

ASHLAND MIDDLE SCHOOL STUDENT HANDBOOK

2016-2017
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2016-2017
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THE MISSION OF THE ASHLAND CITY SCHOOLS

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

Beliefs

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

Aims and Goals

High Student Achievement

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

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

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

Safe School Environment

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

Efficient and Effective Operations

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

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

Ashland Middle School Mission Statement

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

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

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

Whom Do I See About . . . ?

Testing	Mrs. Packard, Counselor
Activity Fees	Mrs. Hardesty
Athletics	Mr. Weisenstein
Attendance	Assistant Principal/Mrs. Bolin
Discipline Procedures	Assistant Principal
Lockers/Combinations	Assistant Principal/Mrs. Bolin
Lost and Found	Clinic
Medication Dispensation	Clinic
Report Card (Grade) Questions	Principal, Mrs. Householder
Schedules	Counselor
Stolen Property	Assistant Principal
Textbooks	Teacher
Use of Building	Assistant Principal
Work Permits	Mrs. Householder

NONDISCRIMINATION STATEMENT

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

TITLE IX SECTION 504 STATEMENT

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

NO CONCEAL/CARRY IN SCHOOL

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

ASHLAND CITY SCHOOLS ATTENDANCE POLICY

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

When a child of compulsory school age is not attending school and is not properly excused from attendance, the child is truant.

Ashland City Schools shall utilize the services of the district attendance officer when dealing with attendance problems.

Whenever any student under the age of 18 has 10 consecutive days or a total of 15 days of unexcused absence from school during any semester, the Board authorizes the Superintendent or his/her designee to inform the student and his/her parents of the truancy record and the District's intent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy.

The Superintendent shall develop administrative guidelines that ensure proper procedures are established so the student and his/her parents are provided an opportunity to challenge the attendance record prior to notification and that such notification complies with the provisions of the Ohio Revised Code.

STUDENT ABSENCES AND EXCUSES

The building principal will be the final arbiter of whether an absence is to be considered excused or unexcused.
Absences will be excused for the following reasons:

1. Personal illness of the student;
2. Illness in the student's family;
3. Death in the family;
4. Quarantine for contagious disease;
5. Acts of God;
6. Pre-approved trips or activity with a custodial parent or legal guardian. The parent or legal guardian must request permission in writing from the administrator prior to the absence and arrange for the absence. A student may have no more than 10 days excused on this basis in any school year. Days absent in excess of 10 will be unexcused. Trips taken with persons other than the legal guardian will result in unexcused absences unless unique circumstances would justify excused absence credit;
7. Fair days involving 4-H animals - showing and selling days. Documentation of show/sell dates must be presented prior to fair week;
8. Pre-approved hunting with a custodial parent or legal guardian: the custodial parent or legal guardian must request permission in writing prior to the absence. The absence may be considered a vacation day (see #6 above); or
9. Head lice: there is no immunity or prevention of head lice. They spread rapidly and are in our schools and community. Head lice are usually transmitted through close personal contact with another infested individual. The student will be expected to be returned to school, nit-free, within two days of the day they are sent home with lice. These two days include the day the child is sent home and the day after. A physician's excuse will be needed to permit an absence to be excused beyond two days.

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

Students who are absent from school for reasons not permitted by this procedure are not permitted to make up work except where the student's principal decides otherwise.

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

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

1. Students may make up missed work for excused absences contingent upon the student's initiative. For every day the student is absent, he/she will have an equal number of days to make up the missed work.
2. Grades are to be accepted on a normal basis for make-up work.
3. Upon request by the parent or student, teachers are to prepare lessons for the student who has obtained

permission for an excused absence of two or more days. Sufficient time should be given to collect individual assignments from teachers.

Students who accumulate 10 days of excused absences (excluding those days in which a doctor's note was presented), or 10 days of unexcused absences, at any time during the school year may be placed on **MEDICAL STATUS**. This means they will be required to present a doctor's note excusing student for the entire school day for every absence thereafter. All other reasons of absence, except those pre-approved by the principal, will be unauthorized and will result in unexcused absences.

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

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

1. Students may be marked as unexcused in any case that does not qualify as excused for the absence.
2. Students may not be excused for absences due to shopping excursion, shows, sports events, baby-sitting, or other convenient situations unless the activity has been authorized in advance by the school administration.
3. Absences by students who have not obtained school permission to be absent will be classified as unexcused.
4. Students will be classified as truant if they are absent without parent and school permission for all or any part of the school day. Truancy will result in suspension or other types of disciplinary action.
5. Participation in extracurricular activities requires that the student be in attendance by 9:30 A.M. on the day of the scheduled activity.

Tardiness is considered to be a special form of absence. Following are the procedures for tardiness:

1. Tardy for the day shall be construed to mean anytime a student arrives in school later than the school day begins.
2. When absence occurs for one-and-a-half hours or more at the start of the school day or one-and-a-half hours or more before the end of the school day, the student will be recorded as absent one-half day.
3. Flagrant tardiness from school can result in disciplinary action. Flagrant violations may result in Juvenile Court proceedings if tardiness to school is the result of parental action.
4. In a school building where the day is divided into periods, the pupil must be in class when the bell signals the beginning of the class period. Habitual tardiness to class may result in disciplinary action being taken.

ASHLAND MIDDLE SCHOOL ATTENDANCE PROCEDURES

Whenever a student is absent, the parents are **required by law** (Missing Children Act; April 1985) to call the school and report the absence. This can be done by calling the middle school at 419-289-7966 between 7:30 A.M. - 8:15 A.M. If a phone call is not received, the Attendance Secretary will attempt to reach the parents at home to verify the absence. If parents are not contacted, a card notifying them of the day(s) of absence will be sent. If the Attendance Secretary has not received an excuse for the absence, by note or by phone, within a 24 hour period, the absence will automatically be considered **unexcused**.

SCHOOL ARRIVAL

When students arrive at school, they are to come directly into the building. Students are not permitted to leave the building once they have arrived and are not to loiter or hang out on the property surrounding the school building. Students should arrive at school no earlier than 7:15 A.M. Students who walk to school should not arrive before 7:35 A.M.

SCHOOL DEPARTURE

Students who ride a bus will be excused at 2:40 P.M. to go to their locker and then board their buses. All school buses will have a designated loading area.

Students who walk to school will be dismissed at 2:40 P.M. to go to their lockers and then are asked to go directly home and not loiter on surrounding property. All students who do not ride a bus home should exit the building by 2:45 P.M. unless they are involved in an after school activity.

EARLY DISMISSAL FROM SCHOOL

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

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

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

TARDINESS

Students are expected to be in their classes on time. If a student is tardy in the morning, he is required to secure an excuse from the Attendance Secretary. The teacher will report tardiness to other classes in the day. Habitual tardiness will lead to the following disciplinary actions:

Unexcused	
Tardies	Consequences
5	After School Detention
8	Assistant Principal Intervention (Call Home)
10	2 Hour Detention (Community Service)
13	1 I.S.D.
16	2 I.S.D.
19	3 I.S.D. or other consequences
20+	Additional consequences or court intervention

GENERAL INFORMATION

BICYCLE/SKATEBOARD RIDERS

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

Chains and locks are recommended.

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

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

CLUBS AND INTRAMURALS

Clubs: Student Council, Spring Play, Choir Ensembles, and Writing Team/Power of the Pen

Intramurals: Fall Golf, Basketball, Volleyball, and Spring Golf

INTERSCHOLASTIC ACTIVITIES

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

DRESS CODE

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

It is realized that the effectiveness of the minimum standards of dress can only be achieved through joint cooperation from students, faculty, and parents. In keeping with this idea, the following policy has been adopted as the Dress Code Policy for grades 6-8.

Dress and personal appearance shall be neat and clean. A student's dress or appearance that constitutes a threat or disruption to the health or safety of the student or other members of the school community, or presents an immoral or immodest public display is not permitted. An instructor has the discretion to reasonably alter the stated dress code standards to meet his/her particular situation for a student participating in extracurricular activities, enrolled in a lab class, or participating in a cooperative program. This policy can be enforced for all students in attendance at any school sponsored event. The building administrator will be the final arbiter of appropriate student dress and grooming.

A. The following attire is not permitted in the school setting:

1. Any form of dress or appearance that may disrupt the academic program or that is inappropriate for the school setting
2. Bare midriffs, bare backs, sun dresses, halter tops, low cut tops that display cleavage, or any sleeveless garment.
3. Hats, gloves or hand coverings of any kind, bandanas, do-rags, sunglasses, wallet chains, chains
4. Pajama pants
5. Any clothing that is excessively tight, baggy and/or with large holes or tears is considered inappropriate. Leggings/Jeggings are permitted if worn under a mid-thigh length top, skirt or dress.
6. Visible tattoos that depict immoral/indecent connotations
7. Body piercing, jewelry/accessories, makeup, painted faces, or writings on the body that disrupt or interfere with the educational process

B. Students must wear shoes or sandals in the school setting.

C. Any article of clothing that promotes/illustrates tobacco, alcohol, drugs, violence, sex, or any other obscenity/amorality is not permitted during school or at any school-sponsored activity.

D. Shorts must meet the following criteria:

1. Must be mid-thigh in length. (A recommended guide is a minimum five-inch inseam).
2. Athletic shorts are permitted at the discretion of administration.

E. All skirts/dresses/split skirts/skorts must be at least mid-thigh in length.

F. No "outdoor" coats are to be worn in school unless the coat is considered a suit coat or part of an outfit.

G. At no time shall clothing be worn in such a way as to expose undergarments.

The Principal of the building, or designee, shall be the final arbiter of student dress and grooming in his/her building.

Any changes or revisions may be presented to the Dress Code Evaluation Committee. The Dress Code Policy will be subject to a biannual review.

FIRE AND EVACUATION DRILLS

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

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

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

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

GUIDANCE SERVICES

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

GYM CLASSES AND REGULATIONS

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

HEALTH CLINIC

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

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

1. The clinic aide/secretary will supervise, secure, properly store, and dispense prescribed medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. The school principal or other designated individual must receive and retain a statement which complies with ORC 3313.713 and is signed by the physician who prescribed the drug.
4. The parents, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug

to the principal or other designated individual if any of the information originally provided by the physician changes.

5. No drug or medication will be administered or permitted to be taken during the school day except in accordance with this policy.

IMMUNIZATIONS

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

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

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

Two doses of MMR combined vaccine.

Three doses of Hepatitis B vaccine.

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

One dose of Meningococcal (7th grade only)

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

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

Any questions concerning immunization should be directed to Kim Halblaub, RN, Ashland City District Nurse.

LOCKS AND LOCKERS

1. Students will be assigned to their own individual locker.
2. Change of locker combination:
 - a. First time - free
 - b. Additional - \$1.00 per combination change

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

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

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

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

LOST AND FOUND

A lost and found will be maintained in the clinic. Students are encouraged to check this area for lost items.

LUNCH OPTIONS AND PROCEDURES FOR A.M.S.

Lunch will be served during Periods 5, 6, and 7 daily.

CELL PHONES

Students are permitted to possess CELL PHONES and OTHER ELECTRONIC DEVICES but they are not permitted to use them during schools hours (7:00 A.M. – 2:45 P.M.) except between 7:10 and 7:34 A.M. in the cafetorium or the ELA and during their lunch period in a designated area. It is the student's responsibility to make sure cell phones and other devices are turned off or placed on silent mode. Failure to do so is a violation of the Cell Phone/Electronic Device policy.

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

NOTE WRITING

Writing, passing, or possession of "notes" is not permitted at school. Student conflicts and negative actions often result from notes at school. Consequences will vary depending on the content of notes.

SCHOOL DANCE REGULATIONS

All dances must be scheduled through the Principal's Office. The club sponsoring the dance must make arrangements for supervision which must include a police officer and adult chaperones. Most dances will last from 2:40 – 4:00 P.M. Students are not permitted to leave the dance and then reenter. All school rules are to be observed at all dances. Only Ashland Middle School students are permitted to attend our dances.

Attendance at dances will be permitted only for students who have not been assigned to In-School Detention, Saturday School, A.C.D.C. or Suspended during the period of time between the remaining scheduled dances or before the first dance. Attendance at dances is a privilege that students may be denied for disciplinary or attendance reasons.

Adequate chaperones will be required at each dance and are secured by the advisor.

SURVEILLANCE CAMERAS

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

FIGHTING

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

SCHOOL VISITATION

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

STUDENT COUNCIL

THE STUDENT COUNCIL'S PRINCIPLE PURPOSES ARE AS FOLLOWS:

1. To unify student activities under our control and promote the general activities of the school.
2. To aid in the internal administration of the school.
3. To teach the students the values of a working democracy.

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

TELEPHONE

Students are permitted to use the office telephone to call their parent/guardian.

TEXTBOOKS

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

WITHDRAWAL FROM SCHOOL

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

PROGRESS REPORTS AND GRADE CARDS

Progress Reports are sent home with students during the middle of each grading period to alert parents of student progress. The purpose of these reports is to bring the parents and teachers together so that plans can be made to promote a better learning experience for the student. Should

any parents want progress reports of school achievement at any period of time, please feel free to call the guidance office.

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

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

GRADING PERIODS AND PROGRESS REPORT DATES FOR 16-17 SCHOOL YEAR

- November 4, 2016 Grade Cards Distributed
- January 20, 2017 Grade Cards Distributed
- March 24, 2017 Grade Cards Distributed
- Week of June 21, 2017 Grade Cards Mailed

HONOR ROLL – 6th, 7th AND 8th GRADES

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

FIRST HONOR ROLL:

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

SECOND HONOR ROLL:

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

ACADEMIC RECOGNITION

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

STUDENT CONNECTIONS

Student Connections has taken the place of our OLWEUS Bullying program. This is a two-fold process where students do multiple activities to get out of their comfort zone and take risks, and it also teaches students to coexist with every person in the building.

Students will meet in Homeroom 4 Times a year for Connections Days, where activities will be done to learn about friendship, community, service before self, and ultimately how to treat peers and adults. Bullying is a concept discussed during these activity days, it is an issue we take very seriously and try to address as soon as the information makes it to administration or a staff member. When referring to bullying please remember social media can play a key role in this and although it occurs outside of

school hours and off school property; the school may still investigate and discipline students that use it inappropriately. We look forward to trying new Connections Activities every year, and we will always utilize our lunch periods to continue to promote positive relationships here at A.M.S.

BOARD POLICY ON BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

The Board Bylaws and Policies and Administrative Guidelines on student hazing, harassment, bullying, and other forms of aggressive behavior are constantly being updated to be current with the laws and expectations. The following website contains the most complete and updated Ashland City Schools District Board Bylaws and Policies and Administrative Guidelines on these areas: <http://www.neola.com/ashland-oh/>

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education. The following descriptions are general introductions of the policies, but they are not limited to the actual board policies.

Student Hazing

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

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

Anti-Harrassment

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any

form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

Bullying and Other Forms of Aggressive Behavior

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Relevant Definitions

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

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

"Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property). "Sexual Harassment" has the same definition as set forth in the policy of the Board as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the

Education Amendments of 1972, and the Ohio Revised Code 4112.02.

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

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

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

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

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

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

STUDENT DISCIPLINE

Students should develop a feeling of individual worth and self-reliance. A cornerstone of self-discipline is a respect for the dignity and rights of every individual.

Sometimes the behavior of a student warrants his or her removal from school. We do not like to use this measure, but will, if the situation demands it. The rights of the student will be protected in this process, but so will the rights of those students who want to learn.

Student discipline is viewed as a positive growth experience whereby the individual improves his/her decision-making skills and learns to associate consequences with actions. All discipline is administered in a dignified manner, with respect for the individual's right.

Violation on the part of a student of any one of the following rules of conduct shall result in disciplinary action. Such actions may include but not be limited to: verbal reprimand,

parent conference, assignment to After School Detention, assignment to Saturday School, assignment to In-School Detention, Out-of-School Suspension, or Ashland County Discipline Center, emergency removal or expulsion.

RULES FOR STUDENT CONDUCT

The rules and regulations governing a school are established on the basis of what is proper and right for students of any school to do. If such rules are explained and accepted by the students, certain disciplinary action is necessary for those who do not abide by the rules.

It is our belief that the school is a place for teachers and students to work harmoniously together toward better citizenship and knowledge and that this cannot be accomplished in an atmosphere of poor student conduct. The following is the adopted Code of Pupil Conduct. In compliance with provisions of Section 3313.661 of the Ohio Revised Code, the following is a code of student conduct, violations of which may result in disciplinary action, including suspension and expulsion in the Ashland City School District:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

the beholder.” That is, it is the recipient of the harassment who decides when the actions become harassment.

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

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

SEARCHES AND INTERROGATIONS

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

SEARCH PROCEDURES

Searches of Student Property by School Personnel

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

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

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

1. Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:
2. There should be reasonable suspicion that the search

will result in obtaining evidence which indicates the student's violation of the law or rules.

3. Searches of a student's person will be conducted by a member of the same sex as the student.
4. Searches of a student's person will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
5. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
6. When evidence is uncovered indicating that a student has violated the law, law enforcement officials may be notified.
7. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Student Property by Police

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

Interrogations by Police/Social Service Agencies

1. The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, there;
2. Whenever possible, law enforcement or social service agencies should contact and/or question students out of school.
3. When law enforcement or social service agencies request permission to interrogate a student at school, the principal shall inform the student's parents/guardians, unless the agency can demonstrate that such notification would prove detrimental to the student's welfare or the conduct of an ongoing investigation as provided for in Ohio statute.
4. Whenever the principal has determined that the law enforcement or social service agency has a legitimate purpose in interrogating a student within the confines of the school, the principal or his /her designee should be present throughout the questioning unless his/her presence would be officially prohibited by statute. The contact shall be made out of the sight of others as much as possible.

5. When a law enforcement agency requests permission to arrest a student at school, the principal shall request written authority for such action from the agency unless such emergency circumstances as the law permits exist. She/He shall notify the Superintendent of the arrest.
6. No student shall be released into the custody of a law enforcement or social service agency without proper warrant, written parental permission, or statutory authority except in the event of emergency or for the protection of life or property as determined by the principal.
7. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
8. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters which are properly in the realm of the police department.

DANGEROUS WEAPONS IN SCHOOL

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

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

In the enforcement of these regulations, principals may:

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

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

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

PARTICIPATION POLICY

The staff and administration view student activities which occur outside of the classroom and at times, beyond the end of the school day, as PRIVILEGES afforded all students that may be taken away as a result of a violation(s) of this policy. Some examples of activities referred to in this policy might include the following: "reward" field trips, activity days,

assemblies, dances, athletic events, Quiz Bowl, Ashbrook Scholars, Writing Scholars, Power of the Pen, Academic Challenge, Spelling Bee, Teen Institute, Peer Mediation, Above and Beyond pizza party, etc. Although this listing is not meant to be all inclusive, it represents the various activities that may be taken away from students who choose to violate the guidelines of the policy. Areas of concern that will be looked at when making a decision to deny participation are as follows: after school detentions, in-school detentions, out of school suspensions, assignment to Ashland county discipline center, assignment to the detention home, unexcused tardies, unexcused absences, lack of school work and/or effort in any/all classes. Team teachers will discuss violations and activity suspensions on a regular basis and make a point of communicating their findings with parents.

ASHLAND CITY SCHOOLS DISTRICT NETWORK AND INTERNET ACCESS GUIDELINES

All students will have access to the district network. This will connect all computers available for student use to a server located in the district. This district network serves a limited educational purpose (e.g. word processing, database, educational software and library access).

In addition, the district is making Internet access available to students with parental permission. The Children's Internet Protection Act requires the district to provide filtering software that will check websites visited and block those sites that the district deems unacceptable. While not perfect, it will, with classroom monitoring, provide internet access that is reasonably safe and secure. The Ashland City School district considers the Internet to be a valuable tool for education (e.g., electronic mail and vast research resources).

The student and his/her parent/guardian are to be given a copy of these guidelines and will be required to sign a form agreeing to abide by them. If the form is not signed and returned to the student's school office the district will not provide the student with independent access to electronic mail or the Internet.

The intent of these guidelines is to ensure compliance with all district network and Internet acceptable use policies approved by the District.

District Network/Internet:

A. The use of the district network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The district reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

B. The district reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist abusive, or otherwise objectionable. Students are not to use district

technology to obtain, view, download or otherwise gain access to such materials.

C. All access provided through the Internet is intended for educational use by the district's registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements, political lobbying), in any form, is expressly forbidden.

D. Each user is responsible for the appropriate use of his/her access privilege, i.e. account, password. Any problems or misuses which arise are the responsibility of the user and may be grounds for loss of access privileges, and other discipline.

Any misuse of the district network and/or Internet/e-mail access may result in suspension of access privileges and/or other disciplinary action determined by the district.

Misuse shall include, but not be limited to:

1. any illegal activity that violates Ashland City School District Policy, federal, state or local law is strictly forbidden;
2. intentionally bypassing network filters and/or proxy servers;
3. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
4. obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable or objectionable in the judgment of the district;
5. misrepresenting other users on the network and/or Internet;
6. disrupting the operation of the network through abuse of the hardware or software;
7. interfering with others' use of the network and/or Internet;
8. extensive use for non curriculum-related communication;
9. illegal installation of copyrighted software, or any other illegal activities;
10. unauthorized downloading, copying, or use of licensed or copyrighted software;
11. allowing anyone access other than the account holder;
12. providing personal information about others (e.g. telephone numbers, passwords, pictures, home addresses, social security numbers);
13. plagiarizing works found on the network and/or Internet;

A special exception may be made for certain material or literature prohibited by this section or guidelines, if the purpose of access is to conduct research and both the student's teacher and parent have approved. If a student mistakenly accesses inappropriate information, the student

should immediately inform the teacher or another district employee.

Students are to use the Internet only for educational and career development activities and limited, high quality self discovery activities. Students are not permitted to download large files unless absolutely necessary. If necessary, students should download the file at a time when the system is not being heavily used. Students are also required to check their e-mail frequently, delete unwarranted or unwanted messages promptly and report inappropriate messages to a teacher or another district employee.

The district does not guarantee that network and Internet/e-mail access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The district reserves the right to log Internet use and to monitor e-mail. The district may periodically make determinations whether specific uses of the network and Internet/e-mail are consistent with the acceptable-use policy.

Should the user transfer a file which infects the network with a virus and causes damage, the user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the district.

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

PROCEDURE FOR SUSPENSION OF PUPIL FROM SCHOOL

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

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

3. The notice to parents or guardians must include the reasons for the suspension plus the right of the pupil, parent, guardian or custodian to appeal the suspension to the superintendent, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.

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

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

PROCEDURE FOR HEARING

In conducting a hearing:

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

APPEALS FROM SUSPENSION

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

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

PROCEDURE FOR EXPULSION FROM SCHOOL

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

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

Give written notice to the pupil and his/her parent, guardian or custodian. The notice will include the written reasons for the contemplated expulsion and that the pupil and his/her

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

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

PROCEDURES FOR HEARING

In conducting a hearing:

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

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

APPEALS FROM EXPULSION

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

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

AFTER-SCHOOL DETENTIONS

Students will be subject to after-school detentions issued by administrators and teachers for attendance and behavior infractions. Students and parents will be given at least a twenty-four hour notice of the detention. The detention will be served from 2:30 P.M. to 3:00 P.M. Students should not be tardy to the after school detention room. If a student is tardy, he/she will be denied entrance. Incomplete after school detentions will result in further disciplinary consequences.

SATURDAY SCHOOL

Students will be subject to Saturday School issued by administrators for attendance, behavior infractions, or poor academic performance. Saturday School will be conducted from 8:00 A.M. – 11:00 A.M. and monitored by administrators. Students will complete all assignments and receive full academic credit. Failure to attend Saturday School may result in more serious consequences.

IN-SCHOOL DETENTION PROGRAM

The major purpose of this program is to provide students an opportunity to achieve in school, and at the same time, provide a highly structured program of school discipline. Hopefully the I.S.D. program will be a learning experience offering the student an opportunity to complete assignments and change undesirable behavior patterns. All students placed in the I.S.D. program will complete all assignments, projects, tests, etc., and receive full academic credit. Chronic assignment to the In-School Detention Center may result in Out-of-School Suspension

Students assigned to an In-School Detention are permitted to partake in extracurricular and co-curricular practices, but are not permitted to partake in a competition scheduled for a day that they are assigned to I.S.D.

ASHLAND COUNTY DISCIPLINE CENTER

Students may be assigned to the Ashland County Discipline Center (A.C.D.C.) for school infractions that normally warrant out-of-school suspensions. The assignments range from 1 - 10 consecutive school days. Students will do school work while there and receive full academic credit. Refusal to attend the A.C.D.C. or non-compliant behavior may result in an assignment to juvenile court.

Students assigned to the Ashland County Discipline Center are NOT permitted to partake in extracurricular and co-curricular practices of any competition scheduled for a day that they are assigned to A.C.D.C.

ANNOUNCEMENTS AND BULLETINS

All notices of club meetings, athletic and school social events, general information for the day and specific instructions are announced over the P.A. system each morning and afternoon. Specific notices are posted on the bulletin board outside the guidance office or posted as poster signs. All posters must advertise school sponsored events and must be approved by the Principal or Assistant Principal and placed only on bulletin boards.

CALENDAR 2016 – 2017

2016

Wednesday, August 24	- Staff In-service Day
Thursday, August 25	- Staff In-service Day
Friday, August 26	- Staff In-service Day
Monday, August 29	- First Student Day
Monday, September 5	- Labor Day
Thursday, September 15	- School Pictures
Friday, September 23	- Fair Day – Early Release
Friday, October 28	- End of 1 st Estimate A.M.S.
Monday, October 31	- 6 th Grade Outdoor School Begins
Friday, November 4	- 6 th Grade Outdoor School Ends
Friday, November 4	- Distribute Grade Cards
Thursday, November 10	- Student Led Conferences 3:30 – 7:00 P.M.
Friday, November 11	- Veterans Day Observance
Tuesday, November 15	- Early Release
Tuesday, November 15	- Student Led Conferences 3:30 – 7:00 P.M.
Friday, November 18	- Group Pictures/Retakes 8:00 A.M.
Wednesday, November 23	- Conference Comp Day (No School)
Thursday, November 24	- Thanksgiving Day (No School)
Friday, November 25	- Thanksgiving Vacation (No School)
Monday, November 28	- Teacher Day – No School
Tuesday, December 20	- Last Day of School Before Winter Break

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Monday, January 2	- School Resumes Following Winter Break
Friday, January 13	- End of 2 nd Estimate A.M.S.
Monday, January 16	- Martin Luther King, Jr. Day (No School)
Friday, January 20	- Grade Cards Distributed
Monday, February 20	- Presidents' Day – No School
Thursday, February 23	- Student Led Conferences 3:30 – 7:00 P.M.
Tuesday, February 28	- Early Release
Tuesday, February 28	- Student Led Conferences 3:30 – 7:00 P.M.
Friday, March 3	- Middle School Play
Saturday, March 4	- Middle School Play
Friday, March 17	- End of 3 rd Estimate A.M.S.
Friday, March 24	- Grade Cards Distributed
Friday, April 7	- Last Day of School Before Spring Break
Monday April 17	- School Resumes Following Spring Break
Wednesday, May 24	- Academic Recognition Night 7:00 P.M.
Monday, May 29	- Memorial Day (No School)
Thursday, June 1	- End of 4 th Estimate
Thursday, June 1	- Last Day of Classes
Thursday, June 2	- Work Day for Teachers
Week of June 12	-Grade Cards Mailed Home