Ashley Community Schools

Student / Parent Handbook

Home of the Bears

2022-2023

Ashley Community Schools
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48806
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Adopted by the Board of Education

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Mrs. Sandy Slowinski	Superintendent's Secretary
Mrs. Barbara Schestag	Principal's Secretary

PHONE NUMBERS

Superintendent's Office	(989) 847-4000
Principal's Office	(989) 847-4000
Ashley Public Library	(989) 847-4283

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FOREWORD

The Ashley Community Schools Student/Parent Handbook was developed with the intent to provide answers to those commonly asked questions. The following policies and procedures have been established out of concern for the safety and welfare of the children who attend Ashley Community Schools. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Please discuss the items in this book with your children and encourage them to follow the guidelines. Should you have any questions, contact the Dean of Students, Student Coordinator or Principal. We believe that providing a quality education is a shared responsibility between home and school.

MISSION OF THE SCHOOL

Ashley Community Schools will provide a quality education with a variety of learning experiences, developing students with strong character and excellent work ethic, who are prepared for college and life after high school to become contributing members of society.

VISION STATEMENT

Ashley Community Schools will deliver a quality education using adequate resources to ensure expanded educational programs and extracurricular activities while providing a dynamic, safe learning environment utilizing a committed staff.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Traci Gavenda
Superintendent/High School Principal
(989) 847-4000

The complaint procedure is described on Form 2260 F8 which appears in the Appendix to this handbook.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 7 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect the right to freedom of expression, association and to be treated fairly, as long as they respect the rights of their fellow students, the staff, and the core values of the district. Students will be expected to follow teachers' directions and adhere to all school rules. Disciplinary procedures are designed to change behaviors and to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis via email, Facebook and the online grading system. Also, there are times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students are expected to arrive at school prepared to learn. It is both the student's and parent's responsibility to be sure students arrive on time and participate in the learning of educational objectives.

Adult students (age eighteen (18) or older) are expected to follow all the same school rules and procedures as all other students.

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire drills, tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Students that are new to Ashley High School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- custody papers from a court (if appropriate),
- proof of residency,
- proof of immunizations.

In some cases, temporary enrollment may be permitted. If permitted, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (eighteen (18) years of age or older) may enroll themselves. If the student is residing with their parents, they are to include them in the process. Adult students do carry the responsibilities of both the student and parent.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office within 5 school days. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

For those High School students who have clearly been given the opportunity to register for classes, but did not do so, a schedule will be created for the student by a staff member. This staff member will take in consideration graduation requirements and the needs of the student.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or an emergency contact person who is on file without a permission note signed by the custodial parent(s).

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Ashley Middle/High School the parent must notify the principal. Transfers will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the secretary for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student fails to comply with the state statutes regarding immunizations, the principal may suspend the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the secretary.

EMERGENCY MEDICAL AUTHORIZATION

As a Board established policy, every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

Use Of Medications:

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

A. The student's parent/guardian must annually submit a written request and consent form as required by the District.

B. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.

C. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.

D. All medications must be in the original container.

In those instances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. The student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee

B. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration.
C. Medication to the office will be properly secured.
D. Medication will be administered by an administrator, teacher or other appropriately designated school employee in the presence of a second adult.
E. The parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time for the taking the prescribed medication.
F. The school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the medication log.
G. A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. If the parent/guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people that include the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION

Ashley Community Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required, and more importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal at 989-847-4000.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal at 989-847-4000.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls and/or scholarships.

Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Whenever parental consent is required for the inspection and /or release of a student's educational records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's educational records;

B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;

D. file a complaint of District noncompliance with the Department of Education;

E. obtain a copy of the District's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records;

B. informing District employees of the Federal and State laws concerning student records.

No liability shall attach to any member, officer or employee of this District specifically as a consequence of permitting access or furnishing records in accordance with this policy and regulations.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by nonschool professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES, AND CHARGES

Ashley Community Schools charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees, fines, and charges that are not paid will accrue over the course of the student's Ashley MS/HS career. If not paid, students transferring will not have information released until payment is made in full and students graduating from Ashley will not receive their diplomas until payment is made in full as well.

A. padlocks for academic, gym and/or band lockers;

B. materials/kits for projects that will allow the student to maintain personal ownership;

C. lost/damaged library, text books, supplemental material and Chromebook assigned for a class;

If a student loses or damages materials stated above, the student will be charged the replacement cost of the book. In addition, the student will not be issued another library or text book until such time as the charge has been satisfied.

D. lost/damaged materials/equipment assigned for a class;

E. telephone calls made on a school telephone;

F. lost/damaged uniforms used for school operated activities (example: athletic or band uniforms);

G. restitution for stolen items or physical damage to school property.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Fines, fees and charges will accumulate throughout the students' years at Ashley High School. Failure to pay fines, fees, or charges will result in the withholding of grades and diploma.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

B. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's counselor.

C. Grade 9 will be allowed two money-making projects per year.
Grade 10 will be allowed two money-making projects per year.
Grade 11 will be allowed two money-making projects per year.
Grade 12 will be allowed two money-making projects per year.

D. Bake sales, dances, and money earned as a result of transferring receipts from sales will not be counted as projects.

E. Juniors are allowed to sponsor dances after football games (with the exception of Homecoming); seniors are allowed to sponsor dances after boys' basketball games. If, however, juniors or seniors do not sponsor a dance after a particular game, another class or club may make a request to do so. Requests for money-making activities must be made to, and approved by, the principal at least 48 hours prior to the activity.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class including those dealing with health and sex education instruction. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The cafeteria is in operation for the use of students and staff. Ashley Community Schools will be participating in a program called the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Program. This means that ALL students enrolled at our school are eligible to receive a healthy breakfast and lunch at school for NO CHARGE. Each family will be asked to sign and fill out the Household Information Survey that will be sent home the first week of school. This survey is completely confidential, but does allow our school to benefit from various State and Federal Programs such as, Title I A, At Risk (31a), Title II A, etc.

1. Stay in the proper lines and no cutting in the front.
2. If you carry lunch, you must eat it in the designated areas.
3. Any student causing damage through misuse of cafeteria equipment will be asked to pay for replacement. Parents will be contacted.
4. Students are asked to keep the cafeteria clean and sanitary at all times. Throwing and/or unsanitary use of food will not be tolerated.

EMERGENCY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado and Lock Down drills will be conducted in accordance with State law. An announcement will be made via the PA System informing individuals the type of drill. The specific instructions on how to proceed will be provided to the students by their teachers.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify you via the Power Announcement System, Ashley Community Schools Facebook page, and the following television stations:

1. Television

    a. WNEM - Channel 5 (Saginaw)

    b. WJRT - Channel 12 (Flint)

    c. WEYI - Channel 25/66 (Mid Michigan)

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Parents are always welcome at the school. In order to properly monitor the safety of students and staff, **each visitor must report to the main office upon entering the school to obtain a pass**. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school.

Because of the possible disruption to the educational process that occurs when visitors are present in school, non-Ashley students will not be allowed in the buildings or on school grounds when school is in session.

USE OF THE MEDIA CENTER

The Media Center is available to students throughout the school day. Passes must be obtained from a student's teacher or from the librarian. Students are not allowed in the media center without adult supervision. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees and/or disciplinary procedures, all materials checked out of the library must be returned to the Media Center within a two week period.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The lost and found area is in the Elementary entrance, high school office, and by the gymnasium. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

STUDENT USE of CELL PHONE and ELECTRONIC COMMUNICATION DEVICES

Students may not use cell phones, smart watches or other electronic devices during school hours except before 8:00a.m., after 3:00 p.m. and at designated lunch time. Cell phones, smart watches or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones, smart watches and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. Refusal by the student to give a staff member their electronic device when asked could result in detention. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct

STUDENT ACCEPTABLE USE and INTERNET SAFETY POLICY

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

Student use of personal computer devices is prohibited unless prior approval is given from administrative staff.

LOCKERS

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the administration. A minimum of a twenty-four (24) hour notice is required to ensure that the principal has the opportunity to review the announcement or posting.

HANDBOOK CHANGES

Changes in school policy regarding the student handbook may be made throughout the school year. Students will be informed of such changes.

ELASTICITY CLAUSE

The administration reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

CONTRABAND DETECTION CANINES

School authorities may use contraband Detection Canines, specially trained, non-aggressive dogs, in an effort to keep the schools and district premises free of drugs, alcohol, tobacco, and firearms. The dogs do this by sniffing out and alerting staff to the presence of illegal controlled substances in school lockers and in student vehicles parked on district property. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

SECURITY CAMERAS

Security cameras are placed in areas of Ashley Community Schools. The cameras are placed to help maintain a secure building and bus fleet. If we have incidents in the area of a camera, the camera will be used to help with the investigation.

COMMENCEMENT

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. The Superintendent or designee may prohibit students from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

"Eligible students" means those students who have completed all District graduation requirements or who have received a certificate of completion

SECTION II - ACADEMICS

COURSE OFFERINGS

Please see a copy of the Ashley High School Curriculum Guide for a complete listing of classes and programs. A copy of the curriculum guide is available in the counseling office.

DROP & ADD

Students are given an opportunity to change from one class to another at the beginning of each semester. Students will be given the first five days of each semester to facilitate this process. See the guidance counselor for details and procedures for dropping and / or adding a class. The administration reserves the right to make exceptions to this policy for emergency situations.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Please note that field trips are an extension of the classroom. Therefore, the rules that apply in the classroom also apply on field trips. Therefore, Disruptive conduct by students in a classroom can result in students not allowed to attend field trips or other school functions. Attendance rules apply. Students may have to pay a fee for participation on a field trip

GRADES

The purpose of a grade is to indicate the extent to which the student has learned the necessary learning objectives. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading scale:

94-100%	A	I = Incomplete
90-93%	A-	After 2 weeks an I becomes an F
87-89%	B+	if all missing work has not been
83-86%	B	completed and returned to the teacher
80-82%	B-	
77-79%	C+	
73-76%	C	
70-72%	C-	P = Satisfactory achievement of
67-69%	D+	non academic class, credit given.
63-66%	D	
60-62%	D-	
0-59%	F	F = Failure

Grade Point Average for High School Students

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be .5 x 2=1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Middle School

Students must pass three out of four core academic subjects (Math, Science, Social Studies, and English) to be promoted to the next grade level. Failure to pass three of the four core academic subjects will result in the student being retained in the current grade level. It is vital that students pass core academic subjects, as it is the foundation for future success.

Retention letters will be sent home in the event a student is retained.

Any student who has been retained two or more times in Middle School, and is at or above the age of 15, is no longer eligible to attend Ashley Middle School.

High School

A student's progress toward graduation and receiving a diploma is determined by completing (successfully with a passing grade) required coursework, earning the necessary credits. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and the counselor will be pleased to answer any questions.

All transcript sending requests will require the student to fill out proper paper documentation or complete a parchment request. Transcripts will NOT be sent to any college/trade schools/scholarship agencies if you email, call or talk to the counseling office. The paperwork can be found in the high school info google classroom or the student can obtain the paperwork from the counseling office.. Before a senior graduates, it is their responsibility to turn in their final transcript request form to the counseling office.. Additionally, students should confirm with the institution that transcripts have been received.

GRADUATION REQUIREMENTS

Regular Diploma

In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. The total number of minimum credits is 25. The specific courses that must be completed (passed) in conjunction with earning 25 credits to graduate are listed below. Failure to earn 25 credits or successfully complete any of the courses listed below, will result in the student not receiving a diploma and thus not graduating from Ashley Community Schools.

Specific course requirements are:

English: 4 credits
English 9 (1 credit), English 10 (1 credit), English 11 (0.5credit), Speech (0.5 credit), English 12 (0.5 credit), 0.5 elective credit

Visual Performing and Applied Arts: 1 credit
Proficiency in State Content Standards for Visual, Performing and Applied Arts.
Examples: Senior Band, STEM/STEAM, Yearbook, Applied Tech, Woods, Small Engines, CAD, Graphic Arts (1 credit)

Mathematics: 4 credits
Algebra I (1 credit), Geometry (1 credit), Algebra II (1 credit) and 1 elective credit

Science: 3 credits
Biology (1 credit), Chemistry, Anatomy, Agricultural Science or Physics (2 credits) Computer Science may be used as a Student's 3rd credit.

Social Studies: 3 credits
Civics (0.5 credit), Consumerism (0.5 credit), American History (1 credit), World History (1 credit)

PE/Health: 1 credit
Physical Education 9 (0.5 credit), Health Education (0.5 credit)

World Languages: 2 credits (Class of 2016 and beyond)

Senior Requirements (seniors must complete to be eligible for graduation):
Senior math requirement, Political Science (1/2 credit), Economics (1/2 credit)
Online Learning Experience is integrated throughout the High School Curriculum.

Electives: 5-7 credits will come from the elective course offerings or core curriculum. It is recommended that students concentrate on the specific areas that will enhance their future educational or occupational plans.

REQUIREMENT SUBSTITUTIONS:

Please note a student could fulfill his/her ½ Credit of Algebra 2B and/or 1 credit of a World Language through a Career Technical Education program. Please note that for these course substitutions to count, a student must remain in and successfully complete the CTE program. Please see the Guidance Counselor for further information.

For those students who intend to pursue a four-year college or university degree it is highly recommended to take two years of a foreign language and additional advance course work in English, math, science and social studies. The senior year should include

advance course work (AP, dual enrollment, etc.) in the core classes in order to be well prepared for college level work.

DUAL ENROLLMENT

Dual Enrollment is the opportunity for students to take college courses while enrolled in school. In compliance with Michigan Law students at Ashley High School may exercise a dual enrollment option. In order to be eligible for dual enrollment students need to meet criteria set by the State of Michigan and Ashley Community Schools. Information regarding dual enrollment opportunities are available in the counseling office.

1. Students must be approved by the counselor, principal and central office
2. Students must be enrolled in both the school district and a post-secondary institution during the local district's regular academic year
3. Students must select that they will be either using the dual enrollment class for college credit only or as both high school and college credit. Dual Enrollment classes, that students elect not to count as high school credit, will not be counted in their GPA. Those classes that students elect to have counted as high school and college credit, the grade received will be included on the student's transcript and calculated in the GPA.
4. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education or fine arts.
5. If a student fails to complete a district paid postsecondary course, that student shall repay the school district any funds that were expended by the school district for the course that are not refunded to the school district by the postsecondary institution. If the student does not repay this money, the school district may choose to impose sanctions against the student.

ONLINE / VIRTUAL CLASSES

Ashley High School offers on-line classes for the following situations: credit recovery (during the school year and summer school), enrichment, and schedule conflicts. All on-line classes must be approved by the administration prior to enrollment.

Credit Recovery (Grades 9-12)– Ashley High School requires students to take the teacher led course offered at AHS. If a student fails a class at AHS the student will be rescheduled in that class whenever possible. If a student fails a number of classes and it becomes impossible to reschedule all of the classes needed, the on-line option will be used. Schedule permitting, on-line classes may be taken during the school day or off site. All tests and exams are required to be completed under staff supervision. If online classes are taken off site it is the student's responsibility to have the necessary technology available.

Schedule Conflict (Grades 9-12)– Under certain circumstances, on-line classes can be used to help solve schedule conflicts. The following are not considered schedule conflicts: teacher choice and wanting an excessive number of electives. Students are required to fulfill their academic commitment which may require giving up some electives. Every situation is different and the administration reserves the right to make the final decision.

TESTING OUT OF HIGH SCHOOL CLASSES

The State of Michigan mandates that high schools provide students a method of testing out of classes. This allows students who already have knowledge or skills taught in specific high school classes to show mastery in those subject areas. Students who successfully test out of a course may go on to higher levels or take additional courses available to them.

- All students have this opportunity to test out of any class prior to the start of the semester. Students who obtain C+ or higher will receive "credit" for the class.
- The "test out" option does not include those courses in which students are currently enrolled in.
- Students must exhibit mastery of course content by attaining the grade required by State mandate on a comprehensive final examination (or series of smaller tests) that reasonably assesses all core content expectations
- Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performances, essays, research papers, projects, experiments, and/or presentations.
- Credit earned for testing out of classes will apply toward high school credits required for graduation and will be accepted as fulfillment of a requirement in a course sequence.

RECOGNITION OF STUDENT ACHIEVEMENT

Ashley Community Schools will make an effort to recognize and applaud those students who perform in an exceptional manner. This recognition is an honor and a privilege. Therefore, students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the staff and/or principal.

Honor Roll

Any student achieving a 3.0 or better G.P.A. in a marking period, shall be placed on the Honor Roll. A posting of those students on the Honor Roll shall be placed on the bulletin boards.

Any student achieving a 3.5 or better G.P.A. in a marking period, shall be placed on the Principal's List. A posting of those students on the Principal's List shall be placed on the bulletin boards.

Graduation Honors

Graduation Honors
To graduate with honors (3.25 G.P.A. or higher) at Ashley High School, a student must attend Ashley High School a minimum of two semesters immediately preceding graduation. Class rank will be calculated based upon the following formula:
GPA x 250 = _____
Combined SAT or ACT score **(choose one only)**
SAT divided by 1.6 = _____ or ACT score multiplied by 27.778 = _____
Total score of (GPA and ACT) or (GPA and SAT) = _____ (Scores will be less than 2000.)

The vast majority of our students take the SAT, not the ACT. If a student takes both tests, for senior scholars we will use the test score that gives them the higher number of points.

ACT formula: (GPA X 250) x .70 + (ACT score X 27.778) x.30.
SAT formula: (GPA X 250) x .70 + (SAT score /1.6) x .30
Student Example:
GPA = 4.0 and SAT = 1200

GPA: (4.0 x 250= 1000) x .70= 700

SAT: (1200/1.6 = 750) x .30= 225
Total Score = 925

The top scores will identify class ranking and shall determine the valedictorian, salutatorian and the top students for graduation. Because weighted grades are not used at Ashley, weighted grades from other schools will not be weighted in calculating the G.P.A. for transcripts. A straight 4.00 ("A" or "A+" equals 4.00) system will be used to calculate transfer honor points onto the Ashley transcript. Students failing to complete all requirements of the 4th quarter classes, and who do not sustain a GPA that qualifies them for academic honors, will lose the privilege of recognition at graduation.

Awards Banquet

An awards banquet will be held near the end of each school year to honor the HS students who have excelled academically. Awards will be presented as follows: (please note students will receive A or B, not both)

A. An academic letter (first year only) and a medal and chevron for those with a 3.50 – 4.00 G.P.A. for the first three marking periods of the current academic year.

B. A chevron and a certificate for those appearing on all three of the first three marking periods of the current academic year with a 3.00 - 3.49 G.P.A

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all learning, including learning through outside assignments. Homework will not be used for disciplinary reasons but rather to enhance the student's learning. Students will want to refer to the course syllabus.

SERVICE LEARNING and WORK-BASED LEARNING EXPERIENCE

Service learning is an important component to a well-balanced education. Only through service learning can students learn the importance of "giving back" to the community, and nurture the notion of civic duty. Service learning not only provides a valued work force for the school and village, but also instills a sense of community within the participants. In short, it is a valued experience in which all students are asked to partake.

Service learning can be in the form of volunteerism; mentor; or in the form of work-study (an off campus job). In either case, the school counselor will oversee their progress, create guidelines to assist the student in the learning process, and must be approved by the principal.

Work-based learning experience will be coordinated by the District through a training agreement with an employer. The employer must provide a training plan, acceptable to the District, which explains how the WBL experience relates to the student's educational objectives. This experience must be supervised by the employer and monitored by the school counselor.. This may be a paid or unpaid experience.

Because service learning is such a publicly visible endeavor, the highest standard of conduct is expected from each person participating in a service learning position. Also, all school rules, especially those of attendance and decorum, still apply. If in the event a student grossly violates these rules and expectations, this student will immediately be removed from the service learning position. Such a removal will result in the loss of credit for the semester for service learning. Furthermore, the following conditions will apply to all service learning positions:

1. The student may not miss more than ten days gross the semester before the service learning position is to take place.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate (see end of handbook). Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the appropriate State Approved Test. Make-up dates are scheduled, but unnecessary absences should be avoided.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific learning objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.
Depending on the type of testing, specific information, and/or parent consent may need to be obtained. Ashley Community Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

MOVIES

Movies in class will be tools of instruction that will enhance student learning. The following guidelines will be observed for all movies shown to students during class time:

1. No higher rating than "PG" can be shown without proper Administrative authorization.
2. All movies shown in the class must be previewed by the instructor prior to the showing of the movie to students in class.
3. Movies with an abundance of profane language, nudity, or questionable content will not be shown to students regardless of the rating.
4. If the administration authorizes an instructor to show a movie above the rating limit as detailed in item one, then the instructor must gain written parental permission from each parent whose child will view the approved movie. This permission must be in the form of a "permission slip" that declares the title of the movie, the rating of the movie, and a brief explanation of why this movie is necessary to be shown in class. The parent must sign the permission slip to indicate their approval in allowing their child to view the movie in question. Secondly, the parent must be allowed to option their child out of viewing the movie without academic or personal penalties placed against the student.

SECTION III - STUDENT ACTIVITIES

Middle School

Parties, Dances, and Other Activities Sponsored by School

Please note that Ashley Middle School dances are NOT public dances. They are intended for Ashley Middle School students only. High school, elementary and non-Ashley schools students are not allowed.

Students may not leave activities early without parental and school permission. Parents should personally notify those in charge when picking up a student early. Exiting students will not be allowed to return to the activity.

The group sponsoring an activity is responsible for cleaning the areas used during the activity.

No parties are authorized in the name of the school off premises unless approved by the administration.

Students absent on the day of an activity will not be allowed to attend.

Inappropriate behavior may be cause for suspension from student activities. Students placed on social restriction for a time period, which encompasses a scheduled dance, will not be allowed to attend.

Student Government

The student body has the right and obligation to form a representative organization to assist and contribute to the school and student affairs. School Student Council is a body formed to improve communication between faculty, students, and administration.

The Student Council consists of representatives from each class and four officers (president, vice-president, secretary, and treasurer). The officers and representatives are elected in the spring of the year. Each class nominates and elects its representatives.

The Student Council promotes all worthwhile school and community functions and activities, approves or vetoes all student government expenditures, serves as a suggestion committee, as well as a meeting place for ideas to be aired. All of this is done with the goal of promoting a better school environment for the student body.

Members of the Student Council are expected to maintain a minimum grade point average of 2.5, conduct themselves as good citizens, and serve as good role models for the other students. Inappropriate behavior will result in permanent suspension from the Ashley Middle School Student Council.

High School

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extra-curricular activities are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

As a charter member of Mid-State Activities Conference, we will sponsor both athletic and academic events and teams. The activities/events that will be sponsored may be found in the Mid-State Activities Conference constitution.

Other school activities/events/clubs are sponsored as our ability permits (NHS, Drama Club, etc.)

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Dances

Please note that Ashley High School dances are NOT public dances. They are primarily intended for Ashley High School students only. Though we do not wish to keep a student from attending a dance with a friend from another school, it should be noted that Ashley High School dances are not community dances, and thus are not open to the public.

If an Ashley High School student wishes to bring a guest to a dance (including Alumni), it shall be the students responsible for obtaining and correctly filling out a dance guest permission slip, which can be found in the High School office. This slip must be turned in to the Principal by no later than 3:00pm the day prior to the dance, and it is the student's responsibility to check with the Principal the day of the dance to see if their guest has been approved. Only one guest per Ashley High School student is allowed.

When entering the dance, all students should check in their coat upon arrival. Ashley High School is not responsible for lost or stolen items.

No outside food or drinks shall be brought into the dance.

Once a student leaves the dance, no re-entry is allowed.

Students may only be in the gym to have their picture taken. There is no reason for a student to be in the locker rooms.

Failure to comply with the above guidelines or oral guidelines given at the dance by a chaperone, is grounds for the student to be removed from the dance and not be allowed to attend future dances.

Rules Governing Social Activities

Any school dances, parties, or activities must be scheduled in advance and must be approved by the faculty sponsor and principal. To obtain permission for any activity, the sponsoring organization must secure an activity permit from the office, complete the form including proper signatures, and return it to the office at least 48 hours in advance. At least two teachers must be present as chaperones. Ashley Community School dances are **NOT** public dances. They are intended for Ashley High students only. All guests including Ashley alumni and special guests may attend **ONLY** with the approval of the administration of Ashley Community Schools. The following procedures will govern all school social functions:

1. High school parties or dances are not open to the public.
2. Activities will usually start at 7:30 p.m. and will end at 11:30 p.m. After games, dances may last until 12:00 midnight. Activities during the week are discouraged, but if held, should end no later than 10:00 p.m.
3. Normal school dress is acceptable at all school functions unless the dress is specified for a certain activity.
4. Persons leaving the building MAY NOT RETURN.

5. Smoking is not permitted on school grounds.
6. Students are not to be in school at night or during the weekend unless under the supervision of a faculty member or another approved adult. Likewise, students participating in athletic and other extracurricular activities should not be in the building or using school equipment unless under the supervision of a faculty member or another adult.

Homecoming

Any club or organization may participate in the Homecoming parade by building a float. Students nominated for the Homecoming Court must have completed one full semester (the most recent semester) of attendance at Ashley High School. The King and Queen shall be seniors nominated by their classmates and elected by the student body. Their court shall consist of two student representatives from each grade (9-11), who have been chosen by their classmates.

Student Government

The student body has the right and obligation to form a representative organization to assist and contribute to the school and student affairs. School Student Council is a body formed to improve communication between faculty, students, and administration.

The Student Council consists of representatives from each class and four officers (president, vice-president, secretary, and treasurer). The officers and representatives are elected in the spring of the year. Each class nominates and elects its representatives.

The Student Council promotes all worthwhile school and community functions and activities, approves or vetoes all student government expenditures, serves as a suggestion committee, as well as a meeting place for ideas to be aired. All of this is done with the goal of promoting a better school environment for the student body.

Class Officers

Each class has four officers. Their function is to organize class activities and to benefit the members of their class. The best way to become active and informed about your school and student government is to listen and participate in functions at school.

National Honor Society

When the National Honor Society was founded in 1921, it was the founder's hope to create an organization that would recognize and encourage academic achievement while developing other characteristics essential in a democracy. These ideals of scholarship, character, service, and leadership are as relevant today as they were in 1921.

To be eligible for membership, the candidate must be a sophomore, junior, or senior and have been in attendance at Ashley Community Schools for at least one semester. Candidates must have a cumulative scholastic average of at least 3.25 (on a 4.0 scale). Candidates must fill out a student activity information form. These forms may be obtained from the National Honor Society advisor during the first semester. Selection of each member of the local chapter will be made by a committee of staff members based on ratings of the candidates by their teachers.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The Ashley Community Schools professional learning community believes that there is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future career activities depends on positive attendance habits. Regular and consistent school attendance supports the development of responsibility and self-discipline; it also prepares students for the world of work.

Being at school and being on time are two very important life skills. As staff and parents, we are responsible to nurture these skills. A consistent pattern of school attendance is expected and essential to a successful academic experience. The law for parents is very clear in this matter. Michigan Law (MSA 15.4156) requires the regular school attendance of a child of school age. Absences will be excused only for necessary and important reasons (For example: illness, hospitalization, death in the immediate family, etc.) In the event of a school absence or late arrival, the parents/guardian must phone the school on the day of the absence/late arrival or send a note within 48 hours to provide an explanation. In the absence of a call or note, any absence or late arrival will be considered unexcused. If the absences of a student appear to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

In the event of a necessary absence known in advance, the parent is expected to telephone the school office or write a note of explanation for the absence. Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. Frequent or prolonged absences or repeated tardiness will be grounds for disciplinary action. Regular school attendance has a direct correlation with a student's successful educational experience. Referrals will be made to the Attendance Officer as prescribed by State law.

Suspension from School

Absence from school due to suspension shall be considered an excused absence, and will not be used in the determination of the number of absences in a specific class, nor in the determination of truancy.

The purpose of a suspension is to change the student's behavior. Because of a serious and egregious incident or numerous less-severe infractions to our school expectations, a suspension may be necessary as a disciplinary action for a period of time. During a suspension, the student may continue to have work available to do for credit. It will be the responsibility of the student to make sure they have a plan of getting assignments and returning the evidence of their learning in a timely manner.

Tardiness

Being on time fosters courtesy, communication, and effective use of time. Students who are habitually late cause interruption and impede communication within the school community. Chronic tardiness is an indication of poor planning, a lack of consideration for others, or irresponsibility. In order to instill a sense of responsibility and to develop proper work habits, Ashley High and Ashley Middle School holds its students accountable for being on time to school, classes, and special events scheduled during the day.

Students who arrive late to class will be marked tardy for class unless they have an excused pass. If the student is tardy by more than 10 minutes to class, the student will be recorded as absent. For each individual class, the third tardy (and each additional tardy) will result in a detention.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Ultimately, it is the student's responsibility to make up any missed assignments.

Make-up of Tests and Other School Work

Any student who is absent from school or those who have been suspended can be given the opportunity to make up missing assignments. The student should contact the secretary as soon as possible to obtain assignments.

A student has one day for each day missed to make up work for an excused absence. Weekend days count in this calculation.

If a student misses a teacher's test due to absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State Assessment or other standardized tests, the student should consult with the guidance counselor to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Ashley High School Code of Conduct at school events.

Dress and Grooming

STUDENT DRESS AND APPEARANCE: Students are expected to wear their clothing and manage their appearance in a manner that does not disrupt teaching and learning. Dress shall not be extreme, exhibitionistic, or immodest in style, and shall be worn in good taste. Student dress styles and appearance should not affect the orderliness of the school environment, endanger the health and safety of other students, promote vulgarity, or advertise products or make statements that are contrary to the commonly recognized and established standards of the school and/or community.

Items depicting drugs, tobacco, alcohol, weapons, profanity, offensive words, innuendo or pictures depicting the same, any style of clothing that is gang related, jerseys without a T-shirt underneath, sagging pants, short shorts, short tops exposing the midriff, clothes exposing underwear, small strap tank tops (unless worn with T-shirt underneath), heavy or large link wallet chains, bandanas are examples of inappropriate dress and will not be allowed. At all times, students must wear shoes. Hats/Hoods and sunglasses may not be worn during regular school hours. **A good measure for parents is the "fingertip" rule and "hands over head" test.** Shorts and skirts should be mid-thigh and shirts should not expose the midriff when the student raises their arms above their heads. Individuals wearing yoga pants/leggings should wear a long shirt hitting the mid-thigh. Cleanliness of body and clothing are students' responsibilities, as they prepare for school each morning. Good grooming and appropriate choices of apparel contribute to a more successful school experience. Responsible decisions will ensure better health and proper personal hygiene.

Specialized learning areas, such as science laboratories, industrial arts shops and physical education class have specific rules of dress in compliance with state regulations supporting safety and health precautions. Students are expected to comply with all health and safety rules. If a student is found in violation he/she will be asked to change, refusal to comply will be considered insubordination.

A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. It will be at the teacher's discretion whether coats or backpacks are allowed in the classroom or media center.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

Policy

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section 340.613 and 340.614 of the Michigan School Code.

The purpose of a discipline system is to:

- Improve the educational environment for students, teachers, parents and staff. Inform students and parents of rules and policies.
- Record discipline violations in a systematic way.
- Predetermine disposition for violations, when possible.

Parents and students must be aware of school policy and procedures concerning acceptable and unacceptable behavior at Ashley Community Schools, on buses, or at school sponsored events. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the right of others. Also, all people concerned with the school have the responsibility of creating a positive environment.

A student serving an In School All Day Detention (ISS) cannot participate in any after school or evening activities on that day. When a student is assigned to an ISS (In School All Day Detention) student must hand their phone over to the office for the day or keep it in their locker. If the student needs a calculator, chrome book, etc. it will be provided for them. Once students are dismissed from ISS, they must leave school and not return until the following day.
A student serving an Out of School Suspension (OSS) cannot be on any school property at any time or attend a school function regardless of its location, whether the function is at an Ashley site or elsewhere.

The following behavior, as evaluated by the principal, or his/her designee, shall be grounds for in school suspension, suspension or recommendation for expulsion. This includes inappropriate action at the Alma/Mt. Pleasant Tech Center. For an Out of School Suspension (OSS) a student and his/her parent/guardian will be required to meet with the school counselor/principal to set up a plan for reentry into school. If it is determined that the conflict is not resolved, the student will remain on suspension until such time a resolution can be reached.

Definition of Harassment and Bullying

Harassment and bullying of students are prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been or is the victim of harassment should immediately report the situation to a teacher, counselor, dean of students or the principal, or may report it directly to the superintendent. Complaints will be investigated in accordance with policy.

Every student should and every staff member must report any situation that they believe to be improper harassment of another student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and / or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

Harassment

A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing of benefiting from the services, activities, or programs of the School District;
B. Submission to, or rejection of, unwelcome conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in terms, conditions or privileges of the School District
C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

A. verbal harassment or abuse;
B. pressure for sexual activity;
C. repeated remarks with sexual or demeaning implications;
D. unwelcome touching;
E. sexual jokes, posters or cartoons;
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Bullying - intimidation of others by acts, such as:

A. threatened or actual physical harm;
B. unwelcome physical contact;
C. threatening or taunting verbal, written or electronic communications;
D. taking or extorting money or property;
E. damaging or destroying property;
F. blocking or impeding student movement.

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Code of Conduct

The Ashley Community School Code of Conduct is in effect anytime that a student is traveling to or from school, on school property or at a district-sponsored event. This code is not exhaustive and the principal reserves the right to utilize alternative penalties. Students with chronic discipline problems may be required to develop a behavior plan and have a parent meeting with the principal prior to being allowed back in school.

General Misconduct
Offenses such as, but not limited to:

- Refusing to identify self to school personnel, insubordination, refusal to follow reasonable instruction of school personnel, or suggesting that others too defy reasonable instructions or direction
- Computer tampering, unauthorized access, or modification or destruction of private files.
- Fighting, physical contact and/or statements or actions which provoke aggressive actions by another student.
- Forgery or falsifying school documents, plagiarism or cheating on assignments or tests, lying and not telling the truth the first time when asked.
- Bullying, harassment, teasing of any nature.
- Skipping school/cutting class, including leaving the building without signing out.
- Being in the parking lot without permission.
- Minor vandalism (under $100)

- Misuse of books, materials, computer hardware or software, and equipment.
- Profanity, obscene, lewd or vulgar language.
- Inappropriate public displays of affection.
- Stealing (less than $100.00)
- Unsafe or disorderly behavior which includes but is not limited to running in the halls, hitting students in the privates, throwing objects, undue noise in the halls, possession of lighters or matches, etc.
- Use or possession of tobacco products (such as but not limited to: cigarettes, chewing tobacco, vaping liquids, vaping paraphilia, electric cigarettes, etc.)
- Being in an unauthorized location.
- Threatening others either verbally or physically; any kind of intimidation.

Penalties for General Misconduct

•**Level I**: Depending on the severity of the offense the following actions or a combination thereof may be implemented: Warning, Detention, In School All Day Detention (ISS), up to three (3) days out-of-school suspension (OSS) including contact of authorities if appropriate.

• **Level II**: Depending on the severity of the offense the following actions or a combination thereof may be implemented: Up to six (6) days OSS including contact of authorities if appropriate.

•**Level III**: Depending on the severity of the offense the following actions or a combination thereof may be implemented: Up to nine (9) days OSS including contact of authorities if appropriate.

•**Level IV**: Depending on the severity of the offense the following actions or a combination thereof may be implemented: Up to ten (10) days OSS and may refer to Incorrigibility/Persistent Disobedience in Violation of School Rules and Regulations.

Gross Misconduct (Very Serious)

Offenses such as, but not limited to:

- Arson or attempted arson.
- Assault and/or battery.
- Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports.
- Breaking and entering, unauthorized entry into school property including but not limited to school buildings and vehicles.
- Extortion, blackmail or coercion, obtaining money or property by violence or force.
- Interference or intimidation of school staff which includes physical force or verbal threats.
- Malicious mischief/property damage.
- Profanity, obscene or vulgar language toward a staff member.
- Other violations of federal, state, or local ordinances.
- Theft ($100.00 or more) including aiding and abetting.
- Use, possession, transfer or being under the influence of illegal drugs, unauthorized prescription drugs, look-alike drugs, alcohol, and any controlled chemical substance.
- Use, possession, transfer or being under the influence of drugs, alcohol, or substances listed under the NCAA Banned-Drug Classes.
- Use, possession, or transfer of explosives, weapons, or look-a-like weapons may be grounds for immediate expulsion.

Procedures for Gross Misconduct Offenses

The Dean of Students/Principal or his/her designee will:

1. Investigate the offense and allow the student to respond.
2. Notify the police when appropriate.
3. Notify the parents of those involved.
4. Notify the office of the superintendent.

Penalties for Gross Misconduct Offenses

One or more of the following may apply as determined by the Dean of Students/principal or his/her designee:

- • Suspension (OSS) of one (1) to ten (10) days.
- • Suspension of more than ten (10) days.
- • Recommendation for expulsion.
- • Restitution of property if applicable.
- • Conference with parents before readmitting student.

***Weapons:** Weapons of any type, including, but not limited to, firearms; daggers; dirks; stilettos; knives; pocket knives with mechanical openers; iron bars; brass knuckles; and any look-alikes are expressly prohibited in school. Students in possession are subject to immediate disciplinary action and/ or expulsion from school. The Ashley Board of Education will reserve to itself the authority to expel students. Students are also subject to state and federal laws regarding weapons.

***Denotes possible legal action**

Closed Campus

The Board of Education has deemed Ashley Middle/High School a closed campus. This means that once students arrive on school grounds, they are to remain on school grounds for the rest of the day. Students are not allowed in the parking area without permission during the school day. Students are not allowed to leave school grounds for any reason without permission. We understand there are times a student may need to leave the school early for various reasons. In order for a student to be released early, the parent/guardian must call, email or write a note to permit the student to be released. **Please note: a text message to a student's phone will not be accepted.** STUDENTS CAN NOT LEAVE THE BUILDING WITHOUT FIRST GETTING PERMISSION FROM THE ADMINISTRATION AND THEN SIGNING OUT IN THE OFFICE. The administration will not accept any parent notes requesting that their child be allowed to sign out for lunch on a daily basis. Students who leave school grounds without permission will be considered truant / "skipping" from school.

Classroom Rules

In addition to the rules listed in this student handbook, each classroom teacher will issue a written list of classroom rules and regulations to each student enrolled in the class. This list will include grading procedures, course requirements, acceptable and unacceptable classroom behavior, etc. These rules and procedures have been approved by the principal and students are expected to adhere to them.

Detention Policy

Detention Period Description

a. Staff will notify parents by phone or in writing when-the student is referred to the Dean of Students.
b. Students will have at least a 24-hour notice of detention.
c. Detention will be held during the week after school.
d. Detentions take precedence over other activities, including any after school activities.
e. Failure to serve a detention will result in serving in-school suspension when they return the next school day. .
f. Upon entering detention, all students must complete a behavior contract form and submit it to staff before leaving the detention room. Refusal to sign will result in an in school suspension.
g. Students must bring homework or reading to do during this time or they will be provided with a task.
h. Students can serve only one detention per assigned detention days.

If a student is unable to follow these expectations, they will be asked to leave detention and they will not be given credit for the detention.

In School All Day Detentions

Students are to report to the office by 8:00 a.m. and remain in the room until staff dismisses them for the day. When a student is assigned to an ISS (in school all day detention) the student must hand their phone over to the office for the day or keep it in their locker. If the student needs a calculator, chrome book, etc. it will be provided for them. Students serving ISS cannot participate in any after school or evening activities on that day. Once they are dismissed they must leave school and not return until the following day.

If a student is removed from ISS the parent/guardian will be called and must pick up the student from school as soon as possible. The student may also be issued a two (2) day Out of School Suspension (OSS). The student will be required to meet with the school counselor/ administration upon their return to develop a reentry plan.

All other ISS's will be assigned by the principal. If the student is absent on the day ISS is to be served, he/she must have an allowable excused absence or they will receive a (1) day Out of School Suspension (OSS) and must also serve the next scheduled ISS.

Suspension Procedures

1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him.
2. The student will have the right to present to the school administrator any relevant information that will support his defense.
3. If the student is suspended from school by a school administrator, the administrator will:

A. Notify the parent as soon as possible of the suspension, the reason for it, and the steps necessary to effectuate the student's return.

B. When a student returns from an Out of School Suspension, the student must report to the school counselor/administration in the morning to set up a plan for reentry. If the conflict is not resolved the student will continue to be suspended until the matter is resolved.

4. If the parents or guardian are dissatisfied with this action they may appeal to the superintendent or his designee to review the decision. Note: If a student compiles more than ten (10) suspension days during the course of a semester he/she will face expulsion or long-term suspension.

Expulsion

The Principal/Dean of students may suspend a student for a maximum of ten days at one time. The Superintendent or Superintendent Designee may suspend a student for a period of time greater than ten days. But, a student may not be expelled from school unless the following expulsion procedures are followed:

1. Written notice of charges against a student will be supplied to the student and his/her parent(s) or guardian(s). Included within this notice shall be a statement of the time and place for the hearing, which shall be reasonable for the parties involved.
2. Parent(s) or guardian(s) may be present at the hearing.
3. The student and his/her parent(s) or guardian(s) may be represented by legal counsel.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses and present other evidence.
5. The student and his/her parent(s) or guardian(s) shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education, who shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
7. A record shall be kept of the hearing. This record may be written or electronic in nature (e.g., a tape recorder).

8. The Board of Education, by a majority vote, shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged, and its decision as to expulsion. A majority vote of the board must be obtained from those present at the meeting.

9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent(s) or guardian(s).

Due Process Rights

For the most part, disciplinary procedures are handled by the dean of students/principal. If the student involved, or the involved student's parent(s)/guardian(s), disagrees with the principal's disciplinary decision, the first step would be to sit down with the principal and present their case. If it is felt that satisfaction has not been reached as a result of this meeting, the next step would be to arrange an appointment with the superintendent to appeal the dean of students/principal's decision. If after meeting with the superintendent, the involved student or the involved student's parent(s)/guardian(s) are still not satisfied with the decisions made, they may appeal these decisions once again, to the Board of Education. Upon any step along this path, the involved student and/or the involved student's parents(s)/guardian(s) are entitled to be represented by legal counsel, and to have these meetings/hearings conducted in a closed session.

Discipline of Disabled Students

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of a student to express them. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar,

2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

Protocol to Addressing School Problems

If you have questions, comments, or concerns about your child's academic performance or behavior in school, please follow the following steps to solve the problem.

Step 1: Teacher and student discuss the problem and attempt resolution.
Step 2: Teacher and parent discuss the problem and attempt resolution.
Step 3: Parent and Administrator discuss the problem and attempt resolution.
Step 4: Parent and Superintendent discuss the problem and attempt resolution.
Step 5: Parent then writes a letter to the Superintendent and asks to be put on the agenda for the next school board meeting.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The bus schedule and route is available by contacting the Director of Transportation at (989) 847-4000.

Students will ride only assigned buses. The driver will not pick up or discharge students at places other than their regular stop or at school unless s/he has proper authorization from the principal. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted prior to the requested date(s) to the Transportation Director stating the reason for the request and the duration of the change and the Director approves.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Riding the bus is a privilege which may be withheld from students creating unnecessary disturbances on the bus, and/or endangering the safety and welfare of anyone on the bus.

BUS CONDUCT

Riding to school on a school bus is a privilege not a right. Students must follow the school's code of conduct while on the bus. Disciplinary problems will be handled in accordance with the policies concerning improper behavior while on a school bus for any reason (regular routes, field trips, athletic trips, as well as loading and unloading). Any student whose behavior becomes obnoxious on the school bus, in any way or form, will be denied the privilege of transportation to and from school. Students are not to perform any act that will distract the bus drivers, thereby endangering the lives of others. Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The following behaviors are expected of all students:

Previous to loading (on the road and at school) each student shall:

1. Be on time at the designated loading zone (10 minutes prior to the scheduled stop).
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Refrain from crossing a roadway until the bus driver signals it is safe, at least ten (10) feet in front of the bus.
6. Go immediately to a seat and be seated.

The bus will not wait! It is the parents' responsibility to inform the driver when their child will not be boarding. After 3 consecutive days of <u>not</u> riding the bus will no longer stop; parents must contact the driver for pick up.

During the trip the following rules must be followed at all times:

1. Pupils are expected to conform promptly to requests of the bus driver.
2. Stay in your seats. Sit erect with feet on the floor, facing forward.
3. No fighting, wrestling, horseplay or bothering others.
4. Be quiet and orderly; no loud noises or profanity.
5. Keep arms and head inside the bus at all times. Do not throw anything on/ out of the bus.
6. Keep the aisle clear.
7. Do not eat or drink on the bus, no glass containers.

8. No smoking or chewing of tobacco, no spitting, no lighting of matches and/or lighters.
9. No other conduct which may impair a bus driver's ability to operate a bus safely.

Leaving the bus each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver.

Good conduct is a necessity on the school bus. It is expected that good behavior will carry over from the classroom to the bus. Routine student discipline problems on buses are to be handled by the driver. This includes advising students concerning rules and regulations, assigning seats, encouraging and praising good behavior, and other generally accepted means of maintaining and developing constructive pupil school relationships. If this is not effective, and a higher form of student discipline is warranted, then a "Ticket" system as described below will be used. Every bus driver has been supplied with Bus Conduct Forms (Tickets), and students will be cited for failure to comply with the above rules. Students will not be allowed back on the bus until ticket(s) are signed and returned.

The following disciplinary actions will be taken for bus conduct violations:

First Ticket: A warning to the student with a ticket sent home for parent's signature.
(Copy sent to Transportation Director)

Second Ticket: Automatic one (1) day's suspension of bus privileges with a ticket signed by the parent. Transportation Director will speak to the student and arrange a suspension time.

Third Ticket: Automatic three (3) day's suspension of bus privileges with ticket signed by parent. The Transportation Director will speak to the student and arrange a suspension time. The Transportation Director will meet with the counselor to develop a bus plan.

Fourth Ticket: Automatic five (5) day's suspension of bus privileges with ticket signed by parent. The Transportation Director will speak to the student and arrange a suspension time.

Fifth Ticket: Automatic ten (10) day's suspension of bus privileges with ticket signed by parent. The Transportation Director will speak to the student and arrange a suspension time.

Sixth Ticket: Indefinite suspension of bus privileges. The bus driver will contact the parents and the principal. A hearing will then be set up before the Superintendent.

Severe Clause: Used when the rule broken is severe. The order of consequence may be skipped and suspension immediate according to severity of offense as determined by the administration.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be on a random basis. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

1. When the school provides transportation, students shall not drive to school sponsored activities.

   a. Unless written permission is granted by their parents and approved by the principal.

   b. No other students are allowed to be driven to a school sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the principal.

2. If a student provides his or her own transportation to school, tardiness will not be excused.

2021-2022

Ashley Middle and High School

Athletic Code

Approved by the Ashley Board of Education: August 18th, 2014
August 17th, 2015
July 27th, 2016
June 26th, 2017
July 30th, 2018

July, 15, 2019

SECTION 1: ASHLEY JR.- SR. HIGH SCHOOL ATHLETIC CODE

Representing Ashley Jr. – Sr. High School in athletics is regarded as an honor and privilege. All students who take part in interscholastic competition must understand that adherence to all parts of the Athletic Code is an essential condition for participation. Instances of misconduct in and out of school and out of the country still fall under this Athletic Code. Specific incidents of misbehavior or academic problems not covered in the Athletic Code are subject to the review and disciplinary action of the coach or administration. The purpose of the Athletic Code is not to restrict freedom. It is to encourage students to practice and develop an appreciation for the values associated with responsible behavior, healthful living, and good citizenship. Students should understand that by practicing for the participating in interscholastic activities, they are frequently in the public eye. Students should exhibit the type of behavior and quality of character that will make them a credit to their team, school, community, and family.

***Note:** All sports programs at Ashley High School and this code will be administered under guidelines of the Michigan High School Athletic Association with the following exceptions –
A). The age limit for Cheerleading (sideline Cheerleading is not recognized by theMHSAA as a sport)

Also, many of the ideas, rules, guidelines and expectations outlined in this code are reviewed with possible recommendations by the "Council of Ashley Student-Athletes".

SECTION 2: ATHLETE DEFINED AND SPORTS OFFERED

Those students who have expressed an interest in being on an interscholastic team, or who are trying out for an interscholastic team, or are members of an Ashley athletic team.

ASHLEY HIGH SCHOOL VARSITY SPORTS

BOYS

Fall: Football- Varsity, J.V., and Jr. High

Cross Country-Varsity and girls Middle School

JV/Varsity Boys Soccer (Co-Op with O-E)

Winter: Basketball- Varsity, J.V., Freshmen, and Jr. High and Jr. High

Wrestling (Co-Op with O-E)

Spring: Baseball- Varsity, J.V.

Boys Varsity Golf

GIRLS

Fall: Volleyball - Varsity, J.V., and Jr. High

Cross Country- Varsity

Winter: Basketball - Varsity, J.V.

Spring: Softball- Varsity

Cheerleading: Football- Varsity, J.V., Jr. High

ASHLEY HIGH SCHOOL IS A MEMBER OF THE MID-STATE ACTIVITIES CONFERENCE (MSAC). Other conference schools are: Mount Pleasant Sacred Heart, Vestaburg, Coleman, Carson City Crystal, Breckenridge, St. Charles, Merrill, and Montabella. The Michigan High School Athletic Association (MHSAA) classifies all schools by enrollment; we are classified CLASS "D."

SECTION 3: CONDUCT OF AN ATHLETE

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in the following areas at all times.

1. On the field or floor of competition your behavior should be properly displayed.

2. In the classroom an athlete should be a model student. A poor student cannot be an outstanding athlete. Good citizenship in the classroom and in athletics is a must.

3. Student Athletes must be in school for the whole school day to participate in practice or games the same night. Students not in attendance a whole day may be allowed to participate through the permission of the athletic director if the absence is excused.

The following will be considered excused absences:

A. Illness or hospitalization verified by a written doctor's note.
B. Serious illness or emergency in the immediate family verified by a written doctor's note
C. Attendance at a funeral verified by a written parental excuse.
E. Religious instruction and/or obligations (arranged in advance).
F. Professional appointments which cannot be made after school (dentist, doctor, court appointments, etc.) accompanied by a doctor's note.
G. Absence due to a school sponsored event (sports competition, field trip, etc.).
H. In order to not ride the bus home from a sporting event, students must turn in a transportation waiver to the athletic office 24 hours before the event. Additionally, athletes can only ride home with parents if this has been approved by administration 24 hours before the event. Forms are available in the athletic office and High School Office

Realizing that some flexibility is needed, students may also be excused for miscellaneous reasons which may not fit into the above categories, but which are deemed excusable by the administration. These must be arranged at least one day in advance with the administration.

4. Athletes should be leaders by example.

5. The proper use of school equipment is important. Each athlete is financially responsible for all equipment checked out to them, and will be billed for equipment lost or damaged.

Being an athlete carries with it a tremendous amount of responsibility. Not everyone is fortunate enough to have the opportunity in his or her life to participate in interscholastic athletics. Students who have this privilege will observe these guidelines and take advantage of this opportunity.

Student-Athletes are reminded that while they are student and athlete at Ashley Community Schools, they must adhere to all policies set for in the Athletic Code. These are set forth as the minimum rules and guidelines and

"team rules" may be imposed from the coaches for their respective teams and its members. Appropriate attire (dress code) is one example:

"Some examples of inappropriate attire for athletics include swimwear, see-through or revealing garments, clothing with bare midriff, halters, tube tops, or no shirts at all. For athletic events, such as games and banquets, athletes will dress appropriately and professionally."

Student-Athletes should understand that any policies, codes and rules are in effect at all times (not only during school hours or during a game/contest). Please remember you are representing not only yourself, but also, your family, team, Ashley Community Schools and the community of Ashley.
Failure to abide by any of the rules and guidelines set forth in the above-mentioned policies, codes and team rules will result in discipline as outlined.

SECTION 4: ELIGIBILITY FOR PARTICIPATION

REFER TO MHSAA HANDBOOK FOR FURTHER INFORMATION AND EXCEPTIONS

A. **ENROLLMENT** -To be eligible for interscholastic athletics under this section during the first semester or the first and second trimesters of the school year, a student must be enrolled in a high school (except as provided in [D] below) not later than the fourth Friday after Labor Day. 2. To be eligible for interscholastic athletics under this section during the second semester or the second or third trimester of the school year, a student must be enrolled in a high school (except as provided in [D] below) not later than the fourth Friday of February. 3. Unless a specific exemption is stated in this section or Section 8, a student must be enrolled in and receiving credit (courses awaiting grades for credit) in at least 66 percent of full credit load potential for a full-time student (as explained in Interpretation 46) in the school for which he or she participates.

B. **AGE** -A student who competes in any interscholastic athletic contests must be under nineteen 19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1 of the current school year is eligible for the balance of that school year. Any student born before Sept. 1, is ineligible for interscholastic athletics at an MHSAA member school in an MHSAA Tournament sport. See Regulation III Section 2 (C) for Eligibility Advancement.

C. **PHYSICAL EXAMINATION** -No student shall be eligible to represent a high school for whom there is not on file in the offices of the superintendent or principal or athletic director of that school, signed statements for the current school year certifying that (1) the student has passed a physical examination and is physically able to compete in athletic tryouts, practices and contests (2) there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility for interscholastic athletics; and (3) beginning in 2017-18, there has been a signed acknowledgement and assumption of risk by the parent/student as well as a concussion awareness acknowledgement.

D. **INSURANCE** - it is recommended that parents or guardians of the athlete obtain adequate insurance coverage for their children in the event of injury. **Ashley Community Schools does not carry insurance for the athletes.**
The Ashley Community Schools' Board of education does not assume any liability for injuries to students while participating in interscholastic athletics. Expenses incurred in athletics or

doctors, ambulance, or any medical expense for any injury will be assumed by the parent or guardian.

E. **SEMESTERS OF COMPETITION** -A student shall not compete in athletics who has been enrolled in grades 9 to 12, inclusive, for more than eight semesters or 12 trimesters. The seventh and eighth semesters of enrollment or the 10th, 11th and 12th trimesters of enrollment must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day (of the first semester or trimester) or fourth Friday of February (of the second semester), or the fourth Friday of the second or third trimesters, or competing in one or more interscholastic athletic scrimmages or contests, shall be considered as enrollment for a semester or trimester, respectively, under this Section.

F. **UNDERGRADUATE STANDING** -A student who is a graduate of a regular four-year high school or who is a graduate of a secondary school which has the same requirements for graduation as a regular four-year high school shall not be eligible for interscholastic athletics. However, a student who satisfactorily completes the required number of credits for graduation in less than eight semesters or 12 trimesters shall not be barred from interscholastic athletic competition, while enrolled in and receiving credit (courses awaiting grades for credit) in at least 66 percent of full credit load potential for a full-time student of undergraduate work, until the end of the eighth semester or 12th trimester as far as the provisions of this Section are concerned.

G. **PREVIOUS SEMESTER RECORD** Students must pass 6 of 7 classes from the previous semester to be considered eligible for the following semester. Failure of the student to pass 6 classes will result in the student being academically ineligible for the entire next semester.

H. **TRANSFERS** -A student enrolled in grades 9 through 12 who transfers from one high school or junior high/middle school to another high school is not immediately eligible to participate in an interscholastic athletic contest or scrimmage in the school to which the student transfers, UNLESS the student qualifies under one or more of the following Exceptions and all related Interpretations (See Section 9[D] for students who do not qualify for one of the exceptions or interpretations, and Section 9 [G] for MHSAA Tournament Eligibility and Interpretations 83-89 for eligibility of international students)

I.**AMATUER STATUS** -Eligibility for interscholastic athletics at MHSAA member schools is limited to amateurs, meaning those student-athletes who have not received gifts of material or money and have not received other valuable considerations, including special considerations for loans because of athletic performance or potential. Treatment of or privileges received by athletes or their families that are not provided or available to all students violate the principles of amateurism in interscholastic athletics. Gifts or loans to family members, based on the student's athletic performance or potential, are treated as gifts or loans to the student and violate that student's amateur status.

J. **AWARDS** -A student may accept, for participation in athletics, a symbolic or merchandise award such as trophies, medals or plaques which do not have a fair market value or cost in excess of $25.

K. **LIMITED TEAM MEMBERSHIP** -A student who, after practicing with(including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team,

participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and maximum of the remainder of that season in that school year

SECTION 5: AHS CURRENT ELIGIBILITY

A. **ACADEMIC AND CITIZENSHIP ELIGIBILITY** is from the 3rd Friday of a semester to date of the eligibility list. Eligibility will be drawn on Friday morning at 7:45am of each week. If school is not in session on Friday, eligibility will be checked on Monday. The current semester grade will be the grade used for weekly checks. A student athlete must be enrolled in 7 credit hours. Citizenship Eligibility is weekly and will be included in a weekly document shared by the staff. A student athlete is to show respect for students, faculty, and administration at all times. A teacher may only mark a student once on the list; even if they have them for multiple classes; unless circumstances warrant. Student Athletes with 2 or more failures in academic and citizenship eligibility will be ineligible for the week. (Monday-Sunday).

SECTION 6: TRAINING RULES

Coverage:

All Participants in school sponsored athletic interscholastic activities shall be required to abide by this code. Each student must have a signed copy of the Athletic Code on file in the Athletic Director's office before being allowed to participate in any practice, performance, or competition.

Students shall regard to be under the rules of the Athletic Code beginning with their first day of participation and continuing through the conclusion of their final date of competition as a senior. **Students are bound to the Athletic Code conditions throughout the summer months as well as during the school year.** Penalties for violations occurring at specific summer team activities will be specific to the sport the incident occurred.

Training Code:

The following are considered violations of the Athletic Code:

1) Use or possession of tobacco products

2) Use or possession of alcoholic beverages

3) Use or possession of illegal or "look alike" drugs. No vaping.

4) Breaking of civil laws, statutes or ordinances, with the exception of traffic violations of less than four points of the Michigan Point System. Disciplinary action may be taken regardless of whether or not criminal charges result.

5) Theft or possession of athletic equipment not assigned to the person holding such equipment. Punishment should be charged using the Student Handbook.

6) Violation of school rules or the display of behavior per the Student Handbook.

Procedure:

The Athletic Director shall be the administrator responsible for Athletic Code procedures involving student athletes. All violations shall be reported to the Athletic Director. What constitutes an acceptable source is left to the discretion of the administrator.

Reports by coaches, teachers, administrators, and officers of the court will automatically be considered valid. The administrator shall arrange to hold a conference with the reported student and the student's coach and/or advisor. The Athletic Director is the administrator responsible for holding all hearings and invoking penalties when appropriate. The administrator will give written notice of such penalties to the student's parents, coach, and principal.

Penalties:

An important aspect of the Athletic Code is for the student to have the opportunity to recognize his or her own violation of the code and to report it to their coach/advisor, an administrator, or the Athletic Director. Penalties for self-reported violations of the Athletic Code will be less severe than those not self-reported. Penalties will add to each other throughout the athlete's athletic career.

First Offense: For Violations Section 6 (1-4):

The student-athlete will be suspended 66% of the contests for the sports season, unless the violation occurs in the summer. If the student-athlete is not involved in a sport at the time of the incident, the penalty will be served in the next sport participated in by the student-athlete. If the season is more than 33% complete, the remainder of the suspension will be made up in the next sport the athlete participates. Game time will be rounded to the nearest whole game.

If the student-athlete voluntarily seeks a chemical assessment the suspension will be cut in half to 33% of the contests of the season.

Second Offense:

The student-athlete will be removed from participation of all contests for 100% of the current season. If your current season is more than 33% complete the remainder will carry over to the next sport the athlete competes. The percentage served from the current season will be subtracted from 100% to figure the suspension for the next season.

Third Offense:

One year (365 calendar days) to be served in full.

For Violations in Section 6

Any Student suspended from school for disciplinary reasons, as per the student handbook, is automatically restricted from participation in or attendance at any school sponsored athletic activity for the duration of the suspension.

Appeals:

All appeals must be submitted to the athletic director in writing within 5 business days of receiving notice of decisions. The following appeal process will be used.

Appeal: Athletic Council

All decisions rendered by the Athletic Council will be considered final.

SECTION 7: CANCELLATIONS

School cancellations sometimes occur due to problems such as water main breaks, bad weather and many other reasons with regard to the health and safety of our students. With this in mind the following policy for our students will be in effect when school is canceled or closed early. This policy will be in effect when school is canceled or closed early. This policy will be for all school activities.

If school is canceled for all day or any part of a day, the following procedures will be followed:

A. All scheduled events for that night may continue with a consensus decision of the Administration, Athletic Director and opposing school.

B. Circumstances may warrant the allowance of Varsity and/or Junior Varsity athletic practices with approval of the Administration.

SECTION 8: COMMUNICATION

Protocol to Addressing Athletic Problems other than discipline for rules violations

If you have questions, comments, or concerns about your child's athletic performance, please follow the following steps to solve the problem.

Step 1: Coach and player discuss the problem and attempt resolution.

Step 2: Coach and parent discuss the problem and attempt resolution.

Step 3: Parent and Athletic Director discuss the problem and attempt resolution, involving the coach in the process.

Step 4: Parent meets with Athletic Council to discuss the problem and attempt resolution.

Step 5: Parent and Superintendent discuss the problem and attempt resolution.

SECTION 9: ATHLETIC COUNCIL

A. **THE SEATS ON THE ATHLETIC COUNCIL-** The athletic council shall

consist of two school board members, the athletic director, principal, a female member of the coaching staff, a male member of the coaching staff and a representative of the teaching staff who is non-coach.

B. **DUTIES OF THE ATHLETIC COUNCIL**- To assist coaches and athletes with problems arising through their involvement in athletics at Ashley High School; to interpret the Athletic Handbook if a problem should arise; to carry forth any duties and/or responsibilities assigned to it in the athletic code.

C. **PROCEDURE OF THE ATHLETIC COUNCIL**- The athletic director shall call a meeting of the council within ten business days after they are notified in writing of a request for a meeting. During the summer months more days may be needed to set the meeting. They shall serve as the chairperson of the council and notify council members. The athlete will not participate in events during this period. He or she may practice but not compete in games.

Results of the proceedings shall be recorded and a copy shall be filed with the athletic director, principal, superintendent, athlete or coach and parent if so necessary.

SECTION 10: GYM RULES

1. No pop or other liquids other than water allowed in the gym.

2. Students leaving the building will not be allowed to re-enter.

3. Spectators are expected to stay off the playing floor at all times.

4. Spectators are asked to remain in the bleachers except during half-time and between games. Please have the J.V. and varsity remain seated until the game is over or at the end of quarter for Varsity teams. Do not leave while the game is in progress and action is on the court.

5. No smoking on or in any of the school property.

6. All spectators are to refrain from throwing objects in the gym and onto the floor at all times.

SECTION 11: DUAL SPORT PARTICIPATION

A. A parent/guardian of a student athlete who wishes to participate in two concurrent sports must request in writing (below) to discuss their wishes and review guidelines.

B. The request for the meeting must be made before the beginning of the official practice start date of either sport involved as determined by the MHSAA.

C. A meeting between the student, parent/guardian, coaches of both sports and the athletic director must be held to review guidelines and to complete the following:

1. A written contract will be established wherein all the above-mentioned parties agree upon training and performance requirements concerning games, practices and team events/meetings.
2. The athlete must choose a primary sport and would be expected to attend all contests of the primary sport.
3. The athlete will only be able to participate in the secondary sport when there is not a conflict with the primary sport activities. Potential conflicts will be resolved in this initial meeting and be included in the contract.
4. The athlete will be expected to abide by all team rules of both sports.
5. If the athlete fails to comply with any of the agreed upon criteria, the athlete will no longer be able to participate in the secondary sport.

I wish to request a meeting to discuss the possibility of my son/daughter participating in two sports in the same season.

Students Name: _____ Date: _____

Address: _____ Phone: _____

_____

_____

Primary Sport: _____

Secondary Sport: _____

Student Signature: _____

Parent/guardian Signature: _____

ASHLEY HANDBOOK FOR ATHLETICS

THIS IS AN OFFICIAL RESOLUTION OF THE ASHLEY BOARD OF EDUCATION AND IS ADMINISTERED BY THE ATHLETIC DIRECTOR AND PRINCIPAL OF ASHLEY HIGH SCHOOL.

SECTION 12: STUDENT CHECKLIST

1. Must have a physical form signed and on file with the Athletic Department.

2. Must be responsible for equipment and uniforms.

3. Responsible if missing a day of school to get permission from Athletic Director to practice or play.

4. Maintain grade and citizenship eligibility.

Appendix

TITLE VI, IX, 504 GRIEVANCE FORM #2260 F2

Building _____ Date _____ Time _____

Step 1 - Statement of Grievance _____

_____

_____

_____

_____

_____
Signed - Grievant

Reported to: _____ Principal or Supervisor

Disposition _____

_____

_____

_____

_____ _____
Signed Date

Grievance Satisfactorily Settled: Yes _____ No _____

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

_____ _____
Signed Date

Form 2260 F2
Continued

Step 2 - Disposition _____

_____

_____

_____

_____

Grievance Satisfactorily Settled: Yes _____ No _____

If not, referred to the Board of Education

_____ _____

Signed Date

Step 3 - Disposition _____

_____

_____

_____

_____

Grievance Satisfactorily Settled: Yes _____ No _____

Step 4 - Appealed to: _____

_____ _____

Signed Date

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR
TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA
Form # 2260 F8

Nondiscrimination

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

If any person believes that the Ashley School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

_____

_____

_____

_____

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Form 2260 F8
Continued

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the District Coordinator's office.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS
Form # 5530 F2

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS
Form #8830 F9

Ms. Deana Hardman is the Custodian of Records and is responsible for the supervision of student records at the school. Her office is located near the center of the school, just inside the circle drive by the flag pole door or she can be reached by calling 989-847-2514 Extension 1003.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.

B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.

D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.

F. obtain a copy of the District's policy and administrative guidelines on student records (#8330).

The District has established the following information about each student as "directory information":

(REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; [ ] honor rolls; [ ] scholarships; [ ] telephone numbers only for inclusion in school or PTO directories.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days **(refer to policy 8330)** from the date of this notification that s/he will not permit distribution of any or all such information.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Form # 8453.01 F5

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Traci Gavenda at 989-847-2514 Extension 1004.

REQUEST FORM TO KEEP YOUR CONTACT INFORMATION PRIVATE

The law requires that schools give parents and students the opportunity to request that information, including name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, not be disclosed to anyone outside of the school.

If you don't want your information released to military recruiters and/or request that your information be kept private in other places, as well (such as a yearbook or other school publication), please fill out the form below.

Once a parent or student makes this request, directory information cannot be disclosed without the affirmative consent of the parent (or the student, if the student is over 18 years of age). If you do not opt out, a school may provide only the student's name, address and listed phone number to military recruiters, upon request. Unlisted phone numbers may not be disclosed.

These requests are separated in the form below so that it is clear what information you wish to be released and to whom it may be released. Once you have signed and returned the form, the information may not be released without a parent or guardian's prior written consent.

It is **not** required by law, but it is recommended that a parent or guardian and the student both sign this form. It is also recommended that you keep a copy for your records.

Date: _____

Dear administrator of **Ashley Community Schools**:

I hereby request that the name, address, and telephone listing of the following student:

_____
(Print name of student)

(Check all that apply)

_____not be released to military recruiters without prior written parental consent.

_____not be released to anyone in any school publication without prior consent.

_____
(Print name of parent or legal guardian)

_____
(Signature of parent or guardian)

_____
(Signature of Student)

POLICY STATEMENTS REGARDING
ACCEPTABLE USE OF COMPUTER AND ON-LINE SERVICES

Preamble

The District provides access to technology resources including access to the Internet. These resources allow interaction internally within the district and externally to systems located all over the world. These resources are limited to educational purposes. This purpose is to provide access to electronic resources to promote and enhance student, staff, and board member learning consistent with district educational goals and objectives. This acceptable use policy ensures that the use of the network by students, staff, and board members is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical, and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action, and/or legal action.

District Resources

Educational technology resources consist of any two-way interactive communication devices and voice/ video, data, such as, but not limited to, telephones, computer hardware, computer software, communication lines and devices, graphing calculators, terminals, printers, CD-ROM devices, scanners, digital cameras, LCD projectors, and other technology devices.

Internet Safety Measures

The Superintendent shall be responsible for directing appropriate District technology staff, or technology consultant staff, to bring all computers used by children and adults into full compliance with all federal requirements regarding Internet filtering software to assure that District discounts for Internet access and internal connections under the federal E-rate program are not jeopardized.

Student Internet activities will be monitored by the District as much as possible to ensure that students are not accessing inappropriate sites. Each District computer with Internet access shall have a filtering device or software that is designed to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

Acceptable Uses/Net Etiquette (This *list is not intended to be all-inclusive*):

Classroom activities as assigned and sanctioned by the school/teacher.

Research activities for classroom assignments.

Peer review of assigned work.

The exchange of school project-related ideas, opinions, and questions via email, message boards, and other means.

1. Accessing information via the Internet for limited educational purposes such as: local, state, national and worldwide information and news; correspondence with scientists and scholars; collaboration with peers on projects and problem-solving strategies.
2. Accessing, via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resource and Information Center (ERIC), Smithsonian Museums, university library catalogs, and other like sources in the pursuit of legitimate curricular goals.
3. Proper e-mail and Internet etiquette is acceptable and expected, and should include:

r security problems to the system administrator.

Unacceptable Uses (*This list is not intended to be all-inclusive*):

1. Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to, material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene, or protected by trade secrets or representing the work of others as your own.
2. Accessing non-educational multi-user (chat rooms) talk sessions or a "recreational" game.
3. Engaging in any unauthorized commercial activity, product advertisement, or political lobbying.
4. Use of the school's equipment by for-profit business or non-school sponsored community activities is generally not acceptable. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
5. Use of technology to distort the truth, to lie, or to misrepresent someone else.
6. Use of any technology intentionally to harm or harass anyone.
7. Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.

Waiver of Warranty/Disclaimer
The school district makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen network problems or a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.
Safety Warning
Staff: As a school, we want to celebrate our students and their work. Therefore, there is a possibility that you may want to publish a student's picture on an individual classroom or sports-related website. The names of students may appear in articles on said websites; however, **DO NOT** use names in captions of pictures.
Parents: If you would prefer that your child(s) name **and** picture **ARE NOT** used on an individual classroom or sports-related website, please contact your child's Principal's Office **in writing** with your request.
Students & Staff: As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, email, and two-way communications, the following guidelines should be strictly adhered to:
• Never give your login id and password to anyone for any reason.
• Never leave a computer that you have been using unattended without logging off.
• Never use, or accept, abusive language, threats, or harassment.
• Never get involved with discussions on violence, hate issues, race, or ethnic issues.
• Never violate ethical issues.
• Never send or receive copyrighted software or software that you have not created.

Students:
• Never ask for or give information about (you, friends, teachers, locations).
• Students shall not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
• Students shall not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
• Tell your parents, teacher, or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
• Immediately tell an adult if you receive anything that is inappropriate, threatening, or uncomfortable.
• Never agree to get together or meet with anyone you meet online without permission of an adult.
• Never send photographs or anything else without permission of an adult.

Consequences for Violation of Policy/Rules
Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (Possible Consequences may be, but are not limited to, the following):
1. Restitution
2. Restriction or loss of use of technology resources
3. Legal action
4. Law enforcement notification and fees

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK, TRANSPORTATION DEPARTMENT REGULATIONS, AND TECHNOLOGY ACCEPTABLE USE POLICY.

(THIS PAGE MUST BE RETURNED TO THE SCHOOL BY SEPTEMBER OF THE CURRENT SCHOOL YEAR.)

We have received and read the Ashley Middle/High School Student Handbooks and all related policies contained within. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

_____
Parent/Guardian Signature

_____
Student Signature

_____
Student Printed Name Grade

_____
Date

ATHLETIC CODE

SIGN AND RETURN THIS ACKNOWLEDGEMENT TO THE OFFICE

I agree by the rules and regulations in this Honor Code.

Student's Signature_____ Date_____

I have read and give my permission for _____to participate in co-curricular activities at Ashley JR. – SR. High School. I also understand that I am responsible for medical bills incurred by my child's participation.

Parent's Signature _____ Date_____

PHOTO CONSENT

I give Ashley Schools permission to include my student's photo in the yearbook, website, external media, school programs, and possibly TV.

Parent's Signature _____ Date_____