct code and expectations of his/her son or daughter who participates in the extracurricular program of Ashland City Schools. The schools and parents must "team up" to work together to monitor and assure good decisions by our extracurricular participants.

Compliance with the rules can help each participant learn values that carry beyond the extracurricular program and into daily living. In addition, research has shown that use/misuse and abuse of tobacco, drugs, and alcohol have harmful effects on the social and intellectual development of children and youth, and on their mental, physical, and emotional health.

IMPORTANT

The Code of Conduct and Expectations are in effect for all extracurricular participants on a year-round basis (365 days a year).

For students entering the seventh grade the Code of Conduct and Expectations become effective on the first day of summer practices as recognized by the Ohio High School Athletic Association or announced by an advisor. If there is no participation by a seventh grader prior to school the code regulations become effective the first day of school.

In order to make students and parents aware of expectations, each coach or advisor must discuss these regulations with parents and/or students prior to the student's participation in an activity. Participants and parents, together with coaches and/or advisors, are expected to attend an informational meeting prior to the season or event.

While students have no absolute rights or requirements to participate in elective student activities, including athletics and other extracurricular or co-curricular programs, it is a privilege encouraged by Ashland City Schools and the Community. Therefore, all students who participate in any extracurricular activities at any time must meet the following regulations from date of enrollment or date of participation, whichever comes first.

ROLES AND RESPONSIBILITIES

GENERAL REGULATIONS

1. It will be the responsibility of each head coach or advisor to provide in writing a copy of specific policies for his/her activity to each participant and parent or guardian. A copy of these policies must be provided to the principal for approval. An advisor cannot establish a more severe penalty than those set forth in any of the code of conduct policies.
2. Hazing in extracurricular activities is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No participant shall plan, encourages, or engage in any form of hazing in practices, competition or performances. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. The participant faces denied participation from school or public performances, established by the Code of Conduct Review Board, for violation for this policy.
3. If a student is placed in in-school detention (I.L.L.) for any attendance or disciplinary action, the participant is not permitted to practice or rehearse after school and may be unable to compete in any public performances during this disciplinary period.
4. If the student is placed in out-of-suspension, including out of school placement, for any infraction of school policy, the participant is not permitted to practice or compete in any practice, competition or public performance as long as the suspension is in force. If a student has been suspended more than once, their continued participation in athletics will be subject to review by the athletic council.
5. Daily attendance is mandatory so all participants can maintain the academic standards required for participation. A participant must be in attendance to participate in practice, competition, public performance or any organized team/extracurricular activity held on a school day unless approved by a building administrator (i.e., college visitations, funerals, school business, doctor's appointments...). Documentation may be required. ***In order to comply with the attendance standards a student must be in school by 9:15 a.m. in order to participate in a practice, contest or performance, or any organized team/extracurricular activity. If a student is leaving early, the student must arrive on time and leave no sooner than 1:00 p.m.*** Any participant who has an excessive tardy (6 or more) problem to school on the day of or day after a performance could be denied participation in present and/or future performances by the building principal.
6. Financial obligations resulting from equipment fees, replacement or lost or stolen equipment, and/or unpaid balance from sales projects, must be paid prior to participation in any present or future extracurricular program activities.
7. Students will not be able to participate in any conditioning, practice or public performance in any extracurricular activity until the participant and parent/legal guardian have read and signed the "Informed Consent Agreement" required to have turned in completed emergency medical forms, physical exams and any other paperwork required for participation. Participant and parent/guardian signatures are required each academic year.
8. It is **RECOMMENDED** that participants avoid social functions where drugs, alcohol or tobacco products are being used in violation of criminal law or the Extracurricular Code of Conduct.
9. Participants who are convicted or admit guilt to any federal, state, or municipal ordinance or statute (these are legal violations that occur outside of the parameters of this code) where such violation has or is likely to have a negative impact on the school and/or community may cause the denial of participation penalty to be

invoked by the Code of Conduct Review Board and/or the Administrator/Designee assigned by the Building Principal assigned to enforce the Code of Conduct. The only exception would be vehicular violations that do not include alcohol or drugs.

10. A coach/advisor shall have the right to remove any participant from immediate participation in any extracurricular activity under the coach/advisor's supervision if the participant's presence poses a danger to persons or property or an ongoing threat of disrupting school, travel on any school-provided transportation, or any school-sponsored activity held on or off school property.
11. Other than in very unusual circumstances, all students will travel to and from school events with their respective team or group. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. A parent transportation request form can be obtained at the principal's office or from the coach/advisor. Approval
12. will only be considered when the transporting member is the parent or guardian. Approval will not be considered for travel with friends or other family members. Unusual situations may be approved by the building principal or the athletic director.
13. The Superintendent of Schools will be responsible to appoint a committee to provide an annual review of the Code of Conduct and Drug Testing Policy. The Extracurricular Code of Conduct Committee will be charged with recommending changes to the Code if necessary.
14. The student must be in attendance at the post-season banquet to receive any athletic or special awards presented by the advisor, athletic department or head coach. To be excused from the banquet the athlete must request permission in writing to the head coach prior to the banquet. Only serious conflicts will be evaluated for approval. The building principal or his designee will be the final arbitrator in extreme situations of disagreement between the coach and student athlete.

Conflicts Between Activities

Occasionally, athletics and other school activities may conflict with one another. The student has the responsibility to communicate to the coaches and advisors when such a situation arises. Whereas Ashland City Schools encourages a well-rounded student, the student should also closely examine if they can fairly participate in more than one activity at the same time. This should be done and discussed with the advisors/coaches before the start of the season if possible. When conflicts do arise, the coaches and advisors will work together to find a solution.

If a solution cannot be agreed upon, then the principal will make the final decision based on the following:

1. The relative importance of each event (practice vs. performance/competition).
2. The important of each event to the student.
3. The relative contribution of the student to each event.
4. How fair in advance each event has been scheduled.

Once the decision has been made and the student has followed that decision, the student will not be penalized in any way by either coach or advisor.

Dual Sport/Activity Participation

Some students have talents and abilities that allow them to contribute to more than one sport/activity in a particular season and both activities they wish to participate in can benefit. Permission to participate as a dual sport/activity student begins with a meeting between the student, parent, athletic director or principal, and both head coaches or advisors. Below are the rules that must be adhered to for this to occur.

1. A student who wishes to participate in two activities during the same season must designate a primary sport/activity and a secondary sport/activity.
2. A primary sport/activity is defined as the one which takes precedence over another in the event there is a conflict or schedule or any other matter that could lead to a conflict. The student must adhere to the primary activity in the event of any conflicts of schedule. If one activity has a contest and the other has a practice, the contest will take precedence.
3. The student must practice in both activities but the amount of practice time must meet the agreed requirements of the head coaches or advisors of those areas involved.
4. Approval for the secondary activity may be denied at any time because of academic concerns. The student will then participate in the primary sport/activity only. All OHSAA requirements must be adhered to as well.
5. The student and parents or legal guardians must sign a contract of dual participation before the first practice the student attends.
6. In the event that a student is disciplined for any infraction in a specific sport/activity, the consequence will also be applied for the second sport in the season of dual participation. For example, a student is denied participation for a portion of the season due to drug use. That denial of participation will be served in both the primary and secondary sport.
7. Coaches and advisors of teams involved are responsible for clarifying the role of the dual sport athlete to other teammates. This must be done prior to the start of the season and all team members must be aware of the expectations.

Request for Dual Sport/Activity Participation-Ashland City School District

It is the intention of the student named below to participate in two sports or activities during the same season. In order for this to occur, the following stipulations must be met in accordance with Ashland City school District Policy.

1. The process should be initiated by a scheduled conference with the athletic director or principal and both head coaches and advisors, along with the student and their parent or guardian.
2. The student must declare which sport/activity is primary and which is secondary.
3. Approval may be denied at any time for academic reasons during the season. The student then will participate in the primary sport only.
4. Practice and game requirements must be established before the student can begin dual sport/activity participation. Contests take precedence over practice, and the primary sport contests take precedence over secondary sport contests.
5. Any school disciplinary measures applied to the student during the dual sports seasons will apply to both sports.

Name of Student

Practice and Game/Meet Requirements: (attach calendar)

Any Additional Stipulations:

Signature of Student-Date

Signature of Parent/Guardian

Signature of Head Coach

Signature of Head Coach

Signature of Athletic Director

Conduct Expectations

Academic Requirements

So that local eligibility standards reflect a greater emphasis on classroom achievements with participation in extracurricular activities viewed as a privilege, the following are the guidelines for athletic and extracurricular eligibility in grades 7-12. The only exceptions to the academic requirements of this code are students who participate in an extracurricular service group that has been identified as exempt by the building principal.

Middle School Activities

1. In order to be eligible in grades 7-8, a student must be currently enrolled and must have been enrolled in a school immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent.
2. In order to be eligible for the first grading period upon entrance into grade 7, you must have received passing grades in a minimum of (5) academic classes in the immediately preceding grading period. Beginning in the 24-25 school year, a student enrolled in the first grading period after advancement from the eighth grade must have had no more than one F.
3. No participant can receive more than one "F" per grading period.
4. Any participant receiving and "I" or incomplete would have that "I" averaged as an "F" until all work is completed.

ADDITIONAL ACADEMIC STANDARDS FOR ANY STUDENT ENGAGED IN EXTRACURRICULAR ACTIVITIES IN THE ASHLAND CITY SCHOOL DISTRICT

1. The eligibility or ineligibility of a student continues until the start of the second (2nd) school day following the school adopted mandatory grade reporting period for secondary schools (Tuesday following the grading period), at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility of athletes for the first grading period begins with the start of the fall sports season.
2. The following conditions will be established for a student who is ineligible for a grading period:
 - A. With approval from the coach or advisor and parent/guardian a student can practice with a team or group.
 - B. A student who becomes ineligible in mid-season of a sport or activity that is restricted by team selection or audition can continue to practice with approval from the coach or advisor and parent/guardian. The student participant would be eligible for any local awards earned, by established requirements, at the point of ineligibility.
 - C. The student cannot participate in any athletic contest, scrimmage, performance, or in exhibition situations during the period of ineligibility.
3. A student who would become ineligible for two consecutive grading periods, while a member of a team, club/organization or music/drama production, would lose all practice privileges and would be released from that athletic squad or student activity.
4. Students who are ineligible or on the verge of becoming ineligible (1.8 or lower GPA) may be required to meet with their teacher on a regular basis during Arrow Time each day in order to continue participation with their extracurricular activity.

Student Leadership

A student leader is defined as anyone appointed or elected to a leadership position in athletics, student government or other extracurricular activities. These students accept the responsibility of leadership and are expected to be a positive role model. Accordingly, they are subject to a higher level of conduct.

Any student found to be in violation of the Code of Conduct (with the exception of academic requirements) may be subject to the following:

- A. Immediate termination of all leadership positions and any awards relating to leadership activities.
- B. Denial of the opportunity to hold any additional leadership positions for the period of one (1) calendar year from the time of the infraction.
- C. Permanent loss of leadership responsibilities for the balance of the student's middle school or high school career if a second violation of the conduct code occurs while the student is in a leadership position.

Due Process Procedures

Procedures to be followed if a participant is considered in violation of any Code of Conduct policy:

A coach/advisor shall not take any disciplinary action against any participant involving the possible violation of Code of Conduct rules until the participant has been provided the following due process procedures:

1. When the alleged infraction of the Code of Conduct becomes known, a conference will be held with the participant. If found to be in violation of the Code of Conduct, he/she shall be given written notice of denied participation and the reasons for such action by a building administrator.
2. Disciplinary action will be taken after the Notice of Intended Denied Participation has been provided to the student.
3. A written notice will be provided to the parents/guardians of the reasons for the denial of participation to the principal. Since extracurricular activities are considered a privilege the final appeal process is available only to the building principal.
4. In the case of less serious disciplinary matters in which a participant is denied participation from a curricular or extracurricular activity for a period of less than twenty-four hours, the notice and hearing are not required.

Student Appeal to Code of Conduct Review Board

Due Process Procedures are to be followed if a participant is considered in violation of any Code of Conduct policy. Please reference those procedures later in this document.

1. The student has the right to appeal a decision of the athletic director or assistant principal within 10 days to the building principal in writing.
2. If the above stated appeal to the building principal is denied and after an initial 30-day period following the violation with no participation in extracurricular activities, the student can submit a petition to the principal, in writing, requesting to present an appeal in front of the Code of Conduct Review Board. The student will have the opportunity to furnish any evidence to the review board that would show: completion of assessment recommendations, successful drug/alcohol rehabilitation and/or counseling, attendance and input of student support group meetings. Application for reinstatement of the privilege of participating in extracurricular activities shall be reviewed by the Code of Conduct Review Board, taking into consideration the student's age, maturity and history of appropriate behavior since any violation of the Code of Conduct. The Code of Conduct Review Board will respond to the student's petition within ten days of the building principal's receipt of the written petition.

A recommendation of approval or disapproval of the petition for reinstatement shall be made by the Review Board. The principal shall inform the student and his/her parents/legal guardian in writing within 10 days of the review board's decision.

The Code of Conduct Review Board will be made up of an assistant principal, athletic director, four advisors or coaches. The review board will be appointed annually by the building principal. The assistant principal will serve as chairperson of the board. The principal will serve as ex-officio (non-voting) member of the board.

Consequences of the Use of Tobacco, Drugs and Alcohol

Ashland City Schools desires to implement a policy which will attempt to provide the district with a safe and healthy student environment. This policy reflects the schools' and the community's strong commitment to establish a truly drug and alcohol-free school environment. These consequences apply to all participants in any extracurricular or co-curricular activity from grades 7-12.

The following expectations and consequences are established for extracurricular participants and are in effect during their enrollment at Ashland Middle School.

There will be no cumulative carry over with regard to the number of violations from the middle school to the high school. However, as Ashland Middle School student to be in violation of the Code of Conduct outside the participatory season will be subject to a minimum of 40 hours community service to extend over a minimum two-week period and documented by either the Middle School principal or the Middle School athletic director. If the student does not complete the assigned community service at the start of the fall sport season, or by the start of the school year (for non-fall sport participants), then the Code of Conduct first offense rule becomes effective, (Exception: The 40 hours of Community Service must be completed by those wishing to participate in Spring tryouts for the Fall and Winter Cheer teams). If a violation occurs with less than the first offense percentage of scheduled public performances remaining, then the middle school student is denied participation in the remaining contests and the 40 hours community services consequence applies. If there are subsequent violations at the middle school level, then additional community service will be assigned at the discretion of the middle school principal. Should any costs be incurred for professional assessment or assistance programs, such cost will be borne by the student and/or parent/guardian.

Use/Possession of Tobacco, Nicotine, or Related Substances

Expectation: Students who participate in extracurricular activities are expected not to use or possess tobacco, nicotine, or related substances at any time during their middle school or high school career.

NOTE: Section 9 of the General Regulations section may apply to first, second, and third violations.

NOTE: The assessment mentioned below must be performed by a school-approved assessment agency.

Consequences for Use/Possession of Tobacco, Nicotine, or related substances

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
The student will be denied participation in 10% of scheduled competitions, contests, or performances of the activity	The student will be denied participation in 20% of scheduled competitions, contests, or performances of the activity.	The student will be denied participation in 50% of scheduled competitions, contests, or performances of the activity.	The student will be denied participation in any extracurricular activity for the remainder of their school career.
The student will be required to perform 10 hours of community service as approved by school administration.	The student will be required to perform 20 hours of community service as approved by school administration.	The student will be required to perform 30 hours of community service as approved by school administration.	
The student will complete an assessment with a drug and alcohol counselor and follow all recommendations of that counselor at the expense of the parents.	The student will complete an assessment with a drug and alcohol counselor and follow all recommendations of that counselor at the expense of the parents.	The student will complete an assessment with a drug and alcohol counselor and follow all recommendation of that counselor at the expense of the parents.	
The student will forfeit all current leadership positions and will not hold leadership positions on athletic teams, clubs, or activities for the remainder of the current school year.	The student will forfeit all current leadership positions and will not hold leadership positions on athletic teams, clubs, or activities for the remainder of the current school year.	The student will forfeit all current leadership positions and will not hold leadership positions on athletic teams, clubs, or activities for the remainder of the current school year. The student will not be eligible for team or club awards, including a letter.	

*Any denied participation remaining at the end of a sports season will be carried over to the participant's next extracurricular activity.

Use/Possession of Alcohol, Non-Controlled or Controlled Substances and Drug Paraphernalia

Expectation: Students who participate in extracurricular activities are expected not to use or possess drugs, alcohol, or drug paraphernalia at any time during their middle school or high school career.

NOTE: Section 9 of the General Regulations sections may apply to first, second, and third violations.

NOTE: The assessment mentioned below must be performed by a school-approved assessment agency.

Consequences for Use/Possession of Alcohol, Non-Controlled or Controlled Substances and Drug Paraphernalia

1st Offense	2nd Offense	3rd Offense	4th Offense
The student will be denied participation in 25% of scheduled competitions, contests, or performances of the activity	The student will be denied participation in 50% of scheduled competitions, contests, or performances of the activity.	The student will be denied participation in all extracurricular activities for 1 calendar year.	The student will be denied participation in any extracurricular activity for the remainder of their school career.
The student will be required to perform 10 hours of community service as approved by school administration.	The student will be required to perform 20 hours of community service as approved by school administration.	The student will be required to perform 30 hours of community service as approved by school administration.	
The student will complete an assessment with a drug and alcohol counselor and follow all recommendations of that counselor at the expense of the parents.	The student will complete an assessment with a drug and alcohol counselor and follow all recommendations of that counselor at the expense of the parents.	The student will complete an assessment with a drug and alcohol counselor and follow all recommendation of that counselor at the expense of the parents.	
The student will forfeit all current leadership positions and will not hold leadership positions on athletic teams, clubs, or activities for the remainder of the current school year.	The student will forfeit all current leadership positions and will not hold leadership positions on athletic teams, clubs, or activities for the remainder of the current school year.	The student will forfeit all current leadership positions and will not hold leadership positions on athletic teams, clubs, or activities for the remainder of the current school year. The student will not be eligible for team or club awards, including a letter.	

*Any denied participation remaining at the end of a sports season will be carried over to the participant’s next extracurricular activity.

Consequences for Selling, Distributing or the Intent to Offer for Sale or Distribution Alcohol, Controlled or Non-Controlled Substances or Drug Paraphernalia

Expectation: Students participating in extracurricular activities will not sell, intend to offer to sell, or distribute or traffic drugs, alcohol, controlled, non-controlled substances or drug paraphernalia.

NOTE: Section 9 of the General Regulations section may apply to first and second violations under this provision.
NOTE: The assessment must be performed by a school-approved assessment agency.

1 st Offense Consequences	2nd Offense Consequences
The student selling, intending to offer to sell or distribute or trafficking illegal drugs, drug paraphernalia, alcohol, controlled or non-controlled substances shall be denied the privilege of participating in all extracurricular activities (practices and public performances) for one calendar year from the date of the offense. Any violation of this occurrence while a participant is in a school activity will be reported to the proper legal authorities and an assessment required at parent/guardian's cost. The participant will not be eligible for any awards or recognition if the violation occurs during a sport/activity.	The student selling, intending to offer to sell or distribute, or trafficking illegal drugs, alcohol, controlled or non-controlled substances for a second violation will be denied the privilege of participating for the balance of his/her school career.
The student will be required to perform 40 hours of community service as approved by school administration.	
The student will complete an assessment with a drug and alcohol counselor and follow all recommendations of that counselor at the expense of the parents.	
The student will forfeit all current leadership positions and will not hold positions on athletic teams, clubs, or activities for the remainder of their high school career.	

**Any denied participation remaining at the end of a sports season will be carried over to the participant's next extracurricular activity.

Self-Referrals

Students may self-refer at any time, however, immunity to denial of participation consequences may only happen once every 4 years. Self-referrals can only happen before a test is done. A self-referral occurs when a student asks coach, advisor, director, counselor, administrator or any other school personnel for help and an assessment *prior to any known violations* of this policy or charges filed in court by law enforcement. A self-referral will not be subject to any disciplinary action provided that: The student completes a drug assessment and counseling program and verification is provided to the athletic director. The counselor and or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. Parents/Guardians/Custodians must pay for this expense. The student agrees to submit to five follow-up drug tests within 12 months. The testing dates will be determined by the athletic director/designated and testing will be completed by the district's drug testing company. If the student tests positive during to follow-up drug tests, the student will be subject to first-time offense consequences.

Points of Clarification Regarding Denial of Participation

1. Scheduled public performances would mean the announced or printed schedule (i.e., 10 football games, 15 golf matches).
2. Scrimmages are controlled practices and are not considered part of the scheduled public performances.
3. Post-season tournament games will count towards the denial of participation only if the student was on the printed varsity roster prior to the violation or on teams where the student has participated in 50% or more of the varsity competitions or contests at the time of the violation.
4. In the case of a cancellation of a scheduled public performance the violation would carry over to the next date of activity (i.e., weather conditions cancel an event that consequence was to be imposed).
5. When a fraction results, the number would be rounded off to the nearest whole number.
6. If a violation occurs during a season and the consequence does not permit fulfillment of responsibility (i.e., one performance left on schedule with the consequence being two performances), then remaining consequence(s) will transfer to the next season/activity. To calculate the penalty in the next season or activity, do the following:
 - A. Determine the percentage of time served in the current season or activity based on the consequence.

- B. Determine the percentage of time still needing to be served based on the number of performances in the second activity. For example, a student with a 20-game season serves a 20% denial of participation but there is only 1 game left in the season. The student has served 5% of the penalty and must serve the remaining 15% denial of participation in the next activity or season.
7. The participant who has violated the code for a first or second violation of the use of tobacco, drugs, or alcohol is eligible for a number or letter award as long as all specific requirements have been met.
 8. Students are permitted to try out for activity participation provided they are eligible for 50% or more of the season games/performance.
 9. The Superintendent of Schools will be responsible to appoint a committee to provide an annual review of the Code of Conduct and recommend changes if necessary.
 10. There will be no public recognition of a student currently under suspension.
 11. When an activity has less than 10 scheduled competitions, contests, or performances, the consequence will be counted in days based on the number of days in a school year. For example, a 10% denial of participation would carry an 18-day penalty. In these cases, a student would not be able to participate in any way for extracurricular activities and for any outside of school practices for co-curriculars in that activity for that time period. An in-seasons penalty would begin immediately. If the student's activity is not in session, the penalty begins on the first official day of practice.
 12. When a student is involved in two simultaneous activities, a denial of participation consequence shall apply to those activities simultaneously rather than cumulatively. For example, a dual sport athlete with 20% denial of participation would miss 20% in both fall sports.
 13. Community Service must be pre-approved by school administration and half of the service must be completed prior to reinstatement of participation. It is the responsibility of the student to provide evidence of this to the athletic director (sports) or assistant principal (non-athletics).
 14. Students and Parents are responsible for making contact with a drug and alcohol counselor and providing proof that an assessment has been done to the athletic director (athletics) or assistant principal (non-athletics) as well as ongoing proof that all other recommendations are being followed.
 15. Violations are cumulative across consequence levels. For example, a student who uses a vape with nicotine (1st offense) and then gets caught with alcohol would be considered a second time violation and subject to the drug and alcohol set of consequences.
 16. Participation in extracurricular activities or the non-school day portion of co-curricular activities is a privilege rather than a right. If a student's actions or behavior violate the code of conduct in such a way that removal from the team is warranted this may be done only with the approval of the principal.

Validation of Violation

1. A participant is considered to be in violation of the Code of Conduct if the violation is observed by a school employee, coach/advisor, school activity chaperone, member of any law enforcement agency, or the parents of the participant or through a statement of admission by the student.
2. A violation will be considered validated when a student's conduct results in school disciplinary action including but not limited to detention, suspension, expulsion, or emergency removal.
3. Alleged infractions reported by community members to a building administrator will be evaluated to determine if the established investigative procedures will be implemented.

GLOSSARY

Alcohol — Any intoxicating liquor, alcohol, beer, wine, mixed beverage, or malt liquor/beverage, as defined in Ohio Revised Code Section 4301.01. This definition includes any liquid or substance, such as "near beer", which contains alcohol in any proportion or percentage. This definition does not include a substance used for medical purposes in accordance with directions for use provided in a bonafide prescription by the manufacturer, and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container which shall state the student's name and direction for use, or (b) an over-the-counter medicine. (Exception: student use for observing bona fide religious practices.)

Adulterant/Adulterations — any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

Banned Substance — A substance defined by School policy as being banned from use by students

Chain of Custody Form — a preprinted form provided by the testing laboratory that records all contact with the urine specimen, from initial collection through the final certification of the test result.

Distribution - Evidence of multiple occurrences of the transfer of tobacco, nicotine, drugs, alcohol, or drug paraphernalia from one person to another.

Drugs or Controlled Substances: Any drug, including illegal drugs, narcotics, hallucinogens, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescriptions, drug paraphernalia and over-the-counter drugs used or possessed or distributed for unauthorized purposes. (For example, this would include but not be limited to counterfeit, look-alike drugs, performance altering substances, or caffeine pills. The only exception would be supervised and doctor prescribed medications.) Drugs and controlled or non-controlled substances include nicotine, as well as all prescription drugs obtained without a prescription, and all prescriptions or non-prescription drugs being used other than for their intended medical purposes in accordance with directions for use provided in the prescription or by the manufacturer.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs. .

GC/MS — Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Illicit Drugs — Any controlled substance that a person may not legally sell, offer to sell, possess, give, exchange, use, distribute, or purchase under Ohio Revised Code Chapter 2925 or Federal Law, any harmful intoxicant as defined in Ohio Revised Code Section 2925.01, and anabolic steroids. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.

Medical Vendor — The medical office or company that the Board of Education selects to carry out this policy of testing.

Medical Review Officer — a licensed physician trained and certified in the process and interpretation of drug testing results.

Positive Result — the presence of alcohol, nicotine, an illegal drug or their metabolites.

Possession: Alcohol, tobacco or controlled substance/drug paraphernalia that is knowingly physically on or in student participant's body; or physically within his/her personal property (i.e., coat, book bag, gym bag, etc.); or as defined by the Ohio Revised Code: "Possession" means having control over a thing or substance, but may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found. Students involved in extracurricular activities knowingly being in a vehicle or at a gathering with other students or underage (21) individuals when illegal use of alcohol or other drugs are present, may be subject to consequences of the code of conduct.

Prevention - is defined as those activities designated to motivate students to avoid chemical use.

Random Selection — a mechanism for selecting extracurricular participants for drug/alcohol testing in which each participant shall have an equal chance of being selected for testing each time selections are made.

Reasonable Suspicion — means a suspicion based on specific contemporaneous articulable personal observations including, but not limited to; appearance, speech, body odors, behavior, or other physical or observable traits of a student/athlete.

Student - any student participating in extracurricular activities, high school athletic programs and/or contests under the control of the Ashland City School District and the Ohio High School Athletic Association (OHSAA).

Split Specimen — an original urine specimen that is split into two separate samples.

Season — In-season start dates will begin as published by the school or sanctioning organization and continue until completion of the banquet for that activity in the district. This Policy, including its prohibitions on illicit drugs, alcohol and tobacco products, is in effect 24 hours a day, 365 days a year.

Self-Referral — A self-referral is not to be used as a means of avoiding consequences of a violation of this policy. Policy violations already reported or pending violations with law enforcement cannot be "self-referred." Students may self-refer only once during their school career. A self-referral will not carry a penalty as far as sitting out activities/events but will be counted as a violation.

SAMHSA — The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

School Year — The school year is defined as that period of time that begins with the first official day of school, as determined by the board of education, and runs to the last official day of school.

Tobacco and nicotine: Any product with tobacco or nicotine as an ingredient that is smoked, chewed, inhaled or placed against the gums.

ASHLAND CITY SCHOOLS STUDENT DRUG TESTING POLICY AND PROCEDURES

The Ashland City Board of Education believes that activities are an important part of a well-rounded education. It is a basic goal of the district's athletic programs to promote the best possible growth and development of the district's extracurricular activity participants. Each extracurricular activity participant is expected to be an efficient member of a team/club/organization and a worthy representative of Ashland City Schools. The district recognizes and affirms the individual value and potential of each member of its school community. This policy, including its rules, regulations, and guidelines is a coordinated effort by the district to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population.

The Ashland City School District will work to educate about, prevent, and intervene in the use or abuse of all drug, alcohol, and mood-altering substances by the entire student population and to implement a program of deterrence as a proactive approach toward a truly drug free school.

The use/abuse of drugs (herein defined to include nicotine) and/or alcohol by student/athletes impedes the attainment of these goals. In addition, students using or abusing drugs and/or alcohol participating in extracurricular activities pose a threat to their own health and safety, as well as to that of other students.

The Board of Education believes that, by implementing a drug-testing program, it will encourage students who want to participate in extracurricular activities to remain drug/alcohol free. The district's drug/alcohol testing program is being instituted to:

- (1) provide for the health and safety of all students;
- (2) undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs/alcohol;
- (3) to encourage students who use drugs to participate in drug treatment programs.

The procedures and regulations for this policy will be developed by the administration.

The program does not affect the current policies, practices, or rights of the district regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting professional help when needed. Although a student risks the loss of continued participation in extracurricular activities should he/she be found using, no student shall be suspended or expelled from school as a result of any verified positive" test conducted by his/her school under this program. No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record. Additionally, all students and parents/guardians/custodians must sign an "informed Consent Agreement" for drug testing in order to be eligible to participate in any extracurricular activity involving athletics or Esports.

[Adoption date: April 26, 2004]

LEGAL REF.: ORC 3313.20

ASHLAND CITY SCHOOLS STUDENT DRUG TESTING POLICY AND PROCEDURES

2. Testing Program Procedures

2.1 At the beginning of each sport/club/organization season, each extracurricular activity participant shall be provided with a copy of the Ashland City School District's Policy on Drug and Alcohol Testing for extracurricular participants. Each student and parent or guardian will read, sign and date the Consent to Perform Urinalysis for Drug/Alcohol Testing form before the student may participate in the organized meeting, practice or competition of a program. Failure to sign named form will result in the extracurricular participant's denial of participation in the organization/program. This form must be on file with the Athletic Director before participation can begin. Any eighteen-year-old student desiring to participate in Ashland City School extracurricular activities must sign a waiver to allow his/her parent or guardian to receive test results.

2.2 For the purposes of this policy, drugs are defined to include nicotine, as well as all prescription drugs obtained without a prescription, and all prescriptions or non-prescription drugs being used other than for their intended medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.

2.3 At the beginning of each extracurricular activity season, as determined by the Ohio High School Athletic Association, by the school, or when a student moves into the district and joins a team/club/organization, all students wishing to participate in that extracurricular activity may be subject to urine drug testing. During the sport season up to 20% of eligible students may be randomly tested on a weekly basis during the athletic year. Any student who refuses to submit to the urine drug testing will not be allowed to practice or participate in extracurricular activities/events in the Ashland City School District for one calendar year.

2.4 Any student may be asked to provide a urine sample for testing either because the student was chosen through the random selection process or because there is reasonable suspicion that the athlete is using drugs or alcohol.

2.5 The Athletic Director will provide the Medical Vendor a list of participating students/athletes consisting of their Student ID Number, name, grade, sex, and activity. Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to weekly, the Vendor will arrange with the Athletic Director a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Athletic Director at the school, who will arrange for these students to report to the collection area. Students will power off all cell phones and electronic devices from the moment they are notified of testing until the process is complete. Cell phones and other personal electronic devices will be collected in a bin during the testing process. Refusal to turn off an electronic device or to place it in the bin may be seen as a refusal to test.

2.6 For all testing, each student must report to the site designated by the district for specimen collection and follow the guidance of the medical vendor's collector personnel. The student will remain at the testing site until an adequate specimen is given. If unable to void an adequate volume of urine on one attempt, the student will be allowed to consume up to 16 ounces of water as long as they do not leave the direct visual observation of the collector. Each student will be in a closed bathroom stall, with a monitor present outside the stall, for the specimen collection. The student must remain fully clothed for the specimen collection. All specimens will be collected as split specimens. Each student must comply with instruction provided by the medical vendor to prevent adulteration of the specimen.

2.61 The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of this policy and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and Athletic Director.

2.62 A specimen of urine is collected following this process:

- a. First students are asked to wash his/her hands with soap and water and dry them.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc. are to be removed before entering the collection area. Contents of pockets must be shown to the collector.
- c. The drug testing custody and control form is completed by the student and collector.
- d. The collector opens the collection kit while the student watches and hands the collection cup to the student while indicating the volume of urine needed for the testing (45 ml). The student is instructed to void directly into the cup and hand it to the collector before flushing the toilet water or washing their hands.
- e. The collector verifies that the toilet water is blue from the bluing agent.
- f. The student enters the stall to collect the specimen, then hands the container to the collector.
- g. If the student is unable to produce a specimen, he/she may to 16 ounces of water provided by the collector or Athletic Director and wait up to 1 hour. He/she will not be allowed to be out of direct view of the collector or Athletic Director. If after 1 hour the student is unable to produce an adequate specimen of at least 30 ml, he/she will be referred to the Athletic Director for explanation and application of policy.
- h. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the Athletic Director notified.
- i. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- j. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- k. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
 - a. The student is then sent back to class.
- l. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- m. The Athletic Director will be notified immediately of any student who refuses to give a urine sample.

2.7 If a student is unable to provide an adequate specimen in a single void, even after consuming up to 16 ounces of water and waiting one hour, the student will not be allowed to practice or participate with their extracurricular activity until proper specimen is collected via the medical vendor.

2.8 All athletes tested on the same testing day will be tested for the same chemicals. The tests will be a combination of drugs and must be the same for each student on the day of testing.

3. HANDLING OF TEST RESULTS AND THE CONSEQUENCES OF A POSITIVE RESULT

3.1 The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than 10 years' experience in toxicology testing and chain-of-command procedures. All specimens must be

initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens.

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LDS, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene.

3.2 The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. The MRO must be able to report finding to the School Principal or Athletic Director in a timely and confidential manner. All results will be kept on file for a period of seven years.

3.21 The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the Chain of Custody.
- b. Depending on the substances found in the urine, if necessary, the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result,
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and reports this to the Building Principal and/or Athletic Director, initially reporting positive results by phone.
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 1. For example, a drug screen positive for codeine may be ruled negative by the MRO when he/she receives a letter from the treating physician that the student has been prescribed Tylenol O with codeine as a pain medication following tooth extraction.
 2. Or, if a student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a friend gave the student one of his/her pills), this would likely be ruled a positive drug test by the MRO.
 3. Drug screens positive for illicit drugs (marijuana, heroin, Cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

3.23 The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

3.3 The MRO will certify all urine drug screens as negative or positive and report by telephone positive findings in a confidential manner to the Building Principal and/or Athletic Director.

3.31 An altered test or refusal to test will be treated the same as a positive test.

3.4 The high school principal and/or athletic director will contact the student's parent, guardian, or custodian with the results within 24 hours of the verification by the Medical Review Officer. The parent shall be advised that the result may be contested, and a retest may be performed on the second (split) portion of the specimen at student/parent expense. A written notification from the building principal and/or athletic director will also be sent. If a split portion is not available for a second test, then the first test will become null and void and the student/athlete will be subject to testing on the next scheduled day of testing.

3.5 If the parent or student wishes to contest the results, the MRO will arrange for the split portion of the specimen to be transported to another laboratory approved by the Board of Education for testing. This will be done at the

parent's or student's expense. A request for a retest must be made to the high school principal and or athletic director in writing within 5 days from the parent's first notification of the positive test result.

- 3.6 Any athlete whose test is certified positive by the MRO will be subject to penalties in accordance with the Extracurricular Code of Conduct. If a student and his/her parents contest the results of the first test, the penalty will be held in abeyance provided the district receives confirmation from the testing company that the parents and/or student/athlete has committed to the financial payment for the second test. If a student contests the initial positive result and the second test result is negative, then the district will treat the student as if the first positive result did not occur, and no penalty will be imposed under the Code of Conduct. The district will be responsible for the payment of a second test that results in a negative result.
- 3.7 A student who is randomly selected for testing and is absent on the day of testing will be subject to the testing procedure the next day of testing.
- 3.8 An athlete who is selected for testing, either randomly or under reasonable suspicion, and misses the appointment for collection without good cause will be considered in violation of the code of conduct in accordance with the Extracurricular Code of Conduct.
- 3.9 A student who is selected for random testing, is present, and leaves after the process has started but before they have given a specimen will be ineligible for practice or competition until they test. Students must test within 24 hours. Beyond 24 hours a doctor's note stating that the student was too ill to test within the first 24 hours at the expense of the parent must be provided along with a drug testing result. The doctor may not be a family member of the student.

4. CRIMINAL AND JUVENILE AUTHORITIES

4.1 Information regarding the results of drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal processes, which the Board of Education will not solicit. In the event of service of any such subpoena or legal process, the district will make an effort to notify the student's parent before response is made by the Board of Education, to the extent permitted by such subpoena or legal process [Adoption date: April 26, 2004]

ANNOUNCEMENTS AND BULLETINS

All notices of club meetings, athletic and school social events, general information for the day and specific instructions are announced over the P.A. system each morning and afternoon. Specific notices are posted on the café table or posted as poster signs. All posters which advertise school sponsored events must be approved by the Principal or Assistant Principal. Parent Square will also be used to communicate updates.

CALENDAR 2025-2026

2025

Wednesday, August 20	- Staff In-service Day
Thursday, August 21	- Staff In-service Day
Friday, August 22	- Staff In-service Day
Monday, August 25	-First Day for 6 th grade only/Staff-In-service day
Tuesday, August 26	-First Day for ALL students
Monday, September 1	- Labor Day
Wednesday, September 10	- School Pictures
Friday, September 19	-Fair Day-Teacher Day-No School
Thursday, October 2	-A.M.S. Parent/Teacher Conferences 3:30-7:00 p.m.
Friday, October 10	-Teacher Day-No School
Thursday, October 23	-Picture Re-Take/Group Pictures
Friday, October 31	- End of 1 st 9 Weeks A.M.S.
Friday, November 7	- Grade Cards Distributed
Tuesday, November 11	- Veterans Day Observance
Thursday, November 20	-A.M.S. Parent/Teacher Conferences 3:30-7:00 p.m.
Tuesday, November 25	-Early Release
Wednesday, November 26	-Teacher Exchange Day (No School)
Thursday, November 27-28	-Thanksgiving Vacation (No School)
Friday, December 19	-Early Release
Monday, December 22-31	-Winter Break

2026

Thursday, January 1- 2	-Winter Break
Monday, January 5	-School Resumes
Friday, January 16	-End of 2 nd 9 weeks A.M.S.
Monday, January 19	-Martin Luther King, Jr Day (No School)
Friday, January 23	-Grade Cards Distributed
Wednesday, February 11	-A.M.S. Parent Teacher Conferences 3:30-7:00 p.m.
Friday, February 13	-Teacher Exchange Day (No School)
Monday, February 16	-President's Day-No School
Friday, March 20	-Teacher Day-No School
Friday, March 27	- End of 3 rd 9 Weeks A.M.S.
Monday, March 30-31	-Spring Break
Wednesday, April 1-3	-Spring Break
Monday, April 6	-Teacher Exchange Day-No School
Tuesday, April 7	-Classes Resumes after Spring Break
Friday, April 10	-Grade Cards Distributed
Tuesday, April 23	-A.M.S. Parent Teacher Conferences 3:30-7:00 p.m.
Monday, May 25	-Memorial Day (No School)
Thursday, June 4	-End of 4 th 9 Weeks A.M.S.
Thursday, June 4	-Last Day of Classes
Friday, June 5	-Work Day for Teachers
Week of June 8	-Grade Cards Mailed Home