

Ashland High School

STUDENT/PARENT HANDBOOK

2018-2019

Ashland High School
Website: www.ashland.k12.or.us/ahs
Phone: 541-482-8771
Fax: 541-482-2172

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CODE OF CONDUCT: *Act Responsibly, Have Integrity, Show Respect*

MISSION STATEMENT: *"Inspiring learning for life!"*

ANTI-DISCRIMINATION STATEMENT

Ashland High School and the Ashland School District do not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the School or District Office for additional information and/or compliance issues:

Erika Bare, Principal
Erika.Bare@ashland.k12.or.us
541-482-8771

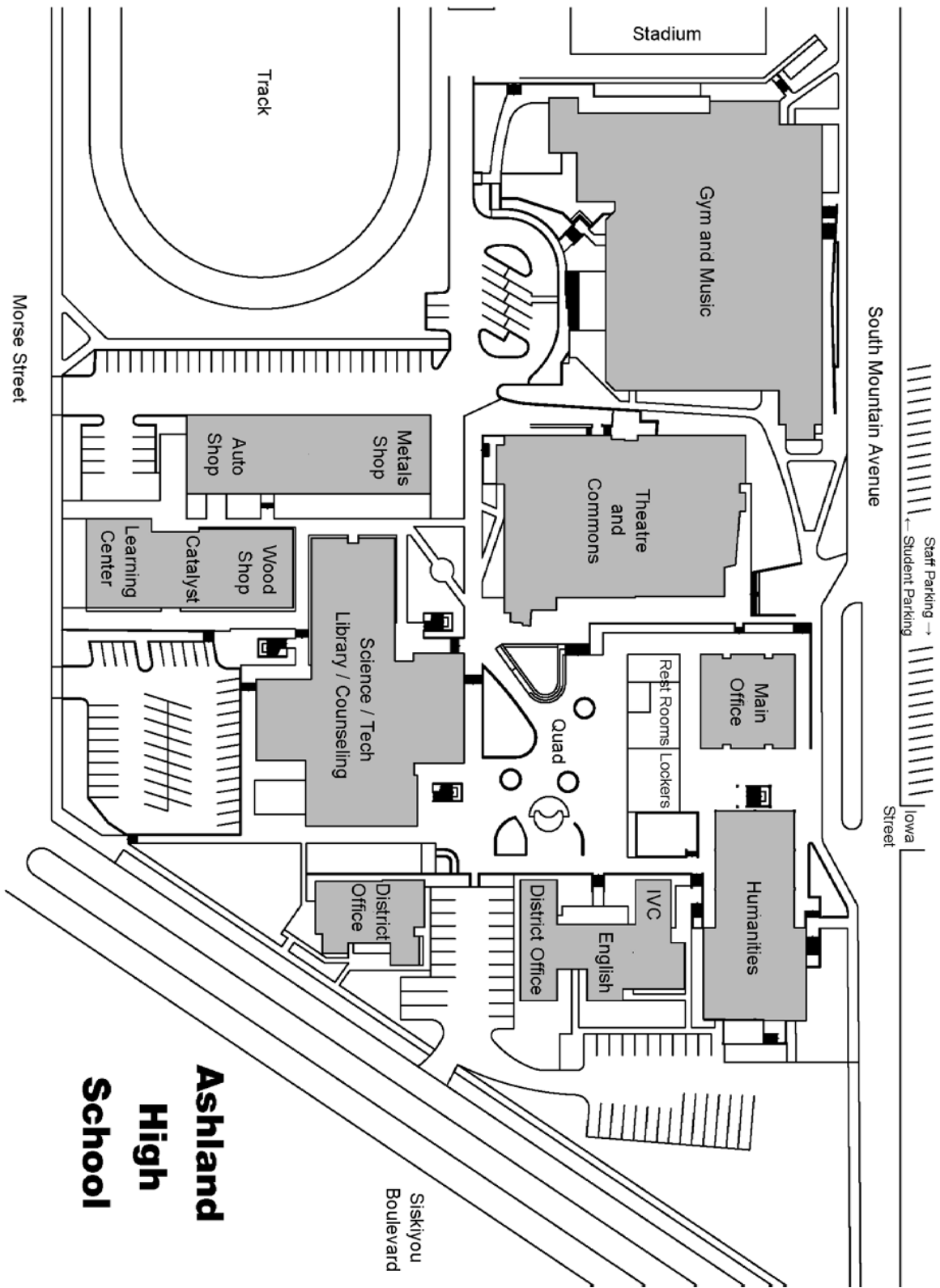
Melanie Marrone, Assistant Principal
Melanie.Marrone@ashland.k12.or.us
541-482-8771

Jay Preskenis, Assistant Principal
Jay.Preskenis@ashland.k12.or.us
541-482-8771

As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 -125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

Map of Campus

A more detailed, room-level campus map is available in the AHS Main Office.



**Ashland
High
School**

Ashland High School Resources

MAIN OFFICE

Phone: 541-482-8771 ext. 2100
Fax: 541-482-2172

- Bus Schedules & Passes
- Fees and Fines
- General Information
- PowerSchool Help
- School/Athletic Insurance

ADMINISTRATORS

Erika Bare- Principal

Erika.Bare@ashland.k12.or.us

Melanie Marrone- Assistant Principal

Melanie.Marrone@ashland.k12.or.us

Jay Preskenis- Assistant Principal

Jay.Preskenis@ashland.k12.or.us

ATHLETIC OFFICE

Phone: 541-482-2377

Karl Kemper – Athletic & Activities Director

Karl.Kemper@ashland.k12.or.us

Marg Orlik-Hill- Athletic Secretary

Marg.Orlik-Hill@ashland.k12.or.us

- Athletic Clearance
- Athletic Participation Forms
- Game Schedule Information
- Ticket Information

ATTENDANCE OFFICE

Phone: 541-482-8782

Callie Mercer

Callie.Mercer@ashland.k12.or.us

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

DEAN OF STUDENTS

Phone: 541-482-8771 ext. 2109

Glenna Stiles

Glenna.Stiles@ashland.k12.or.us

- Attendance
- Discipline
- Parking
- Security

REGISTRARS OFFICE

Janet Villanueva

Janet.Villanueva@ashland.k12.or.us

- Transcripts
- Student Records
- Education verification

Parent/Guardian will call the attendance office at **541-482-8782** between 7:30 a.m. and 4:00 p.m. when their child is absent. For additional guidelines for attendance, see page 9.

Emergencies should be called into the main office at **541-482-8771 ext. 2100**.

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

Ashland High School Counseling Office 541-482-2278

Diane Berry
Diane.Berry@ashland.k12.or.us
Students A-G

Keri Phipps
Keri.Phipps@ashland.k12.or.us
Freshman

Kalli Walker
Kalli.Walker@ashland.k12.or.us
Students H-Mc

Jennifer Marsden
Jennifer.Marsden@ashland.k12.or.us
ASPIRE Program

Jeff Roscher
Jeffrey.Roscher@ashland.k12.or.us
Students Me-Z

Karyn Barats
Karyn.Barats@ashland.k12.or.us
Counseling Office Secretary

APPOINTMENTS WITH COUNSELORS

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

ASPIRE PROGRAM

ASPIRE is a unique Oregon based program that is changing the lives of high school students around the state. ASPIRE brings together community volunteers, students, school staff, and parents to help students overcome obstacles in continuing their education. Students meet one-on-one with their Advisors to plan and execute their postsecondary high school goals. At Ashland High School over one hundred students and forty community volunteers are currently involved in this amazing program. ASPIRE advisors can help students explore career and schooling options, plan ahead to keep options open for the future, finding and getting into the right school, and funding schooling. This program is open to all students who are seeking help with their future. Contact Jennifer Marsden in the Counseling office at 541-482-8771 ext. 2130 or email her at Jennifer.Marsden@ashland.k12.or.us.

STEPS TO HANDLE A PARENT CONCERN

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

An administrator should be contacted if your needs have not been met after these conferences. The superintendent will meet with you if you are dissatisfied with the solutions proposed. Many times your concern can be taken care of at the initial conference with the teacher.

STUDENT SERVICES TEAM (SST)

Student Services Team (SST) is a group of specially trained staff that reviews student referrals from teachers, parents and other students. The team collects data and interviews students who are requiring additional support. SST may recommend options to assist students in addressing behaviors that cause concern. Please contact your counselor or see the Assistant Principal for additional information.

POWERSCHOOL

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

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

Access PowerSchool by going to <http://ps.ashland.k12.or.us/>. Login information and passwords for parents and students are mailed at the beginning of the year. If you lose your password or need assistance with the program, please feel free to contact Tita Soriano at Tita.Soriano@ashland.k12.or.us or 541-482-8771 ext. 2202. You can also subscribe to PowerSchool and receive daily/weekly email updates.

STUDENT HEALTH CENTER

Free and/or low cost health care services are provided on campus in our Student Health Center. Staffed by Rogue Community Health Center staff, the Student Health Center offers many services including:

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

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

Health Maintenance Services: Sports physicals (\$10.00), STD checks, blood pressure monitoring, anemia testing, vision screening, cholesterol screening and more.

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

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

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

Tuberculin Skin Tests for foreign exchange students from certain countries

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

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

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

TAG INFORMATION

Ashland High School and Ashland School District are committed to identifying and providing for the unique intellectual, social, emotional, and career needs of intellectually gifted and academically talented children in grades K-12.

It is our goal to ensure that all learners, including gifted learners, are provided stimulating, challenging and meaningful educational experiences with lessons and materials appropriate for each student's assessed level and rate of learning.

Our philosophy fosters educational alternatives in a broader social context promoting:

- High expectations and achievement
- Intellectual stimulation and collaboration
- Academic enrichment
- Social and emotional growth

We acknowledge and support the vital role of the classroom teacher in creating differentiated instruction for the unique needs of exceptional learners within the classroom setting.

Identification

Ashland identifies students in kindergarten through grade 12 as eligible for TAG services in three areas:

- Academically Talented in Reading
- Academically Talented in Math
- Intellectually Gifted

To identify students, we use a variety of data including nationally normed individual or group tests, classroom observations and work samples, and parent, teacher and student surveys.

We use statewide assessments to screen all students for potential consideration as academically talented.

At Grade 1, we also do a broad screen ability test for all students to help identify students that may qualify as Intellectually Gifted or have the potential to perform as intellectually gifted and need support to overcome adverse life experiences, disabilities, minority challenges or poverty.

If a student demonstrates advanced skills or abilities, he or she may go through a screening process with you, the teacher and the school's Child Study Team (CST) to determine eligibility.

Parents, teachers and students can also refer students to the CST for screening independent of the broad screening process as early as kindergarten.

To learn more about how to identify your child, or the services available, please contact: Jay Preskenis at **Jay.Preskenis@ashland.k12.or.us** or **541-482-8771**.

Ashland High School Attendance Policy

Regular attendance is an essential component of school success. Teachers design lessons to engage students and learning occurs when students are present in class to engage with the content within a community of learners. It is not possible to re-create the learning experiences in missed class periods. It is important to show up and actively participate in class consistently.

EXCUSED ABSENCES

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

- Personal or Family Illness
- Medical or Health Care Appointment
- Death of a Loved One or Family Emergency
- Religious Holidays and Instruction
- School-Sponsored Absence
- Court Appearance

Students Unable to Attend Because of Religious Beliefs: Any student who because of his or her religious beliefs is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of such absence. The absence is excused and will not result in exclusion, failure, or reduction of grade based upon a certain number of days. OAR 581-021-0045. Please notify the school in advance.

Absences due to Religious Instruction: Through prior arrangement with the front office, a child attending the public school may be excused from school for periods not exceeding two hours in any week for elementary pupils and five hours in any week for secondary pupils to attend weekday schools giving instruction in religion. ORS 339.420.

Please be aware that Oregon law require us to drop students after 10 consecutive days of non-attendance, regardless of whether or not it was due to illness. Parents of Students absent for more than 10 consecutive days may re-enroll at the school office.

Parents/Guardians will have two school days after an absence occurs to excuse the absence(s). The Parent/Guardian must notify the school regarding each day the student is absent. This can be done by a phone call to the Attendance Office at 541-482-8782, by sending a signed note, or via email Callie.Mercer@ashland.k12.or.us. Students leaving due to an appointment/illness during class-time must first check out in the Attendance Office. Students arriving late in the morning or after lunch, or who are returning from an appointment, must also check in at the attendance Office prior to returning to class, otherwise the absence will be unexcused.

Absences of more than three consecutive days that are due to illness may require follow up with the school nurse and/or verification from a health care provider.

UNEXCUSED PRE-ARRANGED ABSENCES

Sometimes families choose to be absent for a personal reason other than those listed above. While we cannot excuse that absence, we can help you minimize the educational impact on your child with advance notice. If you know that your child will be absent for two or more consecutive days of school for reasons other than those listed as excusable, they can complete and return a Pre-Arranged Absence Form to the Attendance Office 24 hours in advance of the absence. This form allows teachers to give assignments to the student and to note that the absence is pre-arranged. It also allows parents/guardians to read teachers' comments to see how the absence will affect their child's grade. The absence will appear on the attendance record as UPA – unexcused pre-arranged.

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

Examples of unexcused absences even if pre-arranged:

- * Truancies
- * Haircut Appointments
- * Senior Portraits
- * Senior Project Related Activities
- * Shopping
- * Career Shadowing
- * Absences Related to Student's Personal Appearance
- * Absences whereby the educational benefits do not outweigh the benefits received in school
- * College class requirements
- * Leaving the classroom for any reason and not returning
- * Vacation or Family Trip

Students and parents should be aware that points missed during the course of an unexcused absence cannot be made up. Unexcused absences have a serious effect on the student grade.

ABSENCES LONGER THAN 10 CONSECUTIVE DAYS

Please be aware that Oregon law require us to drop students after 10 consecutive days of non-attendance, regardless of whether or not it was pre-arranged or due to illness. Students absent for more than 10 consecutive days must report to the main office upon return to be re-enrolled in school. Depending on the nature and length of a pre-arranged absence greater than 10 days, we may be able to maintain your child's current class schedule.

TARDIES

Students who are tardy often miss the most critical portion of a school day or classroom lesson. Frequent tardies have a serious impact on learning and school success. We understand that life happens and sometimes students are late for valid reasons. Student tardies fall under the same guidelines and restrictions as student absences.

DAILY NOTIFICATION

Families will be notified of daily, unexcused absences via the SchoolReach notification system. By default, the System will call the primary phone number listed on each child's fall registration paperwork. To select another number, such as a cell phone number, parents/guardians may log into PowerSchool, click on Account Preferences > SchoolReach, and then select from the list of phone numbers provided at registration. To add a new phone number to the list, contact the AHS Main Office (541-482-8771 ext. 2100). In PowerSchool, it is also possible to select a secondary phone for attendance calls. By default, no secondary phone is selected. The service will deliver messages to both live answers and answering machines. No answers (phones ringing over 40 seconds) and busy signals will be automatically retried twice in fifteen-minute intervals after the initial call.

MULTIPLE UNEXCUSED ABSENCES

Step One: Teacher Contact

If a student has two unexcused absences in a single class, the teacher will make home contact and inform the student's counselor.

Step Two: Detention

Students who have two or more unexcused absences from any classes will be required to make up that time through lunch detention, after school detention, or in school suspension. Classwork missed due to unexcused absences may NOT be turned in for credit.

Step Three: Attendance Contracts

Students who do not serve detentions, or if a student is assigned detentions twice in any one semester due to a total of eight unexcused absences, this student will be supported through an attendance contract. If the student is unsuccessful in fulfilling the contract, additional interventions may be necessary. These may include a closed campus, community service, daily attendance checks, parent education, in school suspension, Restorative Justice Contract or a meeting with school administration.

Parents are encouraged to check PowerSchool if their student has experienced irregular attendance. Chronic problems with unexcused absences may result in a visit from the truancy officer (which may also have legal implications), and finally, in extreme cases, dropped from Ashland High School per UAR

ATTENDANCE REGARDING EXTRACURRICULAR ACTIVITIES

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

PARTICIPATION POINTS

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

ATTENDANCE CODES

Listed below is a list of the attendance codes that appear in PowerSchool at Ashland High School.

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

EXPLANATION OF CODES

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

RETURNING TO SCHOOL AFTER A SIGNIFICANT INJURY OR ILLNESS

If your child experiences a significant illness or injury, please call the main office **prior** to having them return to school. This will help to ensure the necessary documentation and arrangements for care are in place. Examples of when to speak with the school are **anytime** your child:

* **Is hospitalized OR receives a new diagnosis of a significant health condition.**

* Has an **Extended Illness and will be missing a number of school days.**

The school will need a note from your Health Care Provider when there is a question about: (1) the implication of a diagnosis for the others in school (for example, is the child contagious?) and/or (2) a care plan for a child who may require special accommodations.

*Has an **Orthopedic Injury and/or requires an Orthopedic Device** (including, but not limited to, casts, braces, splints, crutches)

The school will need a note from your Health Care Provider clearing your child to return to school. The Health Care Provider's note will advise the district nurse as to the progression of activity allowed after an orthopedic injury and any restrictions or accommodations needed in the school setting.

* Has **Surgery and/or Stitches**

The school will need a note from your Health Care Provider clearing your child to return to school as well as any activity restrictions or accommodations needed in the school setting.

If you are unsure if you need to notify the school, please call the main office or Melanie Marrone directly at 541-482-8771 extension 2108.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS - Credits: 50

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

<u>ENGLISH</u>		8 Credits
<u>SOCIAL STUDIES</u> Must include:	Global Studies American Studies Government Economics	2 Credits 2 Credits 1 Credit 1 Credit
<u>SCIENCE</u> Must include:	Physical Science Life Science Additional Science	2 Credits 2 Credits 2 Credits
<u>MATHEMATICS</u>		6 Credits at or above Algebra 1
<u>PHYSICAL EDUCATION</u>		2 Credits
<u>HEALTH EDUCATION</u> Must include:	Health Family Health	1 Credit 1 Credit
<u>APPLIED ARTS, FINE ARTS, OR WORLD LANGUAGE</u> *SEE BELOW		6 Credits
<u>CAREER EDUCATION</u> *SEE PG 15		1 Credit
<u>WORK EXPERIENCE, COMMUNITY SERVICE OR INTERNSHIP</u>	100 hours of community service	1 Credit
<u>ELECTIVES</u>		12 Credits
Total: 50 Credits		
<u>DEMONSTRATE PROFICIENCY IN ESSENTIAL SKILLS</u>	May be satisfied through Smarter Balanced & other nationally normed assessments as well as local work samples.	Reading Writing Math

* Classes in the following departments meet the Applied Arts, Fine Arts, or World Language requirement. Once the fine and applied art credits have been met, these courses default to elective credits. See Course Guide for more details.

Ashland School District Homework Policy

Teachers may assign homework to students to supplement class instruction.

Homework will be an extension of a classroom experience and encourage life-long learning.

The type, frequency and quantity of homework assigned will be determined by the needs of the individual student. Homework will not be assigned for disciplinary purposes, and assignments to be completed during planned school recess will be avoided. Internal guidelines on homework will be developed at the elementary, middle and high school levels.

Ashland High School Homework Guidelines

Thirty minutes at grade level, on task homework per class meeting is the expected amount for Ashland High School students, with a total goal of no more than two hours per night per student. For example, if the teacher expects approximately three hours to be spent on a project, the assignment should be spread over six class periods. The amount of homework assigned between two class periods should be consistent, regardless of the number of days between class meetings, including during a school recess.

*EXCEPTION: Students who register for Advanced Placement (AP) and/or college articulated classes need to be aware that these are college level courses. Because of that, the homework assigned will exceed the recommended level for regular classes at Ashland High School.

We believe homework has three distinct purposes:

- Homework designed to learn new material
- Formative assessment: Homework for practice
- Summative assessment: Assignments to demonstrate learning

The distribution of these various purposes are left to the discretion of the teacher, but will be balanced with the goal of thirty minutes per class period in mind. If students are expected to complete summative style homework, there should be less formative homework during that time.

Based on in-class assessments, it is recommended that flexibility in the completion of formative homework be available for students who demonstrate proficiency. Homework designed to learn material should be accompanied by formative assessment and relevant feedback from the teacher in a timely manner. Teachers will communicate the purpose of homework in their classes and its relationship to the demonstration of learning.

ALTERNATE DIPLOMA DOCUMENTS

Ashland School District offers three alternative graduation documents: A Modified Diploma, an Extended Diploma and a Certificate of Achievement. [2018-2019 Course Guide](#)

MODIFIED DIPLOMA

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

REQUIREMENTS FOR MODIFIED DIPLOMA – Total credits = 48)			
English	6 credits	Social Studies	4 credits
Math	4 credits	Science	4 credits
PE	2 credits	Health	2 credits
Arts &/or Second Lang &/or Career & Tech Ed	2 credits	Electives	24 credits

EXTENDED DIPLOMA

To be eligible for an extended diploma, students must meet the criteria defined in OAR 581-022-1133. Qualified students must demonstrate the inability to meet the full set of academic content standards even with reasonable accommodations and:

- Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
- Have a documented history of a medical condition that creates a barrier to achievement.
- Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles; or
- Have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities and that results in the student participating in alternate assessments

A team including the parent or an emancipated youth, a school administrator, and others with knowledge of the child will review relevant data and make a determination on the appropriateness of an Extended Diploma. Students who have demonstrated the capacity to earn a Regular Diploma or an Ashland High School Diploma are not eligible for an Extended Diploma.

REQUIREMENTS FOR EXTENDED DIPLOMA – Total credits = 48)			
English	6 credits	Social Sciences	4 credits
Math	4 credits	Science	4 credits
PE	2 credits	Health	2 credits
Arts &/or Second Lang &/or Career & Tech Ed	2 credits	Electives	24 credits

CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement may be awarded to students who demonstrate a significant physical, cognitive or emotional barrier that impairs their ability to maintain grade level achievement over time even with appropriate modifications and accommodations and/or intensive instruction.

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

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

CAREER EDUCATION PROGRAM

The Career Education credit will be earned through the first semester of Senior Seminar. Beginning as freshmen, students will establish a personal education plan and a career education portfolio in Grizz Academy. Upon completion of Senior Seminar, a student will earn one credit of Career Education required for graduation.

MINIMUM CLASS LOADS

- **Seniors:** Required to take a minimum of five classes. This can be a combination of classes on the AHS campus, and approved SOU, Online or correspondence classes. Must take either an out, study hall, on-line class or Teacher Assistant as one of their 8 classes.
- **Juniors:** Required to take a minimum of seven classes. This can be a combination of classes on the AHS campus, and approved SOU, Online or correspondence classes. Must take either an out, study hall, on-line class or Teacher Assistant as one of their 8 classes.
- **Sophomores:** Required to take seven classes. Must get permission slip signed by parent and principal to drop one of the seven classes. Must take either an out, study hall, on-line class or Teacher Assistant as one of their eight classes.
- **Freshmen:** Required to take eight classes.

ATHLETIC ELIGIBILITY

Oregon School Activities Association (OSAA) state academic guidelines for participation in athletics:

- The student must have earned 5 credits in the previous semester. This does not apply to incoming freshman for fall and winter sports.
- The student must be enrolled in and passing 5 credits in the current semester.
- The student must be making satisfactory progress toward graduation, defined as having completed 9 credits prior to their sophomore year, 21 prior to junior year and 35.5 prior to senior year.

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

*During the winter season, final grades for the first semester will be used to determine eligibility for the first week of the second semester.

SOCIAL SECURITY ELIGIBILITY

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

OUT PERIODS

Students enrolled in an "out period" must leave campus or be in a supervised area such as the library or study hall. Out periods will be scheduled at the beginning or end of the day when possible.

SCHEDULE CHANGES / DROPPING A CLASS

Schedule changes are discouraged and **will not be made without teacher/counselor/parent/administrator consent.** The Schedule Change form must be completed and on file in the counseling office. It is expected that careful educational planning will eliminate the need for schedule changes. **Classes may only be changed within the first three days of a class (6 days total--Red/White).** Classes dropped after the first six days will result in an "out period." Classes dropped after the third week of the semester will result in an "F" grade for the semester. Students must work with their counselor for any schedule change. Scheduling changes will only be made for the following reasons: **Wrong class level (i.e. AP instead of regular), Missing a required class, Already passed a class on your schedule and Empty period or "see counselor".**

PREPARING FOR POST HIGH SCHOOL ACTIVITIES

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

Students must earn a grade of C- or better in order for a course to be counted as meeting part of the subject area requirements for admission to Oregon University System campuses. Students are also strongly advised to contact the admissions office in order to fully understand the admission requirements, including if a D grade will be recognized for that campus. It is recommended that seniors take a total of five college-counting classes each semester during their senior year. See page 5 in the AHS Course Guide for 2- and 4-year college entrance information.

NCAA

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

EARLY COLLEGE CREDITS

Students can now earn college credits during high school, save money and time, begin building credits towards a college degree, and take courses related to a career that interests them. Students may do this either by taking approved RCC College Now or SOU Advanced Southern Credit classes on campus or enrolling at Southern Oregon University or Klamath Community College for Culinary and taking selected courses there. Students should see their counselors for more information and a list of the courses that can be taken for early college credit. More information regarding early college credits may be found at <http://www.ashland.k12.or.us/sou>. Early college credits will be available to “at risk” students at no cost to the family.

GRADING

Ashland High School uses an A - F grading system. Teachers may give + and - grades to more accurately reflect student performance, however pluses will not be added to A grades. The value of grades in computing a GPA (Grade Point Average) is the following:

A (100%-93%)	= 4.0	C (76%-73%)	= 2.0
A- (92%-90%)	= 3.7	C- (72%-70%)	= 1.7
B+ (89% -87%)	= 3.3	D+ (69%-67%)	= 1.3
B (86%-83%)	= 3.0	D (66%-63%)	= 1.0
B- (82%-80%)	= 2.7	D- (62%-60%)	= 0.7
C+ (79%-77%)	= 2.3	F (59%-0%)	= 0.0

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

INDEPENDENT STUDY

Independent Study is available to 10th – 12th graders who wish to study an area not offered in the regular curriculum. Applications for Independent Study must be pre-approved by the coordinating teacher/counselor/administrator and each Independent Study requirement must be completed before credit is given. Applications are available in the counseling office. Only one independent study will be approved each semester. An independent study cannot be used to fulfill Senior Project requirements.

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

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

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

TESTING ACCOMODATIONS FOR STUDENTS WITH IDENTIFIED DISABILITIES

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

SPECIAL EDUCATION PARENTAL PLACEMENT IN PRIVATE SCHOOL OR OBTAINING PRIVATE SERVICES

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

FEES & CHARGES

Families who qualify for free or reduced meals do not pay fees. Students taking certain classes are assessed a fee to cover the costs of materials consumed in projects that become the property of the student. Listed below are the fee assessments. Donations are also gladly accepted. If paying fees is a problem through out the year, you may arrange a payment plan. Please contact the AHS Bookkeeper for more information.

Other charges can include replacement of lost or damaged textbooks and library books, student bodycard replacements and transcripts/immunization records requested post-graduation. A fee matching the replacement value of the text will be assessed for each lost textbook. Damaged texts are assessed fees according to the nature of the damage. Students will be assessed a \$5.00 replacement and processing fee in addition to the cost of their library fine when paying for a lost book or a book damaged beyond repair.

Seniors must pay all their fees and fines in order to participate in graduation ceremonies. All other students must pay their fees, or make other arrangements, before they receive a schedule in the fall.

Refunds: If a student drops a class, he/she must request a refund in the main office. To be eligible for a refund, a student must officially withdraw from the class within the first four weeks of semester. Refunds are not issued automatically. You must contact the AHS Bookkeeper at 541-482-8771 ext. 2112 to request a refund. The refund check is processed by Ashland School District and mailed to the student address on file. IMPORTANT NOTE: All refund requests must take place within the same school year as the fee was paid. No refund will be available for payment from previous years.

High School Student Insurance

A brochure containing a description of benefits and enrollment forms are available on our school website and in the main office.

2018-2019 School Year Insurance Plan Totals	High Option	Mid Option	Low Option
24/7 Student Accident Plan	\$364	\$339	\$269
Dental accident plan	\$16 when purchased separately \$12 when added to other plan(s) purchased		
School time accident plan	\$87	\$82	\$66
Student accident and sickness plan	First \$225.00 covers current month and one additional month. Subsequent payments: \$183.00 per month, billed every 2 months.		
Tackle football accident plan (grades 9-12)	\$375	\$346	\$280

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

OUT OF DISTRICT LEVY FEE

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

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

AHS CLUBS

Joining a club is a great way to meet new people who share similar interests. The following is a list of clubs available to students so check the daily bulletins and listen to the announcements for meeting times and places.

CLUB	ADVISOR	CLUB	ADVISOR
Academic Scavenger Hunt	Rensi	Math Honor Society (Mu Alpha Theta)	J. Britt
AHS Golf Club	Miller	Math Team	Anderson
AHS Music Club	Moddison	Mock Trial	TBD
AHS Rock Climbing Club	G. Roscher	Model United Nations	Hirsh
Black Student Union	Hirsh	National Arts Honor Society	Parowski
Brain Bowl	Healy	National Honor Society	Cork
Catholic Club	TBD	Outdoor Adventure Club	Hirsh
Chess Club	Hartman	Parkour Club	Beil
Chinese Culture Club	GuoTBD	Philosophy Club	Healy
Club Amigos	Contreras	Photography Club	Prusko
Creative Writing Club	Cory	Pop A Capella Choir	Martin
Drama Club	Bishop	Project Up	Betsy
Filmmaking Club	Prusko	Queer-Straight Alliance	Albertson
Gender Equality Club	Healy	Robotics	Roscher
Global Citizen Corps	B. Hobeijen	School Spirit Club	McGrew
Harry Potter Club	Martin	Salvaging Sisterhood	Berry
Interact Club	J. Britt	Science Bowl	Kennedy
Interactive Literature Club	Case	Speech and Debate	MandellHaas/Marr
International Club	Contreras	Spoken Word Poetry Club	McGrew
Jesus Club	Bishop	Sustainability Club	Hartmen
Kahoot and Crafts Club	Case	Tap Dancing Club	Bishop
Key Club	Cork	TEDTalks&Tea	TBD
Knit Wits	Davidson	Ultimate Frisbee	HollingsworthFederline
Liberty in North Korea Club (LINK Club)	Martin	Yearbook Club	Prusko
Magic, The Gathering Club	Marr	YoMIND Ambassadors Club	Edson
Math Honor Society (Mu Alpha Theta)	J. Britt	Young Democrats Club	Bolling

Clubs List is current as of June 2018

How to Create Clubs: Find a faculty advisor, complete a club application (in the main office or athletic office) and the present the application to Karl Kemper, Activities Coordinator, for approval.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Ashland High School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

Student Rights & Responsibilities

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

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

ACADEMIC MISCONDUCT

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

CELL PHONES/ELECTRONICS

CELL PHONES MUST BE TURNED OFF DURING CLASS! Students are permitted to bring cell phones and electronics to school as long as it does not interfere with the educational process. Use of cell phones and electronics during class time is strictly prohibited (with the exception of learning activities using cell phones initiated by the teacher). Inappropriate use of these items will result in confiscation of item until the end of the school day. Repeat offenders will require a parent conference to retrieve the item and/or may be suspended. Students are responsible for securing their belongings at all time; thefts of these types of items are common if left unlocked. In particular, PE lockers have proven to not be a secure storage space for these types of items.

COMPUTER MISCONDUCT

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

CYBERBULLYING

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

DANGEROUS/ILLEGAL WEAPONS

Weapons and replicas of weapons are forbidden on school property. This includes knives. Under Oregon law, "dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

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

DISCIPLINE/DUE PROCESS

A student who violates school rules shall be subject to disciplinary action. A student's due process rights will be observed in all instances including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques, including: Restorative Justice practices, counseling by teachers, counselors and administrators, community service, letters of apology, behavior contracts, detention, suspension, expulsion, loss of driving privileges, loss of right to apply for driving privileges, and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense.

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

DRESS

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments and waistbands (bra straps excluded).
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

EXPLOSIVES (are considered weapons)

Fireworks and any other form of explosive devices are strictly prohibited from the Ashland High School campus. False alarms, bomb threats and abuse of and/or tampering with emergency equipment, including fire alarms, will be viewed the same as explosive devices. If you know of anyone in possession of an explosive device including firearms, please notify the main office immediately. Law enforcement authorities will be notified.

GANG ACTIVITIES

Gang activity is not allowed at Ashland High School. A gang is any group of two or more persons acting together in an ongoing pattern of activity in violation of school rules.

GUESTS ON CAMPUS

With the exception of pre-approved, new student shadowing in May, student guests are **not** allowed on campus during the school day.

HAZING/HARASSMENT

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

Students experiencing hazing or harassment will report it to the Dean of Students, an administrator, a teacher or counselor. Additionally, students have the options to report to Safe Oregon. www.safeoregon.com

HARASSMENT (Sexual and based upon Race, National Origin and Disability)

Everyone at Ashland High School has a right to be respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, national origin, sexual orientation, gender identity and expression and disability. A harasser may be a student or an adult. Here are some examples of harassment when related to sex, race, national origin, or disability.

- a. name calling
- b. pulling on clothing
- c. graffiti
- d. notes or cartoons
- e. unwelcome touching of a person or clothing
- f. offensive or graphic posters or book covers; or
- g. violent acts

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, or an administrator. You may also submit a complaint in writing or use SafeOregon. It should be given to a teacher, counselor, or administrator. Your right to privacy will be respected as much as possible. We take seriously all reports of sexual harassment, and harassment based upon race, national origin, and disability, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct. The School District will also take action if anyone tries to intimidate you or take action to harm you because you made

such a report. See Title 9 documents at <http://ashland.k12.or.us/SIB/files/ASD%20Title%20IX%20Plan.pdf>

SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTIFICATION AND EXPRESSION, AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

INSUBORDINATION

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

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

A student who is insubordinate will have appropriate consequences assigned which may include restorative justice.

INTERNET & EMAIL USAGE

We are pleased to offer students at Ashland High School access to the district computer network for email and the Internet. The Internet is a privilege that students have earned the right to use at school. They will need to access the Internet to be successful in most of their classes and learn vital 21st century skills. Access to email and the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Ashland Public Schools supports and respects each family's right to decide whether or not to decline access. If you, as a parent or guardian, **do not** want your child to have access to the Internet please submit a written letter to our office manager stating that they do not have permission. Your child may also lose the privilege of using the Internet at Ashland High School if they abuse that privilege.

District Internet and Email Rules

Students are responsible for good behavior on student computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. **Internet access is a privilege – not a right. Access entails responsibility.**

Individual users of the district computer networks are responsible for their behavior and communication over those networks. It is presumed that users will comply with district standards. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like other student-school storage areas. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board policy on student conduct and discipline (JFC) and procedures on Internet use (copies of which are available on the district website and in school offices), the following are not permitted:

- Sending or displaying offensive messages or pictures (e.g., sexual, drug, violence or alcohol related messages)
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action

LIBRARY

The Ashland High School Library welcomes students to explore its excellent Internet resources as well as more than 25,000 books and magazines. Librarians are always available to help students in any way they can –from assisting with class research projects to advising students on individual book selection. Students are expected to act responsibly and with personal integrity and make the best educational use of the many library resources. The library is open most school days from 7:30am until 4pm.

LOCKERS

Lockers are assigned during registration; students keep that locker during their high school career. Students must not change lockers without permission from the office. School Board policies regarding damage to district property and possession of illegal material apply to lockers. Lockers are school property and school officials may search them at any time.

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

OPEN CAMPUS

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

“OUT” PERIODS

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

PARKING: AUTOMOBILES

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

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

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

1st Violation: Orange violation sticker will be placed on the car; license, date and place will be recorded.

2nd Violation: \$50.00 parking ticket will be issued to the student and added to his/her school account.

3rd Violation: Parents will be notified; car may be towed from premises and parking permit will be revoked. Towing expenses range from \$200 - \$400.

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

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

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

PARKING: BIKES, SKATEBOARDS AND SCOOTERS

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

PICTURE I.D./STUDENT BODY CARD

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

POSTERS

Posters promoting school sponsored events may be hung around campus. Students are also responsible for taking those posters down after the event. Posters advertising events not sponsored by the school require administrative approval prior to posting on the two student bulletin boards.

PROFANITY

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

STUDENT RECORDS

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

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

SUBSTANCE/DRUG POLICY

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

What Happens When a Violation Occurs?

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

Re-Entry School Conference

The goal of this conference is to review the findings of the investigation with the parents and the student. Based on the evidence the administrator will uphold or dismiss the violation. If the evidence reveals a violation has occurred, a team facilitated by the Dean of Students will meet with the parent and student to discuss treatment and consequences.

Consequences

On a first offense, where the severity of the offense does not warrant suspension or expulsion, the school-based team will develop a 60-day restorative justice contract. The team has discretion in developing this contract to meet the needs of the individual student. The team will monitor the completion of the contract.

Students participating in extracurricular activities including participation on sports teams are subject to additional consequences as articulated on page 30.

Treatment

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

Repeated Violations

Students who have repeated violations will follow the program outlined in the previous sections. The student will be subject to graduated disciplinary consequences, up to and including suspension and expulsion.

SUSPENDED/EXPELLED STUDENTS

Students who are suspended or expelled from Ashland High School are prohibited from being within 1,000 feet of campus or at school-sponsored activities for any reason throughout the duration of their suspension or expulsion. Students will not be able to participate in athletics or activities including practices during the period of their suspension and/or expulsion.

THEFT

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

TOBACCO (including E-Cigarettes & Vaporizers)

Tobacco products in any form, including, but not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers and electronic nicotine delivery systems, are prohibited from the Ashland High School campus or within 1,000 feet of campus. Matches and lighters are also prohibited on campus. Use and or possession of "e-cigarettes" or "vapes" are specifically prohibited on campuses and properties of the Ashland School District and at all ASD sponsored events and activities. All properties of the ASD campuses are smoke-free areas and any activity that portrays and or mimics "smoking" is also prohibited. Additionally, it is a violation to distribute, exchange, and or sell any smoking paraphernalia.

Consequences for those in violation of these rules are as follows:

- 1) First offense: item(s) will be confiscated and not returned; student and Dean/affected party will create restorative contract; parents will be notified and student will be required to be in inschool suspension for a period equal to one school day. Athletic consequences also apply.
- 2) Second offense: item(s) will be confiscated and not returned; meeting will be scheduled with student and parent where restorative contract will be created; and student will be required to be in inschool suspension for a period equal to three school days. Athletic consequences also apply.
- 3) Third or additional offenses: student will be suspended pending a re-entry meeting with parents where additional consequences/restorative practices will be discussed.

VANDALISM

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

Discipline Checklist

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

	CONFISCATION OF ITEM	DETENTION	PARENT NOTIFICATION	SUSPENSION IN OR OUT OF SCHOOL	JOINT CONF. PARENT T/S	ACADEMIC PENALTIES	RESTORATIVE JUSTICE CONTRACT, RESTITUTION, LOSS OF PRIV.	REFERRAL TO LEGAL AUTHORITIES	WITHDRAWAL FROM COURSE, SCHOOL OR BUS	REQUEST FOR EXPULSION	REFERRAL FOR SUPPORT SERVICE
ACADEMIC VIOLATIONS Cheating, plagiarism, changing grades, theft of test or gradebooks, forgery.	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
ALCOHOL/DRUGS Being under the influence of, possessing, distributing, selling or exchanging controlled substances, paraphernalia, or items representative of a controlled substance. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students, staff and citizens on school property is prohibited. The board says they believe education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students.	✓	✓	✓	✓	✓		✓	✓		✓	✓
BUS MISCONDUCT	✓	✓	✓	✓	✓		✓		✓		✓
CLASS DISRUPTION	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
COMPUTER MISCONDUCT Tampering with school records. Inappropriate conduct on Internet (see pg. 23).	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DRESS Violations of guidelines for appearance.		✓ SECOND OFFENSE		✓ SEND HOME TO CHANGE	✓		✓				✓
EXPLOSIVES Possessing explosives (including firecrackers, false alarms, bomb-threats, abuse of or tampering with emergency equipment.	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
FIGHTING Assault, battery, or threatening physical harm to any student or employee.	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓

	CONFISCATION OF ITEM	DETENTION	PARENT NOTIFICATION	SUSPENSION IN OR OUT OF SCHOOL	JOINT CONF. PARENT T/S	ACADEMIC PENALTIES	RESTORATIVE JUSTICE CONTRACT, RESTITUTION, LOSS OF PRIV.	REFERRAL TO LEGAL AUTHORITIES	WITHDRAWAL FROM COURSE, SCHOOL OR BUS	REQUEST FOR EXPULSION	REFERRAL FOR SUPPORT SERVICE
HARASSMENT Involving threats of a physical, psychological or sexual nature, including cyberbullying.		✓	✓	✓	✓		✓	✓	✓	✓	✓
INSUBORDINATION Defiance of authority, verbal abuse of school employees.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PROFANITY Foul language is inappropriate in an educational setting.		✓	✓	✓ THIRD OFFENSE	✓ REPEAT OFFENSE		✓		✓		✓
THEFT Breaking into locker, school buildings, classrooms, school computers, theft of any kind.	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
TOBACCO, VAPES, E-CIGS Using tobacco in any form.	✓	✓	✓	✓	✓		✓	✓			✓
TRESPASSING			✓					✓			
UNAUTHORIZED AREAS Being present in any classroom, gymnasium, office, locker room or other area of the facility without permission and/or supervision, including parking lots and athletic fields.		✓	✓	✓			✓				✓
VANDALISM Destruction of school property, materials, destructive pranks (including water balloons and spitting).	✓	✓	✓	✓			✓	✓		✓	✓
WEAPONS Possessing weapons of any kind. Confiscated weapons may be turned over to Jackson County Sheriff's Department.	✓		✓	✓	✓			✓	✓	✓ FEDERAL LAW MANDATES EXPULSION	✓

DIRECTORY INFORMATION DISCLOSURE

The Ashland School District hereby gives notice of the intent to release student directory information. Directory information regarding students may include the following: student's name, date and place of birth, address and phone number, parents' or guardians' names and email address, major field of study, GPA, participation in recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees or awards received, most recent previous school attended, such illness or accident information as may be appropriate for dealing with health and safety emergencies.

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

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

EMERGENCY RESPONSE

Ashland High School now utilizes a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. This service is provided by SchoolReach, a company specializing in school-to-parent communications. For emergencies, the service will call primary and secondary phones and, if selected, a text message will also be sent.

If an emergency situation were to develop on campus during the school day, teachers and staff will follow the procedures outlined in Ashland High School's Emergency Plan. The procedures followed would be varied and would depend on the particular situation that developed. SchoolReach, the district website, news media and PowerSchool will be relied upon to disseminate information when the numbers are such that it would be impossible for school staff to personally make those contacts. It will be important for the school to keep the phone lines clear in order to communicate with the emergency services and the media. The school will make every effort to get the pertinent information to the media in a timely manner.

Ashland High School will continue to report school closures due to snow or weather on local television and radio stations, as well as the district website at <http://ashland.k12.or.us>.

EXCHANGE STUDENT REQUIREMENTS

To gain admission as an exchange student, the following criteria must be met:

- The student must be enrolled in a Council on Standards for International Educational Travel (CSIET) approved program or have an adult sponsor who is a permanent resident within the Ashland School District boundaries. (See next page for additional requirements for students who do NOT come through a CSIET approved program).
- We only guarantee placements to organizations or resident adult sponsor that have secured a host family and exchange student by the end of June for the coming school year. Placement requests made after July 1st will be considered based on availability of classes.
- **The student will be enrolled full-time at AHS for the entire school year**, no more or less than that, arriving on campus no later than the Friday before school starts to register. The exchange organization or resident adult sponsor will provide all necessary records before school starts. This includes a birth certificate or passport and documentation of current immunizations.
- There must be a local representative from the exchange student organization or resident adult sponsor who is responsible for all aspects of the student's life outside of school.
- The student will be hosted by a family that resides in Ashland School District boundary.
- In the event of behavioral or academic problems involving the student, the exchange company representative or resident adult sponsor agrees to be readily available to be actively involved in resolving the issue.
- The representing agency or resident adult sponsor will ensure that the exchange student has English language skills that will enable them to do grade level work in AHS classes. The student needs to possess English language skills in speaking, reading, and writing that will enable them to be enrolled and participate in classes offered at AHS, with minimal accommodations. AHS administration, rather than the agency or adult sponsor, will have final authority to determine appropriate classes for individual students.
- If the student is planning to take a math class, they will take a math placement test upon arrival on campus and enroll at the level recommended by math department chair person.
- AHS has no requirements for which classes an exchange student must take. The student and their family are responsible for checking with their home school to determine what, if anything, is required of them regarding credits they need to earn. The student may request courses at AHS but should have an understanding that it is possible that they may not get all of their choices due to staff judgment regarding appropriate placement or lack of space. **An exchange student should have an understanding that earning an Ashland High School diploma during their year as a guest at our school is not an option.** If the student is the equivalent age of a senior, they are eligible to participate in the graduation ceremony and receive an honorary diploma.

***IF THE STUDENT IS NOT COMING THROUGH A CSIET APPROVED PROGRAM:**

The school must submit a completed US Immigration Student and Exchange Visitor Program (SEVIS) I-20 application form in order for the family to apply for an F-1 visa. As required by SEVIS, a full year of tuition in the amount of \$7000 must be received by Ashland School District before the I-20 application can be submitted to the US Department of State on behalf of the prospective student.

Oregon Immunization Requirements

- 5 doses of Diphtheria/Tetanus/Pertussis (Dtap, Tdap, Td)
- 1 Tdap booster after age 10
- 4 doses of polio (IPV or OPV)
- Chickenpox disease Date or the varicella vaccine (VZV or VAR)
- 2 doses of Measles/Mumps/Rubella (MMR)
- 3 doses of Hepatitis B (Hep B)

On the Oregon Certificate of Immunization Status form fill in the month/day/year that your child received each dose of vaccine. Doses must be listed in the order received. The parent or guardian signature and date represents a sworn statement that the child's record is accurate. **All foreign exchange students are required to have all of their immunizations and the form filled out before attending the first day of school.**

SOCIAL SECURITY NUMBERS - Disclosure Statement

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

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

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

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

1. The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
 - State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
 - Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

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

Ashland High School Athletics/Activities Code of Conduct

From the first official practice through the completion of the season, participants in AHS athletics/activities commit to:

- **ATTENDANCE:** Unless PRE-EXCUSED for a valid reason, a student-athlete must be in attendance for all of his or her scheduled classes in order to participate in athletics on that same day. If an absence from school is due to illness, the student may not participate on the same day.
- **TRANSPORTATION:** Participants must ride to events and return home using district transportation unless their parents assume responsibility for them, either by being present or through a note designating another adult to transport. Students may not drive themselves to or from away competitions.
- **ELIGIBILITY:** Athletics/activities participants are to conform to the rules of scholastic eligibility as defined by the Oregon School Activities Association, as well as the participation and training obligations of the Ashland School District and its coaching staff. Weekly participation in competition will be earned by meeting district academic standards of a current minimum of five grades of "C" or better and no failing grades.
- **EQUIPMENT:** Athletics/activities participants are responsible for all school owned equipment issued to them. They will be held monetarily accountable for school equipment that is lost or damaged outside of the scope of participation. Future participation may be withheld if restitution is not made.
- **HAZING/BULLYING/HARASSMENT/ASSAULT:** Behavior of this type will NOT be tolerated by members of our athletic/activities programs and may result in suspension or dismissal from the team. An individual or group who engage in humiliation, intimidation, pressure to perform dangerous/harmful activities as a prerequisite to inclusion, excluding or singling out individuals in a negative manner, and/or engage in cyber bullying will be in violation. Harassment and/or assault of others, sexual or in any form, could also lead to the aforementioned consequences.
- **GOOD CITIZEN OBLIGATION:** Participants in athletics and/or activities programs shall conduct themselves in a manner that reflects the high standards and ideals of their team, school, and community. Violations of conduct that are unbecoming of an athlete will lead to disciplinary action up to and including suspension or removal from participation.
- **DRUGS, ALCOHOL, & TOBACCO:** Participants in AHS athletics and/or activities programs commit to not use, possess, transmit, or be under the influence of drugs, alcohol, or tobacco, including vaping of any kind, 24 hours per days and 7 days per week for the entirety of the season. Participants found in violation of this agreement, will be subject to the following:

FIRST OFFENSE: Student is suspended from participation in 1/3 of the scheduled season contests/performances, including not being allowed on team sideline/bench during contest/performance. If less than 1/3 of the regular season remains at the time of the infraction, the penalty will include all post season competition and may carry over into the next activity season in which the student participates. The individual may not participate in

any activity with the team for one calendar week. The student-athlete must enroll in a drug and alcohol education program before returning to the team.

SECOND OFFENSE: If there is a second violation of the policy in the same school year it will result in exclusion from participation in athletics and/or activities for the remainder of the school year.

***DRUG OR ALCOHOL USE OR POSSESSION AT A TEAM/ACTIVITY FUNCTION WILL RESULT IN IMMEDIATE DISMISSAL FROM THE TEAM FOR THE REMAINDER OF THE SEASON AND THE STUDENT BEING SENT HOME AT PERSONAL EXPENSE.**

My signature below acknowledges that I have read and agree to the terms of this contract.

Print Name _____

Sport/Activity _____

Signature of Student _____ Date _____

***All conditions of the Athletic Participation Contract apply to the student-athlete, even if the student is 18.**

Ashland High School Dance Policy

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

The following are rules that govern all dances at Ashland High School:

- 1.) Dances will take place on school premises unless special permission is obtained from the administration. Off-campus dances are typically limited to the Homecoming Dance, Winter Formal and Prom.
- 2.) Use of on-campus facilities must be scheduled with Rebecca Sullivan in the Main Office.
- 3.) No dance will go longer than 11:00 p.m. (Only prom may last until 11:30 p.m.)
- 4.) At least 10 chaperones, a minimum of 4 staff and at least 1 administrator must be at every dance.
- 5.) At least one Ashland Police Officer must be present at every dance.
- 6.) No backpacks or bags will be allowed in the dance.
- 7.) Staff will be at the door checking student ID cards.
- 8.) Once students have entered, they must stay. If they leave, they may not come back in.
- 9.) The class or club advisor who is sponsoring the dance must attend.

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

- a.) Guest passes may be purchased for \$5.00 and need to be completed and turned in two days before the dance.
- b.) Guest must present a photo ID to prove their identity.
- c.) Only high school students may attend school dances. The one exception is for students that graduated the previous year from AHS and must follow guest pass procedures.
- d.) **Prom Only:** The guest of an 18-year-old AHS student may be up to 20 years old. The guest pass form must be completed one week prior to the Prom. This form will require input from the guest's former school administrator. A legal photo ID must accompany the guest's application and pass.

School dances are a privilege. All school rules, including drug and alcohol apply. Students may be removed from dances and prohibited from attending others at the discretion of the administrative team.

Ashland High School School Trips Policy

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

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

IMMUNIZATIONS, YOUR CHILD, AND SCHOOL

Schools are required by Oregon law to monitor immunizations among students.

The decision to immunize is a parent's choice. Your decision affects not only the health of your child, but also the rest of your family, the health of your child's friends, & their families, classmates, neighbors, & community. Immunizations serve to protect children against significant and debilitating diseases that can result in permanent disabilities and in some cases, death. Due to the potential gravity of consequences in the event of an outbreak, we want you to make the most informed choices you can for your child. While state laws provide for non-medical exemptions, concerned parents should still consider the consequences of not immunizing their children.

Without immunizations your child is at greater risk of catching one of the vaccine-preventable diseases, many of which still have a presence locally as well as worldwide.

- Pertussis or “whooping cough” is an extremely dangerous disease for infants. It is not easily treated & can result in permanent brain damage or death.
- Measles is dangerous and very contagious. During the 1989-1991 U.S. measles epidemic, approximately 55,000 cases & 132 deaths (mostly children) were reported.
- Diphtheria is an infectious disease of the nose & throat that can lead to serious breathing problems, heart failure, paralysis, & for 5-10% of those that contract it, death.
- Hepatitis B infects about 80,000 people, primarily young adults, each year.
- Tetanus kills 21% of those that contract it.

Without immunizations your child can infect others.

Children who are not immunized can transmit vaccine-preventable diseases throughout the community.

- Unvaccinated people can pass diseases on to babies who are too young to be fully immunized.
- Unvaccinated people pose a threat to children & adults who can't be immunized for medical reasons. This includes people with leukemia or other cancers, HIV/AIDS & other immune system problems, and persons receiving chemotherapy, radiation therapy, or large doses of corticosteroids.
- Unvaccinated people can infect the small percentage of children whose immunizations did not “take”.

Without immunizations your child may have to be excluded at times from school.

- During disease outbreaks, unimmunized children may be excluded from school until the outbreak is over, both for their own protection & for the protection of others.
- School exclusion during an outbreak is determined by the county health officer & not the school district or parent. School exclusion during an outbreak can potentially be for an extended period of weeks or months.
- In addition to the dangers of disease itself, school exclusions can cause hardships for many families who rely on the supervision of a school program to allow employment for parents during the school day.
- If you are considering not immunizing your child, we encourage you to consult with your health care provider to learn about immunizations, the diseases they may prevent, any risks they may present for your child and your child's best options for well-being.

For additional information, check out the Oregon Department of Health and Human Services on the web at: <http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Pages/index.aspx>

Additional Resources:

Children's Hospital of Philadelphia & CDC website
<http://www.vaccine.chop.edu/>

Center for Disease Control (CDC) vaccine safety web site
www.cdc.gov/od/science/iso/about_iso.htm

Information adapted from Jackson County Health Dept., California Dept of Health Services and IAC.

VERIFICATION OF RESIDENCY

Under Oregon law, students may attend the school district where their parents reside. To comply with state law regarding school attendance boundaries and to assure better emergency contact information for students, all students new to a school are asked to provide appropriate documentation of parental residency or, in the case of an emancipated minor, their own residency.

This includes:

- Students new to Ashland Schools
- Students in grades K, 6 and 9
- Students transferring from one school to another

APPROPRIATE DOCUMENTATION:

Two original documents from separate categories are required as proof of residency for registration. These documents must be dated within the last 30 days and reflect the home address of the parent/guardian and student:

ONE OF THESE (REQUIRED)

- Real Estate Documents [Current mortgage statement, escrow papers that show close of sale, grant deed, property tax bill, or rental agreement signed by both parties, with your name and address listed along with two consecutive rental payment receipts (within 60 days for new rentals)]

AND ONE OF THESE (REQUIRED)

- Other Official Documents:
 - Financial Documents (bank statement, credit card bill, pay stub)
 - Government Documents (Social Security, Unemployment Insurance, WIC, Oregon Health Plan)
 - Insurance (home, rental, health or car)
 - Current Utility: electric, gas, cable or water bill with your name and address listed

Please Note: Telephone bills and driver licenses are not accepted for proof of residency.

WHAT IF I DON'T HAVE NEEDED DOCUMENTS?

In some cases, you may not have the documentation you need to register. Our registrar will work with you to help you. You may be referred to the District Student Services Department for support in addressing your child's school needs.

DON'T HAVE A FIXED ADDRESS? SHARING HOUSING? STUDENT ON YOUR OWN? NO WORRIES!

If you are an unaccompanied youth, don't have a permanent or adequate residence, or are sharing a home with others, you can still register for school. You may also be eligible for additional supports to attend school. Talk with your school counselor, office manager or Principal.