

ASHLAND HIGH SCHOOL Student/Parent Handbook Addendum 2018-2019

1900 Beaser Avenue – Ashland, Wisconsin 54806 (715)682-7089

<i>Principal</i>	<i>Brian Trettin</i>	<i>ext: 1001</i>
<i>Asst Principal/Attendance</i>	<i>Pam Huston</i>	<i>ext: 1002</i>
<i>Co-Curricular/Facilities</i>	<i>Brian Miller</i>	<i>ext: 1012</i>
<i>Co-Curricular Secretary</i>	<i>Sandy Swanson</i>	<i>ext: 1013</i>
<i>Director of Guidance</i>	<i>Nancy Larson</i>	<i>ext: 1009</i>
	<i>(Grades 10-12, M-Z)</i>	
<i>Counselor</i>	<i>Jennifer Lutz</i>	<i>ext: 1010</i>
	<i>(Grades 10-12, A-L)</i>	
<i>Counselor</i>	<i>Jennifer Kempf</i>	<i>ext: 1008</i>
	<i>(Freshman)</i>	
<i>Student Service Secretary</i>	<i>Cheryl Tody</i>	<i>ext: 1007</i>

DAILY BELL SCHEDULE

Period 1	8:10-8:52	
Period 2	8:56-9:38	
Period 3	9:42-10:24	
Period 4	10:28-11:10	
Period 5A	11:14-11:56	1 st Lunch 11:10-11:40
Period 5B	11:44-12:26	2 nd Lunch 11:56-12:26
Period 6	12:3-1:12	
Period 7 OLE	1:16-1:46	
Period 8	1:50-2:32	
Period 9	2:36-3:18	

PARENT-TEACHER COMMUNICATION

Parents are encouraged to contact teachers whenever they have a question or concern about the progress of their child(ren). Teachers may be contacted by calling the school office during school hours (7:30 AM-4 PM) at 682-7089 to leave a message for the teacher or by e-mail. To find the email address of a teacher, please visit our website at www.ashland.k12.wi.us/ahs. Parents are also encouraged to use "Family Access" to see grades, attendance, and other information regarding their child(ren).

PARKING REGULATIONS - Visitor Parking: The area in front of the school is reserved for visitors. Staff and students are not allowed to park in this area. This area is closed to visitor traffic between 3:00-3:30 PM daily due to extensive bus traffic and most importantly for the safety of our students. **Student Parking:** Student parking is provided on a limited, permit basis. Parking permits shall be available to students on a first come first served basis following a process established by the building administration. Permits are available at no cost provided that permits are returned prior to graduation; a \$5 fine will be imposed for permits not returned. Daily permits shall be available on a limited basis for pressing needs. Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion. The first five rows of parking spaces are reserved for staff parking. Vehicles may be ticketed and/or towed at owner's expense if parked in the fire lanes, the staff area, or in the parking lot without a parking permit. In addition, Board Policy authorizes the principal or his/her designee to remove vehicles from school property when such vehicles are parked improperly or without permission to park on school property. The speed limit is 10 mph. Students who drive should keep vehicles locked at all times. In accordance with Board Policy, vehicles may not be taken from the parking lot unless permission is given from the office, or students are traveling to or from school on Special Release Passes. Students may face school consequences for being the parking lot during the school day without permission. Reckless behavior/driving will result in the loss of the on campus parking privilege.

STUDENT SERVICES OFFICE - It is the intention of the counselors that the Guidance Program at Ashland High School help students grow educationally, socially, physically, and mentally, as well as to assist in educational and vocational careers. Students needing to talk with a guidance counselor should stop in the Student Services office before or after school to arrange for an appointment and to get a pass. Students are not to go to the Student Services office instead of going to class. The Student Services office will not issue tardy passes for students who drop by at the beginning of a period to make an appointment.

SCHOLARSHIPS FOR SENIORS - A number of scholarships are available for graduates planning to continue their education. Many scholarship applications are on our school's web site at www.ashland.k12.wi.us.

CLASS CHANGE PROCEDURES - Each year Ashland High School prepares its budget, hires teachers, and orders materials based upon the selection of courses by its students. It is extremely difficult for the school to honor course selection changes after the conclusion of the prior school year. Students will not be enrolled in classes that they did not choose

during registration. Students are strongly encouraged to have their schedules set for the next school year before leaving for the summer months.

DROP/ADD PERIOD- During the first 5 days of each semester, students may drop and/or add courses based on course availability. Courses dropped during the Drop/Add period will not be reflected on a student's transcript. No courses may be added after the first 5 days of a semester.

Courses may be dropped after the 5-day window until the last day of the mid-quarter (first semester by mid-quarter of first quarter; second semester by mid-quarter of third quarter). Courses may only be dropped with parental permission. A parent must speak with (either by phone or in person) the student's guidance counselor and sign the course drop form before a course will be dropped. Courses dropped after the end of the Drop/Add window but prior to the end of the first mid-quarter will be reflected on a student's transcript as a "W" (withdraw) and will not be reflected in the student's GPA.

A course may be dropped after the first day of the mid-quarter with the student receiving a "WF" (withdraw-fail) grade on their transcript. A "WF" grade is calculated into a student's GPA. A parent must speak with (either by phone or in person) the student's guidance counselor and sign the course drop form before a course will be dropped.

No courses will be dropped if it would cause a student to be less than a full time student. Students must be enrolled in a minimum of 3 credits per semester (Board Policy 5200.01- Full Time Student).

There are some circumstances in which a schedule change may be necessary outside of these guidelines. These may include:

- Errors made by the school
- Student accidentally placed in inappropriate level class
- Teacher recommended level changes
- Senior student short of credits
- Students who have previously failed a class with a teacher

Students and parents are urged to consult with the teacher and/or counselor as soon as they have a concern about a class in order to prevent affecting grade point average and/or extra- or co-curricular activities.

ACADEMIC HONORS AND PRIVILEGES, CLASS RANK - see board policy 5430.

HONOR ROLL- To be eligible for placement on the "A" honor roll, a student must have a grade point of 3.50 or higher. The honorable mention of "B" honors requires a grade point of 3.00-3.49.

NATIONAL HONOR SOCIETY - Membership in the National Honor Society (NHS) is an honor bestowed upon a student. To be eligible for selection, a junior or senior student must have attended Ashland High School for at least one semester and have a cumulative GPA of 3.5. Students academically eligible are notified and told of details for further consideration. Students must have five people attest to the quality of their character as defined by the NHS handbook. At least three signatures must be from a teacher, co-curricular advisor or coach at the high school. No more than two signatures may be from other adults in the community. Additionally, students must have 40 hours of adult verified community service. Finally, a student must complete fifteen points on the leadership form, receiving at least three points in each of the three categories. Unless disqualified as a result of the faculty review process, all students meeting the four criteria for induction will be accepted into NHS. All qualifying information must be turned in to the NHS advisor by the published due date of consideration. After the first semester, a Faculty Executive Committee makes selections, which are based on outstanding scholarship, character, leadership, and service. Faculty members will have an opportunity to raise issues that may make a student ineligible for NHS induction. This must be done in writing, explain why meeting the other objective criteria should not be considered. Students will receive a copy of this statement and will be given an opportunity to present written or oral rebuttal to the NHS board. The faculty board will then make a

majority decision to determine if the student is eligible for NHS admission. Students are entitled to due process in this decision. A “senior only” selection is done after the first quarter of the senior year. Candidates become members when inducted at a special ceremony. Members must maintain these qualities throughout their junior and senior years. National Honor Society members are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Members are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules, or civil laws, a warning is not required for dismissal. Through investigation, if the Faculty Executive Committee finds that dismissal from the NHS may be warranted, the member is entitled to a pre-dismissal hearing before final action is taken. The member will be notified in writing of the violation and then have the opportunity to respond orally before the Executive Committee, or in writing. If the member decided to appear in person, a parent/guardian may be present; however, the primary focus of the hearing is to allow the member to be present his/her case. If the member is dismissed, written notice of the decision will be sent to the member. The member must then surrender the NHS emblem and membership card to the chapter advisor. The dismissed member may appeal the decision of the Faculty Executive Committee. The principal is the recipient of the appeal. The principal’s decision will be based on adequacy of the Faculty Executive Committee procedures. There are no other appeal procedures. The National Council and the National Association of Secondary School Principals do not have the authority to hear or make any decisions regarding appeals in dismissal cases.

DANCES - Ashland High School dances are for AHS students only. Exceptions will be made for Sweeties and for Prom each year, where students may bring a non-AHS student with office permission. Forms to approve guests, who must be high school students, for these two dances will be available in the co-curricular office, and must be returned one week prior to each event. These forms must be signed by an administrator at the guests’ school. All other dances are closed to the public. Approval may be granted only by the principal, assistant principal, or K-12 co-curricular coordinator. Students wishing to be court members must meet standards set forth in the “Co-Curricular Activities” section of this handbook (page 16). Court members for Homecoming, Sweeties, and/or Prom may not distribute “gifts” in order to obtain votes from other students. Any violations of these rules may lead to the student(s) being removed from the court.

CALLING IN AN ABSENCE - Parents and guardians may call 682-7089 to report their student’s absence. During non-business hours, dial extension 1004. All absences must be excused within 2 school days or the absence will be considered unexcused. Also, if a student has attended a class on a given day he/she must be excused by the office *prior* to leaving the building or the absence will be considered unexcused and will not be changed.

EXTENDED ILLNESS - When a student, due to illness or injury, is unable to attend school for a period of time, parents are asked to contact the Student Services office to make arrangements to pick up assignments. A physician’s excuse may be required for absences longer than two days. The school will make all reasonable efforts to assist in gathering assignments and materials for an ill student. It is recognized that some subjects do not lend themselves to sending assignments home.

WORK RELEASE - A pupil’s employment during school hours may be approved if the employment is part of or related to the pupil’s instructional program, or if the employment is approved as an accommodation for pupil’s exceptional educational need, interest or requirement under P118.04. Ashland High School’s approved employment programs are the Multi Program Co-op (Agriculture, Marketing, or Family and Consumer Science), Youth Apprenticeship, and Special Education students as a part of the individual’s IEP. Exceptional educational interest needs or requirements will be reviewed by the Board of Education upon request.

LUNCH/SPECIAL RELEASE PASSES - In accordance with Board Policy 431-RULE, Lunch/Special Release Passes, which allow students to leave campus during their lunch period and/or one study hall, are issued to eligible seniors and juniors each semester. A closed lunch policy remains in effect for the entire sophomore and freshman classes, as well as any ineligible juniors or seniors. Eligibility for lunch/special release passes will be handled by the office according to the following procedures:

RULES:

1. Parent must give written permission for open lunch and/or study hall special release privilege.
2. Students with a failing grade will not be eligible (semester, quarter, and/or mid-quarter).

3. Students with poor discipline records will not be eligible.
4. Involvement in illegal activities during the release periods will result in revocation of this privilege.
5. No loitering in the parking lot or hallways. Students not leaving the building during their release periods must be under the supervision of a staff member
6. Students with poor attendance will not be eligible.
7. Tardy after lunch or study hall release will become an automatic detention.
8. Repeated tardy after lunch or study hall release will lead to revocation of privilege.
9. Students are prohibited from going to WITC or to MMC without prior permission.
10. Students with release passes may not transport, or be transported, off campus by students without legitimate release passes. Breaking either of these rules will result in revocation of privilege.
11. Students with school fines, overdue fees, overdue library books, or negative balance lunch accounts are not eligible. Passes will be suspended if any of the previous items occurs.
11. Students will not be permitted to leave campus until this form is approved and a Release Pass is issued.
12. Students must re-apply each semester.
13. Students receiving a first semester pass will be allowed to use their pass for lunch only for the first week of the second semester until second semester passes are issued.
14. For juniors, there is no carry-over of a special release pass to the beginning of the next school year.

STUDENT PASSES - Students are required to have an official, signed AHS planner or pass to travel during class time to any program, area, or staff member.

- Students signing out to the library from study hall must follow the study hall procedure.
- Students who arrive late to school at the start of the day must report to the office before going to class.
- Students with WITC/Youth options or other off-campus programs may only remain in the building when they are under the direct supervision of a staff member during class periods.
- Students with special release passes must be out of the building or under direct supervision of a staff member at all times while classes are in session.

STUDENT VISITORS/GUESTS - Students are not allowed to have or bring guests during the school day except for educational program participation with prior approval by the Principal/Assistant Principal.

JACKETS – For the safety of students and staff of AHS, students are not allowed to wear or bring jackets during the school day. Furthermore, they may not be carried around during the by students during the school day. Students are encouraged to keep a sweatshirt or other warm clothing in their locker as some classrooms are colder than others.

BACKPACKS - Due to safety concerns, backpack usage is prohibited during the school day. Students may carry a purse or similar bag that is no more than approximately 8"x6"x2". Any purse or bag that is deemed as too large or bulky may be restricted by administration. Temporary, clear backpacks will be issued from the office to students with injuries in need of a backpack.

CELL PHONES & OTHER ELECTRONIC DEVICES – Students may use cell phones and other electronic devices before school, during their lunch hour, and after school. Each teacher at AHS has a written policy in his/her course syllabus regarding the use of cell phones and other electronic devices in his/her classroom.

OLE (Oredocker Learning Extension) – OLE is an academically focused period in which student can benefit from additional assistance from their teachers. Students may go to, or be requested by, teachers during this time. Attendance during this time is mandatory. Teacher requests, homeroom activities, or other pre-scheduled school events take precedence over honors passes.

GRADUATION – In order to participate in graduation and its related activities, students must complete all graduation requirements. Additionally, students must have fulfilled all of their financial and disciplinary obligations to the school. Unless pre-approved by the building principal, students are required to attend graduation rehearsal on the Friday prior to graduation in order to participate in the graduation ceremony.