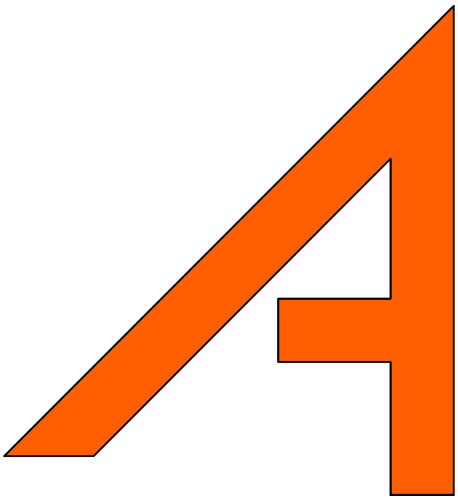

ASHLAND HIGH SCHOOL

2026-2027

STUDENT/PARENT HANDBOOK

1440 KING ROAD

ASHLAND, OH 44805

TELEPHONE: (419) 289-7968

FAX: (419) 289-8218

WWW.ASHLANDCITYSCHOOLS.ORG

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2026 ASHLAND CITY SCHOOLS STRATEGIC PLAN

Ashland City Schools is a dynamic school district that puts an emphasis on providing a safe environment for students to learn, grow, discover, and perform to their full potential. We offer extensive programming and opportunity in Academics, The Arts, and Athletics. Ashland City Schools has a tradition and reputation for being a lead catalyst of success in our community.

SECTION 1: OUR "NORTH STAR" PRINCIPLES

OUR MOTTO: WE ARE ASHLAND ARROWS!

This motto is a reflection of the unity that comes with being an Ashland Arrow, whether a student, parent, staff member, or other stakeholder, We Are Ashland Arrows! reminds us that we are all part of this community centered on the Ashland City School District.

OUR VISION: ASHLAND CITY SCHOOLS . . . WHERE EVERYONE HOPES, DREAMS, SUCCEEDS.

Similar to the way our eyes direct us through our life, our vision directs us towards a positive mindset which inspires hopes, dreams, and ultimately, success.

OUR MISSION:

Ashland City Schools offers an immersive educational and social experience that both challenges and nurtures all our students that we care so deeply about. By supporting our excellent staff in the growth and education of the whole child, communicating with our families, and working to be great stewards in our community we strive to prepare our students for a successful future.

OUR 11 CORE VALUES:

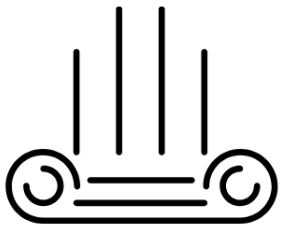
- BE A GREAT TEAMMATE.
- LEAVE IT BETTER THAN YOU FOUND IT.
- CREATE A CIRCLE OF SAFETY.
- OVER COMMUNICATE, OVER COLLABORATE.
- KNOW YOUR VALUE, ADD VALUE TO OTHERS.
- LIVE THE STANDARD, KEEP SHOWING UP.
- CELEBRATE SUCCESS.
- OUR WORDS WILL ALWAYS MATTER.
- ALWAYS BE HONEST.
- NO ONE IS BIGGER THAN THE ORGANIZATION.
- BETTER DECISIONS, FEWER REGRETS.

SECTION 2: ASHLAND CITY SCHOOLS DISTRICT-WIDE PILLARS

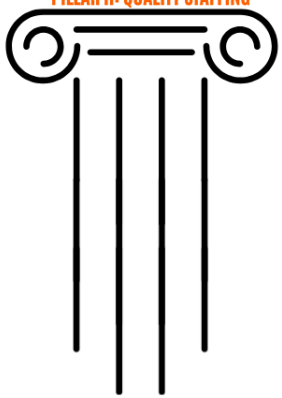
PILLAR I: SAFETY/COMMUNICATIONS

Ashland City Schools is dedicated to creating physical, emotional, and mental safety for students, staff, and stakeholders. These priorities are being addressed in the following ways:

- Modern operations in our buildings to ensure safety for entry and egress.
- The district is blessed with two School Resource Officers that are highly trained members of the Ashland Police Department.
- Consistent training for students, staff, and emergency management to continue streamlined protocol for response to emergencies.
- Commitment to the use of a district-wide means of communication, the proper use of social media to promote and inform district operations.
- Education and training for students and staff on cybersecurity, use of Artificial Intelligence, and technological innovation.
- Continual policy review and adjustment when needed.
- Intentional marketing of all of the great programming, extracurricular activities, and valuable experiences Ashland City Schools offers.
- Continual commitment to student and staff mental health through partnerships with local agencies.

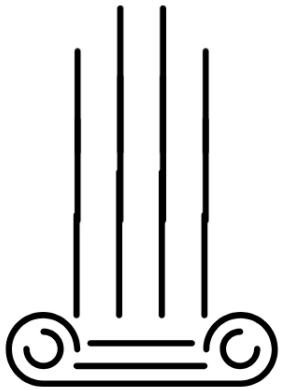


PILLAR II: QUALITY STAFFING



Ashland City Schools knows the direct positive impact on students and stakeholders is highly qualified and committed staff members. Maintaining an effective and highly qualified staff is accomplished through the following:

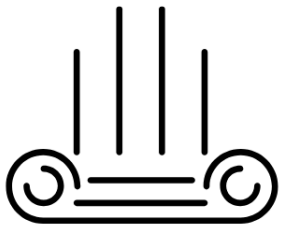
- Honoring the hiring process with thorough recruitment and selection of staff.
- Using effective advertisement for openings and recruitment.
- Staying competitive in the educational landscape with compensation and benefits to attract and retain talented candidates.
- Matching staffing with student, legal, and fiscally responsible needs.



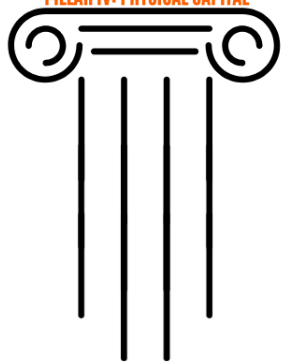
PILLAR III: STUDENT PERFORMANCE

Ashland City Schools is actively implementing best practices in education through innovative staff training, incorporating high quality curriculum, and maximizing instruction by evaluating student data through viable assessment fidelity.

- Preparation for students to be successful in life after graduation through cultivation of general life skills.
- Utilization of state approved assessments for reading and reading diagnostics that follow the science of reading.
- Utilization of The Ashland City Schools Foundation and The Ashland County Community Foundation to provide teacher mini grants and program support.
- Legally and properly supporting our students with identified disabilities according to their individualized plans as well as consistent evaluation of these services.
- High quality professional development that is free to staff and utilizes best practices in teaching and learning.
- Utilization of high quality instructional materials to implement systemic curriculum in all core subjects.

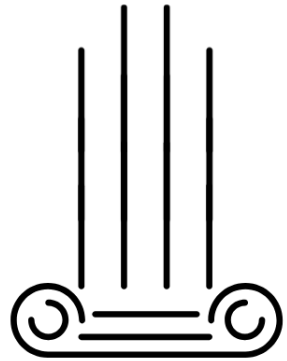


PILLAR IV: PHYSICAL CAPITAL

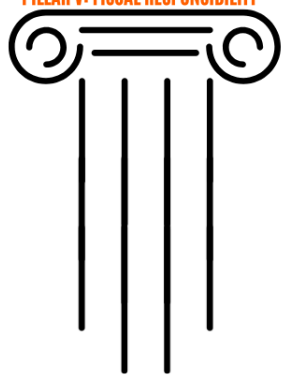


Ashland City Schools has been blessed with extraordinary facilities and equipment that helps students, staff, and stakeholders enjoy education, activities, and experiences in a safe, modern environment. Our continued efforts in the maintenance and improvements of our physical capital are as follows:

- Consistent renovation and maintenance of building HVAC, boilers, and climate control.
- Opportunities for turf at athletic facilities.
- Replacement of buses on a regular basis using permanent improvement dollars.
- Roofing and parking lot maintenance.
- Maintenance of district playgrounds.
- Always looking for grants, aid, and philanthropic donations to improve physical capital.

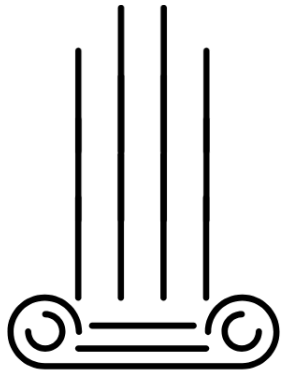


PILLAR V: FISCAL RESPONSIBILITY



Ashland City Schools is committed to being good stewards of taxpayer dollars to utilize our finances in the best way possible to provide the best education and overall experience for our district. Being fiscally responsible includes the following:

- Monitoring legislation and policy on school funding.
- Informing our voting constituents of the importance of property taxes.
- Transparency with expenditures.
- Sharing the story of how every dollar is tied to students and staff.
- Always adapting to financial instability.
- Positive relationships with both Collective Bargaining Units in the District



ASHLAND HIGH SCHOOL MISSION STATEMENT

At Ashland High School, our mission is to create a positive, inclusive, and engaging learning environment where students feel safe, supported, and ready to succeed. Together, we inspire respectful, responsible, and resilient students who are prepared for success in a diverse and rapidly changing world.

To achieve this mission we will focus on

- **Providing rigorous academic programs, personalized learning experiences, and real-world skills.**
- **Preparing students to excel academically, emotionally, and socially.**
- **Valuing and supporting our staff's expertise and dedication in shaping students' lives while fostering strong partnerships with parents and the community.**

NONDISCRIMINATION

The Ashland City School District is primarily responsible for compliance with federal and state laws and regulations regarding nondiscrimination. The School Board is committed to equal opportunity for all individuals in education. The board has adopted Policy No. 2260-NonDiscrimination and Access to Equal Educational Opportunity and Policy No. 2260.01- Section 504/ADA Prohibition against Discrimination Based on Disability. Any member of the Ashland School community who feels that discrimination has occurred should immediately contact the principal of the school, or district Title IX Coordinator.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonable interfere with an individual's education; or limit an individual's ability to participate in or benefit from the education program.

The district has adopted Policy No. 3362-Anti-Harassment containing rules and procedures for reporting sexual harassment and pursuing remedies.

Any member of the Ashland School community who feels that harassment has occurred should immediately contact the principal of the school, or district Title IX Coordinator. If the concern is not resolved through informal means, or the student grievance procedure, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator.

TITLE IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The Title IX Coordinator or the school principal should be contacted regarding complaints related to Title IX.

FILING A COMPLAINT

Any member of the Ashland School community who believes that they have been discriminated against or harassed may file either an informal (oral) or formal (written) complaint. Both forms of complaint will be investigated thoroughly and timely (generally within 31 Days) by the building principal and/or Title IX Coordinator. If a complaint involves only students, the principal may elect to use the ***Student Grievance Procedure***. To initiate a formal complaint, the complainant must submit a written complaint detailing the facts of the incident including the date of occurrence, place of occurrence, detailed description of the occurrence, and the names of any witnesses to the Title IX Coordinator. After completing the investigation, the Title IX Coordinator will file a report to the Superintendent who will make a ruling on the complaint. If the complainant wishes to appeal the Superintendent's decision, the complainant may file a request for appeal to the Board of Education within (10) days. Upon receiving the request, the Board of Education will meet to review the complaint in executive session at its next regularly scheduled board meeting. Following that meeting, the Board will issue a final ruling. Complaints will be kept confidential. This policy does not limit the rights of the complainant to file a complaint with any other governmental agency.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

The Ashland City Schools Title IX Coordinator is **Ben Spieldenner & Josh Packard (419-289-7968)**

FERPA AND DIRECTORY INFORMATION

The Ashland City School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) 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.**

CONFIDENTIALITY OF STUDENT RECORDS

Students and their parents (custodial and non-custodial) have the right to view and copy (at reasonable cost) student records. Other than directory information (name, address, phone number, date and place of birth, dates of attendance, sports and activities participated in, height and weight), no records will be released without authorization from a parent, or in the case of an eighteen-year-old, the student himself/herself

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: John Walter, Assistant Principal at 419-289-4522.

		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 65 hours (10 school days) of excused/unexcused absences (including medical notes), the student/parent must provide a medical note in order for the absence to be excused. After 65 hours of excused/unexcused absences the student will be placed on medical status.

All time associated with student attendance; with or without legitimate excuse, away from AHS during the time frame of 7:40AM-2:35PM will be documented in incremental time, as opposed to previous half and full day absences.

This does not include those students who leave for educational purposes. (CCP, Mentoring, CBI etc.)

TARDINESS TO SCHOOL

Students who report to school after the tardy bell (7:40 a.m.) must report to the Attendance Office for a tardy slip in order to be admitted to class.

Students who come late to school will be considered **TARDY**, whether they are excused or unexcused.

Those students who are continually tardy to school (this includes both semesters) will be dealt with in the following manner:

Number of Tardies	Consequence
6th tardy	One-time after-school detention
8th tardy	One-time after-school detention
10th tardy	One-time after-school detention
12th tardy	One-time after-school detention
14th tardy	One-time after-school detention
16th tardy	One-day in-school detention
18th tardy	One-day in-school detention
20 or more tardies	Referral to administration for intervention

- Tardiness is considered to be a special form of absence. Following are the procedures for tardiness: Tardy for the day shall be construed to mean anytime a student arrives in school later than the school day begins.
- Excessive tardiness from school can result in disciplinary action and may result in Juvenile Court proceedings if tardiness to school is the result of parental action.

TARDINESS TO CLASS OR STUDY HALL

Punctuality is an important attribute for overall success in life. You are allowed four minutes between classes. When the bell rings for class, you should be in the classroom ready for work. Continued tardiness will not be tolerated and may result in progressive disciplinary action.

TARDINESS AS A RESULT OF SCHOOL SPONSORED ACTIVITIES

Students who are participants in a school sponsored activity may receive an excused tardy to school for activities that run **extremely** late the night before. The decision to excuse must be approved by the building principal or designee. This decision will be made based on input from the coach/advisor. It should be noted by all extracurricular participants that the policy for participation in activities requires that the participant be in attendance by 9:15 a.m. This also applies to students that have been granted an excused tardy due to late activities as a result of participation in a school sponsored event.

ATTENDANCE

The Attendance Policy of Ashland High School will be that each student is expected to be in all assigned classes and study halls on time every day. Violations of attendance rules are to be reported to the Attendance Office.

ATTENDANCE PROBLEMS DEFINED

1. **Class "skipping"**: An unexcused absence from an assigned class, study hall or assigned area.
2. **Unexcused Absence**: Parent/guardian-initiated absence of a student for a reason not acceptable to the school or as defined by state law. Students who miss school due to illness but go to work or attend an extra-curricular activity may be considered unexcused.
3. **Truancy**: Student-initiated unexcused absence from school for a part or all of the school day without parent/guardian knowledge or consent.

CONSEQUENCES FOR VIOLATION OF ATTENDANCE RULES

1. **Skipping Class**
   a. First Offense: School Discipline and Parent Contact.
   b. Second Offense: Meeting with a student and/or parent, or other discipline including After School Detention.
   c. Additional Offenses: School discipline determined by administration.
2. **Truancy**
   a. First Offense: In-School Detention and parent/student contact with assistant principal, or other discipline.
   b. Additional Offenses: Additional assignment to the Individual Learning Lab, or other discipline.

   More than three (3) may result in In-School Detention.

   Continued truancy may also result in the involvement of Juvenile Court.
3. **Unexcused Absence**
   a. Parent contact.
   b. Detentions, ISD, other disciplines.

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

Students should never leave the school grounds during school hours without permission from the Attendance Office. If a student must leave school for any reason during the day, parent contact must be made before he/she is released from school. If a student leaves the school for any reason without first notifying and receiving permission from the Attendance Office, the absence will be unexcused and the student considered truant. If a student becomes ill once he/she has arrived at school, he/she must report to the Clinic or the Assistant Principal's Office. If a student is too sick to stay in school, we will send that student home after parent contact is made. Once a student goes home sick they may not be permitted to attend extra-curricular activities. Working students absent from school due to illness will receive an unexcused absence if they go to work that same day.

UNAUTHORIZED AREAS

Students are not permitted in unauthorized areas of the building. This includes, but is not limited to, the lobby during lunchtime and the parking lot at all times. Students must proceed to, and enter the school building when they reach the vicinity of the school (within eyesight.) Loitering will not be tolerated before or after school.

SCHOOL JURISDICTION TO AND FROM SCHOOL

All students are considered to be under the jurisdiction of the school, both on school grounds and property surrounding school grounds, as they arrive at school in the morning and leave school in the afternoon. Upon arriving, students should exit their automobiles and enter school immediately.

GUIDELINES FOR WITHDRAWAL FROM SCHOOL

Students must notify the Attendance Office and/or Guidance Office if they plan to withdraw from school. In most cases, this procedure does require the parent or guardian to complete withdrawal forms. Students are required to settle all financial obligations and turn in textbooks, library books, chromebook and charger and all school property. Academic records may not be fully released until all obligations have been met. Students are asked to fill out an exit questionnaire upon withdrawal.

PROCEDURE FOR REPORTING ABSENCE FROM SCHOOL

When a student is absent from school, parents are responsible for notifying the school as to the reason for the absence. Other responsibility involves not only the parents, but the students as well as the school.

1. Parent Responsibility: A parent should call the school in the morning before 8:15 a.m. to report the student absent for that day. You can leave a voicemail, send an email or message in parent square. If this call is made, a written excuse may not be necessary when the student returns to school.

ATTENDANCE OFFICE PHONE: 419-289-7968 EXTENSION 3309

2. School Responsibility: If the parent does not call, the Attendance Office will make a reasonable attempt to call all parents of students on the daily absence list. If contact is made with the parent on the day of the absence, it will be recorded and a written excuse will not be necessary when the student returns to school.

3. In keeping with the state law, if no contact is made between the school and parent, a postcard will be mailed to the parents on the day of the absence.

4. Student Responsibility: If the parent has not called the school on the day of absence and if the school has been unable to contact the parent on the day of absence, it will be necessary for the parent to write a note which the student will bring to the school Attendance Office upon his/her return. This note should include date(s) missed, the reason, and a parent's signature. (See the format on the next page for a sample.)

5. It is the responsibility of the parent to notify the school when parents are out of town and the student(s) is staying with someone else.

***IN CASES OF ILLNESS:**

THOSE STUDENTS WHO ARE NOT CONTACTED BY THE ATTENDANCE OFFICE, WHOSE PARENTS DID NOT CALL THE SCHOOL, OR FAIL TO BRING A NOTE, WILL HAVE TWO (2) SCHOOL DAYS AFTER THEIR RETURN TO SCHOOL TO EXCUSE THE ABSENCE. IF THE STUDENT DOES NOT BRING A NOTE EXCUSING THE ABSENCE OR IF THE PARENT DOES NOT CALL WITHIN THE DESIGNATED TIME LIMIT, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

SAMPLE EXCUSE FOR ILLNESS

(Date) (Grade)

Please excuse (student's first and last name) for being absent on (date). He/she was (reason for absence).

Thank you.
(Parent/Guardian Signature)

Chronic medical issues may be excused through a doctor's note for up to 90 days at a time. Once a Chronic illness note is received from the Doctor's office a representative of ACS will be in contact with parents/guardians to discuss the condition in further detail.

Sample letter for a 90 day note

Physician Name
Physician Address
Physician Phone Number

OR

Medical Office Letterhead containing
Doctors name, address, and phone number.

To Whom It May Concern:

This letter is to inform you that (Insert student name) is currently under my care for (insert diagnosis). Due to them having this diagnosis this student may intermittently miss school and or be late to school. Please excuse them when the parent/guardian calls them off from school and references the medical condition listed above. As the student's physician I understand that the parent/guardian will need to provide a new letter every 90 days to ensure that the student is following the treatment plan that I have prescribed. If you have any questions please feel free to reach out to me at the number listed above.

Sincerely,

Doctor's Signature

Doctor's Written Name.

****** This note will medically excuse the student from the date they were seen for the next 90 calendar days.******

******In order for the 90 day note to be accepted it *MUST* contain: physician's name, student name, current diagnosis, date they were seen in the office, and must be physically signed (no electronic signatures will be accepted)******

STUDENT ABSENCES AND EXCUSES

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

6. Pre-approved vacations, trips, or activities - A pre-approved trip or activity must be with a parent or guardian or other adult family member approved by the parent/guardian. The parent or guardian must request permission in writing **prior** to the absence. Trips taken with persons other than a parent or guardian will not be excused unless unique circumstances exist. **Trips that are not pre-approved will not be excused, regardless of the circumstances.**

7. Fair days involving 4-H or FFA animals - showing and selling days. Documentation of show/sell dates must be presented prior to fair week.

8. Pre-approved hunting with parent/legal guardian or other adult family member (see #6 above): 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.)

9. 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 that is missed.

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

1. Students may make up missed work for 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.

2. Grades are to be accepted on a normal basis for make-up work.

3. Upon request by the parent or student, teachers are to prepare lessons for the absent student. Sufficient time should be given to collect individual assignments from the teachers.

If a student has a medical condition, a doctor's note indicating the problem and any special needed treatment should be submitted to the building principal. This information will be placed in the student's file for future reference and kept confidential. Each school year a new doctor's note concerning this matter should be submitted to the school.

The following guidelines and procedures will be used for <u>unexcused</u> 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.**

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 **<u>in advance</u>** 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.

6. Participation in an organized team/extracurricular activity requires that the student be in attendance for a full day on the day of the scheduled activity. A full day is determined by the time a student "arrives at" or "leaves from" school. To be eligible, a student must arrive by 9:15 a.m. If leaving early, the student must arrive on time and leave no sooner than 1:00 p.m

<u>POLICY FOR REQUESTING WORK DUE TO ABSENCE</u>

1. Students must be absent for more than one day in order to make an assignment request.

2. Call by 7:30 a.m. on the day of absence to be able to pick up work by 3:00 p.m. that day.
   After 7:30 a.m. on the day of absence work will be ready by 3:00 p.m. the next day

<u>UNEXCUSED ABSENCES INCLUDE, BUT ARE NOT LIMITED TO</u>:

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Haircut and "beauty shop" appointments
6. Baby-sitting
7. Drive Time (During core class or more than 2 hrs)
8. Suspension from school
9. Truancy
10. Hunting - except with parent or legal guardian
11. Prom preparations
12. Failure to follow procedures for college visitation days.
13. Senior pictures
14. Other absences not listed as excused
15. Students who work in the afternoon or evening and missed school that day without prior approval.
16. Exclusion

LATE ARRIVAL/EARLY DISMISSAL FROM SCHOOL

Any student who must arrive late or leave school early for appointments must bring a written request signed by the parent/guardian to the Attendance Office. This request should state the reason for the appointment, time of desired dismissal, and tentative time of return and the phone number where the parent may be reached. The student should present a written verification of the appointment to the Attendance Office upon return to school. Students will be excused from school for a reasonable amount of time required to attend the appointment and return to school. If a student is ill on the day of their appointment, the parent should inform the Attendance Office and the student can be excused for the balance of the day.

Early dismissals will **NOT** be excused for the following reasons (not all inclusive):

1. Shopping
2. Drive Time (in accordance with Ohio Revised Code)
3. Hair appointments
4. Tanning appointments
5. "Needed at home"
6. "Family business"
7. Job interviews not arranged by a work-study coordinator

SAMPLE EXCUSE FOR EARLY DISMISSAL

(Date) (Grade)

Please excuse (student's first and last name) on (date) at (time). He/she has an appointment with (doctor's name) at (time).

Thank you.

(Parent/Guardian Signature)

DRIVERS EDUCATION OHIO REVISED CODE 3321.043

(A) As used in this section, "driver education course" means a private driver training course approved by the director of public safety in accordance with Chapter 4508. of the Revised Code.

(B) If a high school student enrolled in a school district is absent from school for the sole purpose of attending a driver education course, the district shall count that absence as an excused absence, up to a maximum of eight hours for that student. The student shall only be absent for up to two hours per day for not more than four days in meeting the maximum eight hours authorized by this section. The days may be nonconsecutive. No student may be released from a core curriculum subject course to attend a driver education course.

(C) The district shall require any student absent from school in accordance with this section to complete any classroom assignments that the student misses because of the absence.

College Visits and Career Shadowing

Students who are interested in visiting colleges are encouraged to do so on Saturday and vacations. Since this is sometimes impossible, we will permit seniors two (**2**), one (**1**) day excused absences to visit colleges in which they are interested in visiting. Juniors, Sophomores and Freshmen are permitted one **(1)** college visit day. This may also be used to shadow a career position in which they are interested. Administrative approval is required for any days beyond these.

These are the following conditions:

1. The student must realize that he/she is responsible for all schoolwork missed that day.

2. The student must fill out the top portion of the Campus Visit form and obtain a school counselor's signature. The top half of the form is to be turned in to the attendance office no later than one day prior to the visit. The bottom half of the form is to be signed by a college official during the visit and returned to the attendance office afterwards.

3. The student's ride is to be arranged and approved by the parent.

4. ALL visitations MUST also be cleared through the Attendance Office PRIOR to your visit.

5. Any student who visits a college without obtaining approval will be given an unexcused absence for the day.

STUDENT DISCIPLINE

Ashland High School believes that student discipline should support a safe, respectful, and productive learning environment. Students are expected to demonstrate self-discipline, respect for others, and responsibility for their actions.

When student behavior interferes with the rights of others, disrupts the learning environment, or violates school rules, disciplinary action may be necessary. The rights of the student will be protected throughout the disciplinary process, while also protecting the rights of students and staff to learn and work in a safe and orderly environment.

Student discipline is viewed as a positive growth experience whereby the individual improves his/her decision-making skills and learns to associate consequences with actions. All discipline is administered in a dignified manner, with respect for the individual's right. Violation on the part of a student of any one of the following rules of conduct shall result in disciplinary action. Such actions may include but not be limited to: verbal reprimand, parent conference, assignment to After School Detention, assignment to In-School Detention, Out-of-School Suspension, or emergency removal or expulsion.

RULES FOR STUDENT CONDUCT

The rules and regulations governing a school are established on the basis of what is proper and right for students of any school. If such rules are explained and accepted by the students, certain disciplinary action is necessary for those who do not abide by the rules. It is our belief that the school is a place for teachers and students to work harmoniously together toward better citizenship and knowledge and that this cannot be accomplished in an atmosphere of poor student conduct. In compliance with provisions of Section 3313.661 of the Ohio Revised Code, the following is a code of student conduct, violations of which may result in disciplinary action, including suspension and expulsion in the Ashland City School District. 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. Student conduct code policies are enforceable for misconduct that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district and misconduct directed at a district official or employee (or their property) no matter where such misconduct occurs.

The following rules are the adopted Code of Student Conduct for Ashland High School and the Ashland City School District:

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

2. **Damage or Destruction of School Property:** A student shall not cause nor attempt to cause damage to or destroy school property.

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.

4. **Unauthorized 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.

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. Neither shall a student possess any object perceived to be a weapon.

6. **Tobacco, Narcotics, Alcoholic Beverages and 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.

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 commands of school employees.

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.

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

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, threatening, or obscene by the residents of the school district.

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

12. **Hazing Prohibited:** No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing activity.

13. **Forgery of School Related Documents:** A student 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.

14. **Cheating:** A student shall not engage in any activity that is not his/her own work. This includes using information "borrowed" from other students, professional writers, or Internet sources without properly crediting the source(s). In short, a student shall not submit another person's words or ideas as his/her own.

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.

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.

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.

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.

NOTE: TRESPASSING ON PRIVATE PROPERTY TO AND FROM SCHOOL IS A VIOLATION OF SCHOOL RULES AND WILL BE DEALT WITH ACCORDINGLY.

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: http://www.neola.com/ashland-oh/. 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. 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.

STUDENT GRIEVANCE PROCEDURE

When a student feels that his/her rights have been violated by another student or staff member, he/she has the right to file a complaint with the assistant principal in charge of discipline. Complaints may include, but are not limited to, issues such as: sexual harassment; hazing; bullying; unauthorized contact; staff disciplinary measures; attendance appeals; and discrimination of any kind. Students wishing to file a complaint should follow the procedure listed below. If a student wishes to speak to a staff member of the same sex, he/she may choose to visit their guidance counselor or the assistant principal in charge of discipline at any point in this process.

POLICY ON SMOKING/POSSESSION OF TOBACCO

Students are not permitted to smoke or possess tobacco or look-alike tobacco products in any form (cigarettes, chewing tobacco, snuff, dip, or vaping.)

1. On the school grounds, or school buses or in school buildings, during, after, or before school hours.
2. On school property by students participating in school-related activities.
3. Off school grounds if they are participating in or attending a school-related activity (this includes transportation by school arrangement or school sponsorship to and from the destination.)
4. Recognizing the health hazards and dangers of smoking and the use of all forms of tobacco and realizing the importance of role models in young people's behavior, the Ashland City Board of Education has a no use of tobacco policy for all of its buildings and grounds.
5. All tobacco look-alike products are prohibited.

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

POLICY ON NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS

A student shall not possess, use, offer to sell, transmit or show signs of consumption of any narcotic drugs, hallucinating drugs, amphetamines, barbiturates, marijuana, alcoholic beverages or other "mood modifying" substances. All look-alike or non-alcoholic beverages (e.g. Sharp's, O'Doul's), diet supplement pills, and pills to enhance alertness/performance are prohibited:

1. On the school grounds during, before, or after school hours.
2. At any school activity, function or event, home or away.

Authorized use of a drug by a medical prescription from a registered physician shall not be considered a violation of this rule. See "Clinic".
Students are not to distribute over the counter drugs to other students.
Students involved in extracurricular activities may also be subject to discipline that is in accordance with the Athletic Code of Conduct.

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;
- may authorize inspections of pupils' automobiles driven to school;
- may 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
- may report incidents to proper law enforcement authorities.

For students who have an IEP, 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.

BUILDING SECURITY AND SURVEILLANCE CAMERAS

The safety of our students and building security is of the utmost importance at Ashland High School. Therefore, several security measures such as intruder drills, crisis plans, security cameras, locking outside doors to the building, and others have been put into place. It is imperative that our students understand that tampering with security cameras, propping open the doors, or any action that jeopardizes the security of our building or the safety of our students will not be tolerated. Such action may result in suspension and/or expulsion from school

There are a number of 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.

EVACUATION WARNINGS

A fire alert or drill will be signaled by intermittent ringing of the fire bell. Upon hearing this signal, all students and personnel are to listen for directions given over the P.A. System. Evacuation plans are posted in each room.

In the event that the building needs to be evacuated, sites to be used are:

Grades 11 and 12 – Taft Elementary
Grade 9 and 10 – Southview Grace Brethren Church

A tornado alert or drill will be announced over the P.A. System. Upon hearing the announcement, all students and personnel are to evacuate to the areas designated by the information given to each teacher. In the event of a power failure, an air horn will be used.

PARKING REGULATIONS

Parking in the student parking lot is a privilege and carries certain responsibilities. If you fail to accept these responsibilities, then you will lose the privilege of parking in the student lot.

The rules for parking in the student lot are as follows:

1. There will be a **$10.00** fee for each permit issued. The fee must be paid with the application. **The application must be filled out completely before your permit will be issued.**
2. All automobiles parked on the school grounds must be registered with the school and must display the current pass inside the front windshield where it can be easily seen at all times.
3. Students can park in spaces in the main parking lot except for the **first row**, which is **reserved for visitors and handicapped.**
4. Park only in spaces marked. Do not park on the ends of rows causing the rows to become longer. These lines were painted on to make sure there would be room for fire trucks or other emergency vehicles.
5. Parking is **not** allowed along the drive toward King Road.
6. There will be no speeding (over 10 miles per hour) or any form of reckless driving on the school grounds. This action will be judged by school officials and their decision is final.
7. Loud, vulgar, or offensive music should not be played while in the student parking lot.
8. There is to be no loitering or sitting in cars before or during school hours.
9. The school is not responsible for the automobile or its contents.
10. Any changes in vehicle or license must be reported to the Assistant Principal's Office.
11. All parking regulations will be enforced through the administration.
12. Reserved parking spaces purchased for use during the school year by students are non-transferable.

BICYCLES, SCOOTERS, SKATEBOARDS, AND SIMILAR DEVICES

Students may use bicycles, e-bikes, scooters, electric scooters, skateboards, hoverboards, and similar personal transportation devices to travel to and from school. Students must follow all applicable traffic laws and operate these devices safely. For safety reasons, students must dismount and walk or carry these devices upon entering school property. Bicycles, e-bikes, scooters, electric scooters, skateboards, hoverboards, and similar devices may not be ridden on school grounds or inside the school building at any time.

Bicycles, e-bikes, scooters, and electric scooters must be secured outside in the designated racks. The use of a chain or lock is strongly recommended. Skateboards, hoverboards, and other portable devices must be stored in the student's locker upon entering the building. Devices should remain in their designated storage location throughout the school day unless a staff member gives permission for them to be moved.

Electric or motorized devices may not be charged inside the school building.

Ashland High School is not responsible for the theft, loss, or damage of bicycles, e-bikes, scooters, electric scooters, skateboards, hoverboards, locks, batteries, or other personal transportation devices brought onto school property.

Ashland High School Dress Code

The effectiveness of the minimum standard of dress can only be achieved through joint cooperation from students, faculty, and parents. Dress and personal appearance shall be clean and appropriate for the school environment. Any clothing or accessories that are inappropriate, disruptive, or dangerous to the health and safety of students and other members of the school community are not permitted. An instructor or administrator has the discretion to reasonably alter the stated dress code standards to meet the needs of students participating in extracurricular activities, lab situations, or internship/career related programs. This policy can be enforced for all students in attendance at any school sponsored event. Building administrators will be the final arbiters of appropriate student dress and grooming.

The following dress code standards have been established with the input of certified staff, administration, parents, and students.

Students must wear

- Clothing that is opaque (not transparent) and covers the student's back, chest, torso, buttocks, and private areas.
- A top and bottom that meet when the student is standing.
- Shoes with treads.

Students may wear

- Hats or headgear that does not obscure their identity in person or on camera. (Teachers may set headwear expectations that are appropriate for their individual classrooms.)

Students may not wear

- Clothing and tattoos that promote or illustrate tobacco, alcohol, drugs, violence, or sex or depict immoral subjects, indecent connotations, or racist themes.
- Shoes with built-in wheels or that have no tread.
- Hoods that cover the head and ears.
- Clothing that is excessively tight or baggy.
- Clothing that exposes undergarments (excluding bra straps).
- Clothing that exposes the midriff, sides of the chest or torso under the armpit.
- Clothing or accessories that would cause a safety concern (such as chains, jewelry with spikes, or gloves with metal or hard surfaces).
- Flags that were not designed to be part of an article of clothing. (Flag emblems or pictures on clothing are permitted.)

PERSONAL ELECTRONIC DEVICES

This policy is intended to help maintain an educational focus in classrooms and other study areas while recognizing that students may need reasonable access to personal electronic devices during the school day. The school also recognizes the role of technology and instant communication; however, student use of personal devices must not interfere with learning, instruction, academic integrity, or the overall school environment.

Personal electronic devices include, but are not limited to, cell phones, tablets, laptops, earbuds, headphones, smartwatches, smart glasses, wearable technology, and similar devices.

Students who use a personal electronic device to monitor a medical condition are still permitted to do so in classrooms and throughout their day as necessary provided that it has first been approved by our district nurse.

Students are permitted to possess cell phones but they are not to be used between 7:30 AM to 2:35 PM unless authorized by the classroom teacher for an educational purpose. When not approved for use, it is the student's responsibility to make sure devices are turned off or placed on silent mode and kept in the student's locker, backpack, purse or pocket.

Wearable Technology

As technology continues to evolve, we're seeing our students with more wearable technology items, especially in the form of **smart glasses** and **smartwatches**. While these tools can be useful in certain situations, they also raise new challenges in maintaining academic integrity, student privacy, and a focused learning environment.

Smartwatches

Smartwatches are permitted. However, teachers or administrators may ask students to remove their watches during assessments or whenever they believe the device could interfere with learning, disrupt the school environment, or compromise academic integrity.

Smart glasses

Smart glasses are defined as any type of wearable eyewear that includes integrated electronic components capable of performing functions beyond standard vision correction or eye protection. This includes but is not limited to eyewear designed to record or transmit audio, video, or images, either visibly or discreetly; access the internet or connect to wireless networks such as Wi-Fi, Bluetooth, or cellular service; display digital information or augmented reality content through the lenses or frames; send or receive messages, notifications, or phone calls; or operate applications and digital assistants such as Siri, Alexa, or Google Assistant. Examples of such devices include, but are not limited to, Meta (Ray-Ban) Smart Glasses, Google Glass, and Amazon Echo Frames.

These devices raise significant concerns regarding student privacy and academic honesty. Because these devices can capture or transmit images and video without others' knowledge, they are currently not permitted at any time during the school day. This helps ensure that students remain engaged in learning and that our classrooms, bathrooms, and locker rooms remain secure and distraction-free. Finally, please note that prescription eyewear should not include any recording features or smart technology. Regular glasses that solely assist with vision correction are, of course, fully permitted and encouraged.

Violators of this policy will be subject to disciplinary action up to and including confiscation of the device until the end of the day, parent pickup of the device, a mandatory meeting with a parent before the device is returned, or further school discipline.

Headphones/Earbuds

Headphones or earbuds cannot be used during hallway transitions so that students can hear any directions given for safety purposes and may not be used in the classroom except for educational purposes with the permission of the teacher.

Audio and 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.

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 school's expectations and also your own. If you choose not to consent 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 the school (with permission from parents). This allows parents 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 student 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, tests, messages, and other content that your child creates and sends to the teacher.
- Many teachers use GoGuardian software to remotely view students’ 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 a 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 . 25

Anyone who violates these guidelines, or any provisions of the Code of Student Conduct or other Board of Education policies/rules in connection with the use of district network or internet/e-mail access, are subject to disciplinary action including, but not limited to, denial of the privilege of district network or Internet access, suspension, or expulsion from school and referral to law enforcement authorities when deemed necessary.

School Issued Chromebooks

During the school year, Ashland High School will issue each student a Chromebook. The purpose of this program is to provide each student with a device to use in class and with homework assignments. Full-time College Credit Plus (CCP) students who do not attend any classes at AHS are responsible for providing their own device for college coursework. If extra devices are available, they may request to borrow one from the school. Please note that filtering and firewall settings on school-issued Chromebooks cannot be modified to meet the network requirements of college campuses.

Students will be expected to charge the Chromebook at home and bring it to school each day ready to use. Students who prefer not to take the Chromebook home will be assigned a place to charge it at school.

Students are encouraged to carry the Chromebook in a padded backpack or protective sleeve. Backpacks and sleeves will be available for purchase at schedule pick-up.

If a Chromebook breaks, 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 (or student if age 18 or older) will be billed for the cost of the repair. In addition, parents/students will be responsible for lost Chromebooks, lost chargers, and any intentional damage.

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.

Chromebooks will be collected at the end of each school year and stored at the school for the summer. Students must return the Chromebook if the student is no longer attending classes at Ashland High School or upon request by a school official.

STUDENT DISCIPLINE PROCEDURES

BOARD POLICY 5610.03 - Emergency Removal of Students

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises.

A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable.

No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered.

Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and Treasurer of the Board of Education.

This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings.

If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Policy 5611 – Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion.

PROCEDURE FOR SUSPENSION OF PUPIL FROM SCHOOL

The principal or his/her designee of a school building or the superintendent of the school district may suspend a pupil from school for up to ten (10) days for infraction or violations of adopted "Rules for Student Conduct". Students who are suspended may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

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, superintendent or the superintendent's designee to challenge the reasons for the intended suspension or otherwise to explain his actions.
2. If, as a 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.
4. Suspensions that are initiated by other school districts may be enforced upon enrollment.
5. Withdrawal from school does not prevent the expulsion process from moving forward.

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

PROCEDURE 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, the person who initially determined the suspension or the hearing officer to gain the clearest insight possible into the situation.
4. 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 the "Procedure for Hearing" outline.

1. Appeals from suspension by the principal will be before the superintendent or his designee.
2. Appeals from suspension by the superintendent or his designee 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.

OUT-OF-SCHOOL SUSPENSION

OUT-OF-SCHOOL SUSPENSIONS OR EXPULSION MAY BE ISSUED FOR, BUT NOT LIMITED TO, THE FOLLOWING OFFENSES AND MAY BE ASSIGNED BY THE PRINCIPAL OR HIS/HER DESIGNEE:

1. Any form of involvement with drugs or alcohol.
2. Disregard of student dress code.
3. Defacing school property (vandalism).
4. Unauthorized possession of school or personal property.
5. After numerous After School Detentions and/or In-School Detentions have been issued for the same offense.
6. Assault/Battery/Fighting

An Out-of-School Suspension is an unexcused absence. 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 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. Students who are expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

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

1. 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 not be less than three nor later than five days after the notice is given.
2. 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.
3. 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.
4. Expulsions that are initiated by other school districts may be enforced upon enrollment.
5. Withdrawal from school does not prevent the expulsion process from moving forward.

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/suspension 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. The written notification must include 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.

CONTINUANCE OF FORMAL DISCIPLINE

Any detentions, suspensions, and/or expulsions that are imposed at the end of the school year will be continued the following school year if the discipline has not been completed.

AFTER SCHOOL DETENTIONS (ASD)

Students will be subject to after school detentions issued by administrators for attendance and behavior infractions. Students and parents will be given at least a twenty-four hour notice of the detention. The detention will be served from 2:45 p.m. to 3:30 p.m. Students should not be tardy to the after school detention room. If a student is late, he/she will be denied entrance. Incomplete after school detentions will result in further disciplinary consequences.

INDIVIDUAL LEARNING LAB (I.L.L)

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. 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 I.L.L for behavior or conduct reasons may result in Out-of-School Suspension and/or recommendation of expulsion. Failure to abide by these reasonable regulations or failure to attend Individual Learning Lab will result in the student receiving further discipline. Students assigned to I.L.L are permitted to partake in extracurricular and co-curricular practices, but may not be permitted to partake in a competition scheduled for a day that they are assigned to I.L.L.

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 us. 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.

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.

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, school property, etc. assigned to students by the school for student use 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.
3. 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.
4. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted at any time.
5. 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.
6. 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

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:

1. There should be reasonable suspicion that the search will result in obtaining evidence which indicates the student's violation of the law or rules.
2. Searches of a student's person will be conducted by a member of the same sex as the student.
3. 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.
4. 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.
5. When evidence is uncovered indicating that a student has violated the law, law enforcement officials may be notified.
6 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

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 any 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

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, therefore:

1. Whenever possible, law enforcement or social service agencies should contact and/or question students out of school.
2. 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.
3. 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.
4. 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. She/He shall notify the Superintendent of the arrest.
5. 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.
6. 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.
7. 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.

LOCKERS

Student lockers are the property of the Ashland City School District and may be subject to searches at any time. Students will be assigned lockers. You are **NOT** permitted to share your locker with another student. Students who share lockers will be subject to formal school disciplinary procedures**.** Students are required to have a lock on their locker at all times. No food or beverages of any type are permitted in lockers except for students who bring their lunch. Students are responsible for keeping their lockers clean. Students are only permitted to use school issued combination locks only on their lockers.

Textbooks and other School Property

Students are responsible for all textbooks, electronic devices and school property placed in their possession. In the event a textbook, electronic device, or other property has been stolen, the student is obligated to report the theft immediately. Textbooks, electronic devices, or other property that are damaged or are not returned to the school become an obligation of the student. Charges for replacement or repair will be determined by the Principal's Office.

LUNCH GUIDELINES

CLOSED LUNCH

We have a closed lunch at Ashland High School. This means that no student is permitted to leave the building to eat at a restaurant or go home to eat. *Food or drink is not permitted to be catered or delivered*. Each student must either bring his/her lunch or buy it in the cafeteria. All food and drink must be consumed in the cafeteria during the lunch period. Absences from lunch will be handled in the same manner as class skipping.

PURCHASED LUNCHES FROM OUTSIDE VENDORS

Students are not permitted to bring lunches into the cafeteria from outside vendors. If a student leaves school for an appointment and picks up lunch while they are out, they must eat their lunch prior to returning to school.

FREE OR REDUCED LUNCH

If you now get food stamps or OWF, you can receive free or reduced lunches. Information and applications are available in the main office or online.

HEALTH INFORMATION

IMMUNIZATIONS

Under the provisions of Section 3313.670 of the Ohio State Revised Code, the following immunizations must be completed (or in the process) before a child can enter school.
5 DPT, 2 MMR, 4 Polio,3 Hepatitis B,2 Chicken Pox (Varicella)-(are required for students entering Kindergarten)
1 Tdap (7th grade)
1 Meningitis (7th grade)
1 Meningitis (12th grade)

Immunizations

Any questions concerning immunizations should be directed to Amanda Young, RN, Ashland City Schools District Nurse @ 419-289-7966 ext:4304 or amyoung@goarrows.org

SCREENINGS

Vision and hearing screenings will be provided for Kindergarten, 1st, 3rd, 5th, 7th, 9th and 12th graders, referrals, students with special needs, and students new to the district.

HEAD LICE

Lice checks are done periodically. If your child is identified as having head lice, you will be notified by phone. Any child that is suspected of having head lice must be removed from the other students. Please notify us if your child has contracted head lice. School policy is to exclude a child found to have lice or nits (eggs) until he/she is found to be nit free. Clearance will be done at the home school of the student. This check may be done by the nurse or by a designated person that has undergone training, and an adult must accompany the child. The building principal shall have discretion to send students off site, as needed, to be checked by the school nurse or designee. **Students have two excused days. After this, the absence will be considered unexcused. Informational papers are available in the school office.**

DISPENSATION OF MEDICATION

The Ashland City Board of Education has adopted a policy regarding dispensation of medication. If medication prescribed by a physician is to be administered or taken at school, please inform the school office. A parent/guardian must submit a **signed *Physician's Request for Medication Administration form.*** The physician who prescribed the drug must fill out this form.

All medication brought to school to be taken by the child must be in the **original labeled container with the student name, medication name, dosage, method and time of administration.** Medication is to be brought in by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. **Medication can NOT be brought to school by a student.**

Schools will administer non-prescription drugs only when parents submit a completed ***Parents Request for Medication*** form. The school recommends that non-prescription drugs be given at home before school.

ILLNESS AT SCHOOL

It is the responsibility of the school personnel to watch for signs of illness in children and to exclude them from school for the following reasons.

1. Definite or suspected cases of a communicable disease. The child will be removed from the class and the parent will be called to pick up their child.
2. Skin rash/sore – A child may be sent home from school with a rash/sore. If the nurse, health paraprofessional/secretary, in consultation with the nurse, determines a need for further follow up, the child may be excluded until diagnosed by a physician.
3. Suspected cases of pink eye will be sent home to be examined and cleared by a physician.
4. All students with medical diagnoses that require an antibiotic must have taken such antibiotic for 24 hours before they are allowed to return to school.
5. Students must be fever/vomit/diarrhea free for 24 hours **without** the use of medication before returning to school.

When a child becomes sick at school, the following procedure will be followed:

- The school nurse/paraprofessional will assess the illness. If it is deemed minor, appropriate action will be taken (i.e., rest on a cot, bandage applied, wash out a cut, etc)
- If the student is not able to function in the classroom due to illness, the parent/guardian will be called to pick up the student. Ultimately the care of sick children is the responsibility of the parent. Children who are vomiting, have diarrhea, and/or fever of 100.4° or higher will be sent home. Students should be fever/vomit free for 24 hours before returning.
- If the problem is deemed life threatening, emergency medical personnel will be called as well as the parent/guardian of the student. Please make certain the school has a phone number on file where you can be reached in the case of an emergency.
- Chronic medical issues may be excused through a doctor's note for up to 90 days at a time. Once a chronic illness note is received from the doctor's office a representative of ACS will be in contact with parents/guardians to discuss the condition in further detail.

Ohio Immunization Summary for School Attendance, 2026-2027

Vaccine/Grade	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
DTaP Diphtheria, Tetanus, Pertussis	4 or more doses												
Hep B Hepatitis B	3 or more doses												
MMR Measles, Mumps, Rubella	2 doses												
Polio	3 or more doses												
Varicella (Chickenpox)	2 doses												
Tdap Tetanus, Diphtheria, Pertussis								1 dose					
MCV4 Meningococcal ACWY								1st dose					2nd dose

Important Notes:

- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate.
- If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 and the Ohio Department of Health (ODH) Director's Journal Entry regarding school immunization requirements, recommended vaccines, and exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions.**

Ohio Department of Health

Last updated 02/2026.

Ohio School Immunization Requirement Details

DTaP **Diphtheria, Tetanus, Pertussis**	**Grades K-12** Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses.*
Hep B **Hepatitis B**	**Grades K-12** Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
MMR **Measles, Mumps, Rubella**	**Grades K-12** Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
Polio	**Grades K-12** Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday with at least six months between the final and previous dose, regardless of the number of previous doses. *If both tOPV and IPV were administered as part of a series, the total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should* **not** *be counted.*
Varicella **(Chickenpox)**	**Grades K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Tdap **Tetanus, Diphtheria, Pertussis**	**Grades 7-12** One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. *Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.*
Meningococcal **Meningococcal ACWY**	**Grades 7-11** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. **Grade 12** Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.

ASHLAND HIGH SCHOOL ACADEMIC INTEGRITY POLICY

DEFINITION OF ACADEMIC INTEGRITY

The following standards relate to all work prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in-class examinations, presentations and papers). Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Both in-person learners and remote learners at Ashland High School are expected to follow these guidelines regarding academic standards and behavior. There is no intention to discourage interactions among students, teachers, and others. These guidelines, however, emphasize the need for attributing credit and for doing independent work when required/expected by the teacher. A violation of these guidelines may impact a student's selection for scholarships, leadership positions, membership in organizations such as National Honor Society, or any other situation in which character is a part of the selection process. Violations will be recorded in the Academic Integrity log, and there will be more serious consequences for repeat offenders.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information taken from sources. Whenever ideas or facts are taken from a student's reading and research, the sources must be indicated. The term "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student. Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be correctly cited.

The extent to which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the teacher. ***Students must assume that working with other people or with any kind of artificial intelligence in the completion of assignments and tests is not allowed unless specifically stated by the teacher.***
A paper or other work normally is submitted to only one course. If the same or similar work is then submitted to any other course, the prior written permission of the teachers involved must be obtained.

Academic Dishonesty demonstrates a lack of character that is inconsistent with the goals of the Ashland City School District. Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own.
Some specific examples of intentional plagiarism include but are not limited to the following:

- Using pre-written papers, materials, answers, or photos from the Internet, Artificial Intelligence, or other sources and claiming them as your own.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
- Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.
- Trying to pass off an image, photo, or graphic found online/elsewhere or scanned as your own work.
- Using CliffsNotes,SparkNotes or a similar source, either hard copy or online, without giving credit.
- Using words or ideas from other students or sources without giving credit.
- Allowing someone else to complete any part of an assignment given to an individual.

Unintentional Plagiarism occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source, **after proper citation skills have been taught.** When in doubt, students must check with their teacher or writing lab monitor.

Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating in Ashland City Schools includes but is not limited to the following:

- Copying, in part or in whole, from another's test or other evaluation instrument.
- Submitting work previously presented in another course, without the written permission of both teachers.
- Using or consulting during an examination sources or materials not authorized by the teacher (for example, saving examination information on a calculator).
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, etc.
- Presenting a technology-based world language translation as one's own work based on the instruction and discretion of the instructor.
- Using an online or electronic homework assistance app that completes work automatically rather than the student doing the work themselves.
- Copying homework from another student. In cases of homework copying, both the student who copies the homework and the student who intentionally allowed his or her work to be copied will be considered guilty.
- Committing any other act in the course of his or her academic work, which defrauds or misrepresents, including contributing to or sharing in any of the actions defined above.

CONSEQUENCES

In cases of Intentional Plagiarism/Cheating (consequences applied across all courses):

1. For the first offense:
    - The student's parents will be contacted.
    - The student may complete a written reflection or receive no credit for the assignment.
    - Pending completion of the written reflection, the student may choose to redo the assignment for a grade designated by the teacher.
    - The assistant principal and school counselor will be notified to provide appropriate intervention at their discretion and a notation will be recorded.

2. For the second offense:
    - All aforementioned consequences from the 1st offense apply
    - The student will serve an after school detention

3. For the third and subsequent offenses:
    - All aforementioned consequences from the 1st offense apply
    - The student will serve two days in Individual Learning Lab
    - Subsequent offenses may involve more serious consequences

In cases of Unintentional Plagiarism:

The student may opt to choose one of the following:

1. Redo the assignment within teacher guidelines.
2. Receive no credit.

Repeated instances of unintentional plagiarism may be determined as cheating or intentional plagiarism at the teacher's discretion.

Academic Integrity Appeal Process - Students may appeal an academic integrity violation to a committee made up of the principal or their designee, the student's school counselor, and the department chairperson of the content area where the violation occurred. In the event the incident occurred in the department chairperson's class another teacher in that content area will be designated to sit on the committee.

GRADE POINT AVERAGE (GPA)

Only final course grades are used to obtain the cumulative G.P.A at the end of each semester. Courses included in the G.P.A. are those that meet daily. Courses not included are: pass/fail grades,student aide experiences and withdrawn passing (WP) classes. The Grade Point Average (GPA) is determined by dividing the sum of grade points earned by the sum of credits carried. (Note courses mentioned above that are not included in GPA.) Grade points are obtained by converting the letter grades into numbers and multiplying by the credit. The G.P.A. is then averaged adding all grade points and dividing this sum by credits. Classes that are Advanced Placement, International Baccalaureate, or College Credit Plus classes receive an extra point. See the grading scale below.

Grade	Grading Scale For Non-Advanced Placement, College Credit Plus, or International Baccalaureate classes.	Weighted Scale For Advanced Placement, College Credit Plus, and International Baccalaureate classes.
A+, A, A-	4.0	5.0
B+, B, B-	3.0	4.0
C+, C, C-	2.0	3.0
D+, D, D-	1.0	2.0
F	0	0

HONOR ROLL

The first honor roll can be attained by fulfilling the following requirements:

1. A student must be enrolled in three (3) subjects or more.
2. 3.5 grade point average or higher.
3. No Incompletes.
4. No grade lower than a "C".

The second honor roll can be attained by fulfilling the following requirements:

1. A student must be enrolled in three (3) subjects or more.
2. 3.0-3.49 grade point average.
3. No Incompletes.
4. No grade lower than a "C".

CLUBS AND ORGANIZATIONS

ACADEMIC TEAM

The Academic Team competes throughout the year in a wide variety of competitions - oral and written, group and individual. There is something for everyone. Students may join any time during the year by attending a practice session. While practices are helpful, they are not mandatory for those students participating in other extracurricular activities. Auditions are held about a month before each contest to determine which students will compete. Anyone may attend these auditions. Listen to the announcements for the audition dates and times. There is a $50.00 activity fee to participate.

MARCHING BAND/JAZZ BAND "A"/JAZZ BAND "B"

Marching Band performs at all football games. Also at band festivals, parades, and pep rallies. Jazz Band "A" performs concerts, jazz festivals, all home Varsity basketball games, assemblies for community functions, etc. Jazz Band "B" performs at the same activities except at home JV Basketball games. Membership in both Jazz Bands is through auditions or tryouts. Students are rated by a panel of judges. They perform individually on a tryout piece and also an improvised solo. Marching Band includes all members.

SYMPHONIC BAND

These bands perform a number of public concerts each year. The members also regularly participate in solo & ensemble contests and large group concerts. The bands have traveled to a number of locations during the past few years. They have performed in Washington, Florida, New York State, Toronto, Canada, and Chicago.

A CAPPELLA CHOIR

This organization's purpose is to learn to sing with good vocal technique, to perform a varied repertoire of music, to develop sight-reading skills, to develop skills in 4 to 8 part singing, and to successfully participate in the O.M.E.A. Choir Contest in the AA level. Members are selected by the director.

SYMPHONIC CHOIR

This intermediate level choir is for students with prior choral experience who represent to the director a basic competency in reading choral music as well as vocal maturity. Admission to this choir is by audition
and recommendation of the choral director. Emphasis is on performing a variety of choral music from all periods, accompanied and a cappella. The choir also works closely with the band and orchestra in varied performances. Vocal technique and musicianship are stressed.

CONCERT CHOIR

This entry-level choir is available to those students who wish to receive training in voice and in singing choral music. The choir provides an opportunity for students to learn the fundamentals of part singing and vocal technique. Students are required to audition for the director but no prior choral music experience is necessary. This Concert Choir sings three concerts per year as well as participates in various musical activities. Emphasis is on developing good performance habits and learning to enjoy the art of choral singing.

COMMUNITY SERVICE CLUB

The club's main purpose is to serve the school and the community.

FCA

A gathering of Christian students who desire to grow in their faith and to be a part of a Biblical community while in high school.

FFA CHAPTER

This organization's purpose is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Any student, grades 9-12, who is enrolled in Agricultural Science I-IV is automatically a member of FFA.

FRENCH CLUB

This organization's purpose is to promote the use of the French language and culture outside of the classroom.

GUIDE

This organization's purpose is to produce a yearbook for the high school. Guide is a class and members must complete Journalism I and then be selected by the advisor. Student editors are chosen by the advisor and previous editors at the end of each school year.

MOCK TRIAL TEAM

This organization's purpose is to develop a greater understanding and appreciation of the law, court procedures, and judicial system, to improve basic skills such as critical thinking, listening, speaking, and reading to increase understanding of our constitutional rights and responsibilities, and to recognize students' academic and intellectual achievements.

NATIONAL HONOR SOCIETY

National Honor Society membership is open to juniors and seniors after five semesters of schoolwork. Membership is a result of their scholarship, leadership, character, and service. To be eligible, juniors and seniors must have at least a 3.50 G.P.A. Membership is viewed as an honor. Selection for membership is based on meeting the established criteria. The eligible student must sign a letter of intent to participate. The student must demonstrate superior character and integrity. To be considered for membership the student must be involved in activities within the school and the community. They must have served in a leadership position. Participation is essential to be an active member.

SING-N-SWING

This organization's purpose is to function as a swing choir, to teach students to sing pop and vocal jazz, to perform outside concerts, to teach students to sing with choreography, and to provide vocal ensemble experience. Members are selected through auditions.

SPANISH CLUB

This organization's purpose is to provide students the opportunity to pursue interests in Hispanic cultures beyond activities experienced in the classroom.

STUDENT COUNCIL

The purpose of this organization will be to further participation and develop leadership through the many activities of Ashland High School, to act as the voice of the students, and to promote student government and activities.

SWEET 16

This organization's purpose is to entertain the parents, student body, and Arrow fans with performances at pre-game and half-time shows, and to promote school spirit with the support of the Band and football team. The Sweeties are involved with all Marching Band activities. Members must audition to become dancers on the squad.

TRI-M MUSIC HONOR SOCIETY

This organization is a group of student musicians dedicated to supporting music performance and advocacy through the school and community.

INTERSCHOLASTIC ATHLETICS

FALL

Boys Golf	Girls Golf	Girls Tennis
Football	Volleyball	Boys Soccer
Girls Soccer	Boys Cross Country	Girls Cross Country
Cheerleader Advisor (Football)		

WINTER

Boys Basketball	Girls Basketball	Wrestling (Boys & Girls)
Swimming (Boys & Girls)	Boys Bowling	Girls Bowling

SPRING

Boys Tennis	Baseball	Girls Track
Boys Track	Girls Softball	

ASSEMBLIES

Respect for guests and students is expected at all assemblies. Noncompliance to reasonable directions places a student in jeopardy for school discipline and possible prohibition from future assemblies.

Students who are continually not following reasonable directions or commands by school employees (aside from assemblies) may also be prohibited from attending assemblies.

Students are required to sit with their Arrow Time during assemblies.

BUS TRANSPORTATION

Students must ride their assigned bus only. Riding another bus requires a note signed by the parent/guardian of each student involved and administration approval. Only then will a bus pass be issued. All rules and regulations apply to students as they are being transported to and from school and school-related activities. Students are required to report any vandalism or damage immediately to the driver. Failure to do so may result in formal discipline and/or responsibility for the damages. Students are not permitted to cut between buses, and when exiting the building must stay behind the painted yellow line until all buses have left the premises. Students must sit in their assigned seats.

On days of elementary parent conferences, it is possible there may be a minimal delay in transporting students home. Students are to check with their driver and determine where they will be picked up at dismissal time.

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

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.

CALAMITY DAYS (SNOW DAYS)

Students and teachers will receive an alert message regarding closings and cancellations. They may also listen to WNCO FM 101.3 or Channel 72 Cable for information about the closing or changing time of the school day.

CLASS ELECTIONS

Class elections are held annually for 10th, 11th, and 12th grade. Any student running for a class office must obtain a petition from the student council election board and have it signed by 28 students of that specific class. A student may sign one petition per office. Sophomore, junior and senior class elections are conducted according to the regular convention rules.

DELIVERIES TO STUDENTS

Students will be notified that a delivery has been made to the office for them. Students may pick up the delivery in the office before going home for the day.

EXCESSIVE DISPLAY OF AFFECTION

An excessive show of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like actions. The use of good judgment should always be one's guide.

FEES

If you are a recipient of Ohio Works First (OWF) or State Disability (D.A.) payments, you may be eligible to have your child's school fees waived. You must bring verification that you are a recipient to the building principal of each school that your children attend. This proof includes an approval letter that you are an OWF recipient or a verification form from the Department of Human Services. Your request will be treated with the utmost confidentiality. **Fees are also waived for those students who receive free lunch**. Seniors who do not pay fees or obligations will not be permitted to participate in graduation ceremonies. If you have any questions, please contact your child's principal.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. It should be noted that field trips are a privilege and may be revoked at any time for attendance, grades, behavior, etc. This includes out of state field trips.

FLAGS

The American Flag will be lowered only at the direction of the President of the United States and/or the Governor of Ohio. Flags shall not be worn as garments.

GOOD SPORTSMANSHIP

The Board of Education and administration expects that our student and adult fans involved in extracurricular activities demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. Thus, we feel our rationale for promoting positive behavior, cheers and chants is soundly founded on the principles outlined in our state athletic association guidelines and is worthy of our time and effort.

Ashland High School and Middle School Athletic Department Policy in regards to Fan Ejections and/or Misconduct before, during and after contests.

Ashland fans are expected to follow the Ohio Cardinal Conference Sportsmanship guidelines at all home and away contests on all levels of competition. Fans who do not follow the guidelines and are ejected from an athletic contest and/or demonstrate misconduct before, during and after contests will be subject to a suspension* period of seven (7) days. During the seven (7) day suspension period the fan may not attend any contests involving any Ashland High School or Middle School team or individual competition. The seven (7) day period begins immediately after the infraction occurs and runs seven (7) consecutive days.

The suspended person must attend a mandatory meeting with the Athletic Director and the Building Principal within seventy-two (72) hours of the ejection or notification of misconduct. Once the seven (7) day period has ended, the fan may return to attending contests with the stipulation that he/she has met with the Building Principal and the Athletic Director.

A second violation of this policy may result in a thirty (30) day suspension with a mandatory meeting with the Principal and Athletic Director.

Any further violations may result in a calendar year suspension with a mandatory meeting with the Principal, Athletic Director and Superintendent.

- All individual cases will be reviewed on a case by case scenario
- Suspension occurring at the end of a season and /or has remaining suspended days will carry over into the next athletic season with remaining suspension beginning with the first scheduled contest at any level.
- Suspensions occurring at the end of the school year will carry over to the next school year beginning with the first scheduled contest at any level.

SCHOOL DANCES

All dances are for Ashland High School students. Guests of AHS students must be in high school or an Ashland High School graduate under the age of 21. For the prom, students must be at least a junior in high school. Students bringing guests to any school dance must submit a guest authorization form in advance. All students and guests attending dances are expected to dress and conduct themselves in a manner fitting the occasion and in alignment with the school's Code of Conduct. School dance attendance is a privilege, not a right. A student's ability to attend or bring a guest may be denied or revoked due to attendance concerns, academic standing, disciplinary issues, failure to follow established procedures, or at the discretion of the administration. A meeting may be required before a student can attend a dance at Ashland High School if there have been disciplinary issues during their school career.

JUNIOR-SENIOR PROM

The Junior-Senior Prom at Ashland High School is a formal dance. Juniors and Seniors from other schools or graduates may be invited but must be approved by the office. Ashland Juniors and Seniors may attend the Post Prom or Prom without a date. Students will not be excused early due to hair appointments, tuxedo pick-up, etc. Junior-Senior eligibility will be determined by year of entry into a 9-12 high school.

MEDIA AND PUBLICATIONS

Publications such as the media arts program, student newspaper, literary magazine, and yearbook are connected to the overall school program and subject to editorial control by the school's authorities.

SIGNS AND POSTERS

All signs and posters must be approved by a principal before they may be displayed. People who hang the signs or posters are responsible for removing them when they are no longer needed (also remove all tape or other materials used in hanging the posters). Failure to do so may result in denial of future privileges.

STUDENT MESSAGES

The school will deliver EMERGENCY messages to students upon request. Emergencies are generally considered unpredictable circumstances which involve the health or safety of an individual. The office cannot deliver messages or call students to the telephone unless it is an emergency. Delivery of flowers, balloons or special messages will be held in the office until the school day ends.

TRAFFIC REGULATIONS

Traffic will be one way on the drive. Enter from Katherine Avenue and leave by King Road. The speed limit is 10 M.P.H. on the school grounds. Speeding in the parking lot and driveway or any form of reckless/unsafe driving on school grounds will lead to the removal of parking and/or driving privileges and student discipline. Reserved parking spaces purchased for use during the school year by students are non-transferable.

VISITOR POLICY

Non-students or students from other schools will NOT be permitted to spend the school day with a student from Ashland High School. Students from other schools are prohibited from visiting unless they are a part of a supervised activity. Parents are always welcome. Former graduates are welcome if they make prior arrangements to see the teacher during his/her planning period or at the end of the school day. **All visitors must check in at the office.**

WORK PERMITS

Work permit forms can be obtained in the main office. Part of the form is completed by the student and parent, part by the employer, and part by a physician. It is then returned to the office for processing. Please allow 2 business days for permits to be processed.

SCHOOL CALENDAR FOR 2026-2027 SCHOOL YEAR

For current calendar information go to the Ashland City Schools website

http:\\www.ashlandcityschools.org

2026

FRIDAY, AUGUST 14	11TH AND 12TH GRADE SCHEDULE PICKUP 8 - 3 PM
MONDAY, AUGUST 17	9TH AND 10TH GRADE SCHEDULE PICKUP 8 - 3 PM
WEDNESDAY, AUGUST 19	AHS Open House 5:30 - 7 PM
AUGUST 18-20	Staff In-service Days
FRIDAY, AUGUST 21	9th GRADE First day of classes
MONDAY, AUGUST 24	First Day of Classes for 10th-12th GRADE
MONDAY, SEPTEMBER 7	Labor Day – No School
FRIDAY, SEPTEMBER 25	FAIR DAY - No School
WEDNESDAY, SEPTEMBER 30	Parent-Teacher Conferences
FRIDAY, OCTOBER 9	Teacher Work Day – No Students
FRIDAY, OCTOBER 23	End of First Nine Weeks
WEDNESDAY, NOVEMBER 11	Veterans Day Observance
THURSDAY, NOVEMBER 19	Parent-Teacher Conferences
TUESDAY, NOVEMBER 24	2 hour Early Release Day
WEDNESDAY, NOVEMBER 25	Conference Comp. Day – No School
THURSDAY, NOVEMBER 26	Thanksgiving Day – No School
FRIDAY, NOVEMBER 27	Thanksgiving Vacation – No School
DECEMBER 15-18	Special End of Semester Schedule
FRIDAY, DECEMBER 18	2 hour Early Release Day
DEC. 21-JAN 1	Christmas Break

2027

MONDAY, JANUARY 4	School resumes following Christmas Break
FRIDAY, JANUARY 15	End of Second Nine Weeks/End of First Semester
MONDAY, JANUARY 18	Martin Luther King, Jr. Day – No School
THURSDAY, FEBRUARY 18	Parent-Teacher Conferences
MONDAY, FEBRUARY 15	Presidents' Day - No School
MONDAY, MARCH 22	Teacher Work Day - No School
MONDAY, MARCH 29	Teacher Exchange Day
FRIDAY, MARCH 19	End of Third Nine Weeks
MARCH 23-26	Spring Break
MONDAY, MARCH 29	Teacher Trade Day - No School
THURSDAY, APRIL 15	Parent-Teacher Conferences
MAY 25-28	Special End of Semester Schedule
FRIDAY, MAY 28	End of Fourth Nine Weeks; End of Second Semester
SATURDAY, MAY 29	Graduation
MONDAY, MAY 31	Memorial Day - No School
TUESDAY, JUNE 1	Work day for certified personnel

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 educational process and that the 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 promotes 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 NOTES

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, encourage, 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 of 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-school 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 of 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” referred to as the Code of Conduct and Expectations and returned it to the coach/advisor. Students are also 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 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.
12. 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.
13. 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 far 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.

Tryouts or auditions for a sport or activity that conflict with another school sponsored sport or activity are required to provide an alternate try out date for any student(s) impacted by the conflict. An alternate or individual tryout does not carry with it any guarantee of making that team, club, or activity.

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. There may be situations that require a formal agreement for this to occur. 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 of 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 equally.

Name of Student_____

Practice and Game/Meet Requirements: (Attach Calendar)

Any Additional Stipulations:

_____ _____

Signature of Student – Date Signature of Parent/Guardian – Date

_____ _____

Signature of Head Coach (Primary) – Date Signature of Head Coach (Secondary) – Date

_____

Signature of Athletic Director - Date

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.

High School Activities

1. In order to be eligible in grades 9 – 12, a student must be currently enrolled and must have been enrolled in a school the 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 9, you must have received passing grades in a minimum of (4) 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 at least a 1.5 grade point average, had no more than one F and passed 75% of those subjects that carried the preceding grading period in which the student was enrolled.
3. Each participant must maintain a GPA of 1.5 for each nine-week grading period. (NOTE: This is not a cumulative GPA standard)
4. No participant can receive more than one “F” per grading period.
5. Any participant receiving an “I” or incomplete would have that “I” averaged as an “F” in figuring the GPA until all work is completed.
6. Any participant deemed ineligible due to AHS academic requirements may request an appeal at the interim of the grading period they have been deemed ineligible for. If they are currently meeting AHS and OHSAA eligibility requirements they may be reinstated. If a participant did not meet OHSAA eligibility requirements no reinstatement is possible. An appeal may only be made once per year.

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 (2^{nd}) 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 plus the right of the participants and/or parents/guardians to appeal 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 an 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, an Ashland Middle School student found 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 service 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 or possession of Tobacco, Nicotine, or related substances

1st Offense	2nd Offense	3rd Offense	4th 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 recommendations 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 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 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 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 the current school year.	The student will forfeit all current leadership positions and will not hold 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 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.

1st 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 a 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/designee and testing will be completed by the District's drug testing company. If the student tests positive during the 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:
    - Determine the percentage of time served in the current season or activity based on the consequence.
    - 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/performances.

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-season 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 a 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/Adulteration – 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 EXTRACURRICULAR ALCOHOL AND/OR DRUG TESTING PROCEDURES

TESTING PROGRAM PROCEDURES

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 a 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. 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.

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.

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.

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.

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.

7. 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.

8. 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 drink up 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.
    j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
    k. The sealed bottles are placed inside the transport bag and the top sealed as directed.
    l. 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.
    m. The student is then sent back to class.
    n. 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.
    o. The Athletic Director will be notified immediately of any student who refuses to give a urine sample.

9. 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.

10. 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.

<u>HANDLING OF TEST RESULTS AND THE CONSEQUENCES OF A POSITIVE RESULT</u>

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.

2. 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. 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.

4. 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.
    E) 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.
        - 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 © with codeine as a pain medication following tooth extraction.
        - 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.
        - Drug screens positive for illicit drugs (marijuana, heroin, Cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

5. 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.

6. 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.

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

8. 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.
9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

CRIMINAL AND JUVENILE AUTHORITIES

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]