



SCHOOL DISTRICT OF ASHLAND
— EXCELLENCE IN EDUCATION —

Student-Parent Handbook

2023-2024

This handbook is a collection of selected policies and administrative guidelines,
as well as rules and regulations of the School District of Ashland.
If there is a conflict between Board policy and this handbook, the Board policy shall take precedent.

BOE Approved: 06/28/2023

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1.0 PREFACE

This handbook applies to all activities in the district, including those on school property or while traveling to or from school and those occurring off school property, if the student is at any school-sponsored, school-approved or school-related activity or function such as field trips or extracurricular events where students are under the school's control.

This handbook may not contain every situation, offense, or action that may occur during a school year. The School District of Ashland reserves the right to employ strategies or solutions and take any necessary actions to ensure the health, safety, and well-being of staff and students in the School District.

2.0 MISSION & VISION STATEMENT

MISSION STATEMENT: Dream. Believe. Achieve.

VISION STATEMENT: Inspire and engage, every student, every day.

Policy 0123 - Vision, Mission, and Values Statements of the Board

3.0 DISTRICT AND SCHOOL CONTACT INFORMATION

Board of Education 2000 Beaser Avenue, Ashland, WI 54806			
Jeff Moravchik President/WASB	(715) 746-2996	Kelly Maday Deputy Clerk/Treasurer	(715) 292-8917
Mary Kaulaity Vice-President	(715) 292-5073	Jessica Pergolski CESA Delegate	(715) 292-8336
Shelly Viater Clerk	(715) 209-0711	Pat Jolma Board Member	(715) 682-2408
Ann Bochler Treasurer/CESA Alternate	(715) 746-2127		
E-Mail: First initial and last name @ sdak12.net			

District Office
2000 Beaser Avenue, Ashland, WI 54806
(715) 682-7080
Office Hours: 7:30 AM – 4:00 PM

Robert Prater , Superintendent	Amanda Tutor , Business Manager
Katie Matthias , Director of Student Learning	Melissa Gessert , Director of Student Services
Michelle Vuorenmaa , Executive Administrative Assistant	Patti Larson , Student Learning Administrative Assistant
Holly Evensen , Student Services Administrative Assistant	

Ashland High School
1900 Beaser Avenue, Ashland, WI 54806
(715) 682-7089
Grades: 9 – 12
School Hours: 8:10 AM - 3:30 PM

Brian Trettin , Principal	Pam Huston , Associate Principal
Brian Miller , Co-Curricular Director	Amy Zak , Administrative Assistant
Lisa Sturgal , Attendance Assistant	
Cheryl Tody , Student Services Assistant	Heather Pritzl , Health Assistant
Jennifer Kempf , School Counselor (Student Last Name A-L: Grades 10-12)	Nancy Larson , School Counselor (Student Last Name M-Z: Grades 10-12)
Debra Eichman , School Counselor (Freshman)	Joe Corbine , School and Community Liaison/Home-School Coordinator
Greta Blancarte , School Social Worker/Wellness Coordinator	

Ashland Middle School
203 11th Street East, Ashland, WI 54806
(715) 682-7087
Grades: 6 – 8
School Hours: 8:10 AM – 3:30 PM

Angela Parduhn, Principal

Paul Fandre, Associate Principal

Maija Herlevi, Administrative Assistant

Lyndsay Laakonen Attendance Assistant

Kathy Pingel, Health Assistant

Katie Groeschel, Dean of Students

Doreen Maday, Tribal, School and Community Liaison

Sasha Voldberg, School Counselor

Courtney Rauschenbach, School Social Worker

Ryan Bybee, School Resource Officer

Lake Superior Elementary School
1101 Binsfield Road, Ashland, WI 54806
(715) 682-7085
Grades: 4K – 5
School Hours: 8:25 AM - 3:10 PM

Kathleen Thiele, Lead Principal

Heidi Oliphant, Associate Principal

Angelique Brilla, Administrative Assistant

Karen Petras, Attendance Assistant

Megan Kupczyk, District Nurse / 4K-2 Health Assistant

Sherri Langley, 3-5 Health Assistant

Nicole Landucci, School Counselor

Kelly Sundeen, School Counselor

Myron Burns, Tribal, School, and Community Liaison

Kayla Evenson, Dean of Students

Courtney Rauschenbach, School Social Worker

Marengo Valley Elementary School
62408 State Hwy. 112, Ashland, WI 54806
(715) 278-3286
Grades: 4G – 5
School Hours: 8:25 AM - 3:10 PM

Elizabeth Erickson, Principal

Tracy McDonald, Administrative / Health Assistant

Kelly Sundeen, School Counselor

Nicole Landucci, School Counselor

Courtney Rauschenbach, School Social Worker



4.0 SCHOOL YEAR CALENDAR

School District of Ashland

2023-24 School Year

JULY 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Calendar Key	
	Vacation Day (no staff/students)
	Full Day Inservice (no students)
	1/2 Day Inservice (no students)
	Last Day of the Quarters
	Oredocker Day (6 th , 9 th & new students)

JANUARY 2024						
S	M	T	W	TH	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Schedule	
High School:	8:10-3:30
Middle School:	8:10-3:30
Elementary(s):	8:25-3:10



Oredocker Academy

August 7-18, 2023

New Staff In-Service

August 22-24, 2023

All Staff In-Service

August 28-31, 2023

Open House 6-12 (4-7 PM)

August 31, 2023

Hopes & Dreams Conferences (4K-5)

August 31, 2023 (4-7 PM)

September 5, 2023

Labor Day

September 4, 2023

Oredocker Day (Grades 6, 9, and New Students)

September 5, 2023

First day of School (1-12)

September 6, 2023

Frist day of School (4K-K)

September 8, 2023

Indian Holiday (1854 Treaty)

September 29, 2023

High School Conference

TBD

First Quarter Ends

November 9, 2023

Middle School Conferences

TBD

Elementary Conferences

TBD

Fall Holiday Break

November 20-24, 2023

Winter Holiday Break

December 25-29, 2023

January 1, 2024

Martin Luther King Day

January 15, 2024

Second Quarter Ends

January 25, 2024

ACT Test Day for 11th Grade

TBD

Spring Break

March 25-29, 2024

Third Quarter Ends

April 5, 2024

Memorial Day

May 27, 2024

Class of 2024 Graduation

June 2, 2024

Last Day of School

June 6, 2024

BOE Approved 6/28/2023

5.0 SUPERINTENDENT'S MESSAGE

Fellow Oredockers,

Welcome to 2023- 24 School Year. The School District of Ashland is here to offer our entire community a Superior Education. The beautiful setting of the northwoods is the perfect backdrop for our education, and community programs, that focus on our natural surroundings, history, and people.

We proudly service many diverse communities, including the Bad River Band of the Lake Superior Tribe of Chippewa, Marengo Valley, the City of Ashland, and the towns of Eileen, Gingles, Kelly, Keystone, Pilsen, Sanborn, and White River.

We strive to Inspire and Engage. Every Student, Every Day. In order to accomplish this we rely on our professionals, our families, our culture, our history, and using modern innovations with a small town feel. It is our goal to bring out the passion and genius in all of our learners.

The School District of Ashland has an amazing group of educators working to provide ALL students with high quality and caring instruction. This year we will be working to meet every student individually as they work toward the highest standards in order to: DREAM, BELIEVE, and ACHIEVE.

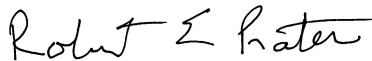
Our educators have engaged with the community to create a strategic planning to guide our work during 2023- 24. Our district will be focused on:

1. Communication, shared decision making, and connections
2. Recruiting and retaining a world class staff
3. Fostering a strong sense of student belonging
4. Superior student engagement and learning

We are looking forward to an amazing year serving our students and community.

OredockersUnited!

Sincerely,



Robert Prater, Superintendent

6.0 GENERAL INFORMATION

6.1 ANIMALS IN SCHOOL

When a request is received from a student, parent, or other organization to allow an animal to visit the school setting, the building principal must approve all requests for such visits. Animals trained or that are being trained to assist individuals with disabilities will be allowed in school. All no-service animals must have a current satisfactory health certificate or report of examination from a veterinarian, if required by applicable law or ordinance. Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated. For more information, please refer to policy [8390 - Animals on District Property](#).

6.2 BACKGROUND CHECKS

For the protection of our students, chaperones and volunteers must pass a criminal background check, followed by approval, prior to working with students. Background checks may take up to two weeks to complete, so please plan ahead. Forms are available at each school site. [Board policy 8120 - Volunteers](#).

6.3 BUILDING ACCESS

After the start of the school day, all doors are locked, except for the main entrance doors near the office. Visitors must use these doors to enter the building and then register at the school office. For security reasons, do not coax students or staff to let you in other doors; they are instructed not to open doors for any person, whether or not they are known. To protect confidential information and/or student/staff belongings, classrooms are secured after the teacher has left for the day. Night custodians have been asked to keep these rooms secure at night, so if your child forgets school work or personal items, we ask that ~~e-they~~ they return the following morning when the teacher will be present in the classroom. All visitors must obtain a visitor's badge in the office upon entry to the school. [Board policy 9150 - School Visitors](#).

6.4 CHANGE OF ADDRESS OR TELEPHONE NUMBER

Must be reported to the school office as soon as possible.

6.5 CHILD ABUSE OR NEGLECT

All District employees are mandatory reporters and are required by law to report suspected child abuse or neglect. A school district employee must immediately report to Ashland County Human Services, Bad River Social Services, Bayfield Human Services, Indian Child Welfare or local law enforcement suspected child abuse or neglect of a child the employee has seen as part of their professional duties. [Board policy 8462 - Child Abuse or Neglect](#).

6.6 CHILD CUSTODY

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. Parent conferences can be scheduled separately, and copies of newsletters, report cards, etc. can be issued to both parents following a request in writing to the principal. Unless the school is given a copy of legal custody documents that indicate otherwise, it will be assumed that both parents continue to have the same rights, privileges, and obligations that existed prior to the separation/divorce.

6.7 CLOSED CAMPUS

Students in Pre-K through 10th grade are not permitted to leave the school property during the school day unless their parent/guardian has pre-arranged an excused exit in writing, by phone, or in person with the principal or

designee. These excused absences count toward the student's excused absence total.

Juniors and Seniors may leave for lunch and are expected to return, on time, for the class following lunch. Juniors and Seniors who are signed up for a "Pathways Pass" may leave campus for study hall or pathways courses. Seniors who are either on a "Pathways Pass" or are on track to graduate and currently passing all courses may leave campus during study halls.

6.8 CODE OF ETHICS FOR PARENTS/GUARDIANS

As a parent/guardian of a student in the district, an individual is expected to maintain personal dignity in their relations with the child, the child's teachers, and all other employees of the District. Parents/guardians should obey all policies and procedures. They should be supportive of the local Board of Education, the administration, and employees who act in the public trust. This support should involve participation in the provision and maintenance of a high-quality instructional atmosphere in each of the schools. Recognizing the significance of parental/guardian support to quality education, the parent/guardian should constantly strive to maintain communication and cooperation between themselves and the personnel of the school system in all matters that affect the student.

6.9 COMMUNICATION PROCEDURE

Parents/guardians are encouraged to contact the school with any concerns regarding a student's academic and/or social growth. Individual classroom teachers will communicate with parents/guardians using a variety of communication methods. Additionally, parents/guardians have the ability to view Family Access on the District's web site to visit a secure website, 24 hours a day, to access student information. This includes daily attendance records, discipline records, health information, (i.e. immunization records), assignments and grades (grades 6-12 only), and food service activity.

6.10 COMMUNITY PARTNERSHIPS

The district has numerous partnerships with the wider Ashland community, including student-teachers, classroom volunteers, and area businesspeople. These individuals may be in classrooms throughout the year.

6.11 COMPLAINTS/CONCERNS

If you have concerns regarding any matter directly related to a situation in a classroom, it is essential that you speak first to the teacher. If your concern is not resolved after a discussion with the teacher, you should then request to discuss the concern with the principal or the assistant principal. In the event your concern is still not resolved, it would be appropriate to discuss the situation with a district-level administrator by phone or in person. There might be instances when a concern does not originate at the classroom or school level. In such an instance, you should inquire at the district office as to which district-level administrator could best work with you to resolve your concern.

[Board Policy 9130 - Public Requests, Suggestions, or Complaints & Administrative Guidelines 9130 Public Requests, Suggestions, or Complaints.](#)

6.12 CONFIDENTIALITY

State and federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. Confidential information and records may not be disclosed, except as authorized by school board policy and state and federal law. Individuals who have access to confidential information and records are prohibited from releasing, disclosing, or otherwise disseminating confidential information.

[Board policy 8350 - Confidentiality.](#)

6.13 CONTROVERSIAL ISSUES IN THE CLASSROOM

A controversial issue is a topic likely to arouse both support and opposition in the community. The district will permit the introduction and proper educational use of controversial issues, provided their use in the instructional program is related to instructional goals of the course of study and level of maturity of the students, does not intend to indoctrinate or persuade students to a particular point of view, encourages open-mindedness, and is conducted in a spirit of scholarly inquiry.

6.14 COURT ORDERS

Parents/guardians must supply their children's school with a copy of any type of court order that may affect the student (e.g., who may visit the child). The order will be maintained in the child's cumulative file. If any changes take place during the year, the school must be notified.

6.15 CUMULATIVE RECORDS

Cumulative records contain a complete record of each student's educational progress. These records are maintained throughout each student's tenure in the School District of Ashland. Students and a parent/guardian may request to see their cumulative records at any time by making an appointment with their school guidance counselor. Records are kept per the guidelines of [DPI records management](#).

6.16 DRESS AND GROOMING

[Policy 5511 - Dress and Grooming](#)

6.17 DIRECTORY DATA

(See **Family Educational Rights and Privacy Act [FERPA]** in this handbook.)

6.18 DUE PROCESS

Parents/guardians, students, and school personnel must work together to ensure the maintenance of the proper environment for learning. In disciplinary situations, students shall be assured of due process before a disciplinary measure is imposed and shall have the opportunity to present their version of the facts and circumstances.

6.19 EQUAL EDUCATIONAL OPPORTUNITY

No student shall be denied equal educational opportunity on account of their race, color, sex, or national origin or any other factor, as outlined in state and federal guidelines. [Board policy 2260 - NonDiscrimination and Access to Equal Educational Opportunity](#).

6.20 FINANCIAL OBLIGATIONS

A parent/guardian or student is responsible to clear all school obligations. In the event the fines cannot be collected, the superintendent or designee is authorized to take the student and/or their parent/guardian to small claims court and/or a collection agency for collection. [Board policy 6152 - Student Fees, Fines, and Charges](#).

6.21 FOOD AND BEVERAGE

Students are not allowed to bring any food or beverages into the classroom or hallways, unless approved by a staff member.

6.22 FORGERY

Forgery is the act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses, or other data on school forms. This includes signatures of parents, guardians, and/or school personnel.

Students who attempt forgery may be referred for disciplinary action up to and including suspension and/or expulsion.

6.23 FREEDOM OF SPEECH/EXPRESSION

The School District of Ashland recognizes and protects the rights of student expression. The district aims to balance these rights with the interests of an orderly and efficient educational process and a school environment suitable for the healthy growth and development of students. Students may express opinions and ideas, take stands, and support policies publicly, privately, orally, and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a safety or health hazard. Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school regulations. They may, however, advocate change of law or school regulations and pursue their advocacy by due process.

6.24 INSURANCE

The district does not carry student health/accident insurance, nor does the district cover personal property damage due to theft/vandalism.

6.25 LOST AND FOUND

A lost and found box is provided at each school in the district. If you or your child has lost an item, please contact your school's main office for assistance. Due to limited space, items that are not claimed will be periodically donated to charitable organizations.

6.26 NATIVE AMERICAN Policies and Procedures (Title VII)

The Board of Education, in recognition of the requirements to ensure tribal and parental involvement in the education of children residing on tribal and other federally affected lands, does hereby establish policies and procedures relative to Title VII of the Elementary and Secondary Education Act of 1965 as amended. It is recognized that impact aid funds may be used for any purpose in accordance with local, state, and federal requirements. These policies and procedures will be in effect for a one-year period or longer, unless notification is received that the policies and procedures need to be evaluated or updated.

Names of persons involved in discussions leading to the development of these policies and procedures are on file in the district office and the Bad River Education Office. This document will be reviewed annually to meet the requirements of federal law. [Board policy 2111 - American Indian Parent Involvement.](#)

6.27 NEWSLETTERS

Each school publishes a monthly newsletter to provide families with important updates and information throughout the year. All newsletters are available online at www.ashland.k12.wi.us. Click on Schools, then select your school and click on Newsletters. Please check with your child's school for additional information or if you are not receiving a newsletter.

6.28 NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Board not to discriminate against any otherwise qualified individual with a disability, solely by reason of their disability, in admission or access to, or treatment or employment in, any program or activity. It is the intent of the district to ensure that students who are disabled, within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (I.D.E.A.), are identified, evaluated, and provided with appropriate educational services. [Board policy 2260 - NonDiscrimination and Access to Equal Educational Opportunity.](#)

6.29 OFFICE HOURS

School offices are open from 7:30 a.m. to 4:00 p.m. Monday through Friday, except on holidays and student vacations.

6.30 PARENT(S)/GUARDIAN(S) RESPONSIBILITIES

Parents/guardians have the responsibility to: 1) Be familiar with the school district's code of classroom conduct, discuss these guidelines with their child, and help enforce compliance with this code; 2) Promote prompt and regular attendance and provide the school with written or verbal explanations for absences or tardiness; 3) Inform the school of any change in address, telephone number, email address, or emergency contact information; 4) Observe state law, which requires all students to be immunized against certain diseases or submit a properly signed health, religious, or personal conviction waiver to your child's school; 5) Attend parent conferences.

6.31 PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled during the school year. Parents/guardians may refer to the school calendar for these dates or contact the building secretary. Parents may make arrangements for additional conferences by calling or sending a note to the teacher. These conferences will be scheduled during times that do not interfere with the instruction of students.

6.32 HOME AND SCHOOL ORGANIZATIONS

For information, contact your child's school.

6.33 PERSONAL PROPERTY

The responsibility of personal property remains with the student. Large sums of money, electronics, jewelry, and other valuable items should be left at home. If an article becomes lost, please check to see if it has been turned in at the main office. The district is not responsible for lost or stolen articles.

6.34 PHOTO REFUSAL FORM

Photographs, videotapes, and digital video footage of students involved in various school-related activities are often used as part of district publications. While we look for every opportunity to showcase the programs and activities of the School District of Ashland, it is crucial to the safety, security, and privacy of our children and families that we do not violate anyone's rights or cause unhappiness by featuring students whose parents/guardians do not want publicity. If for any reason, you do not want photographs, film, or video of your child to be used in district publications, please complete the form on the back page of this booklet, checking the appropriate box. This request, however, does not apply to pictures taken by photographers employed by local news media covering school events and activities.

6.35 PHYSICAL EDUCATION PARTICIPATION

A student who is unable to participate in a physical education class on a particular day must bring a written excuse from a parent/guardian or doctor. Only a doctor's excuse will be accepted if the student is to be excused for more than three days in succession. Any student excused from physical education class for medical reasons or choosing not to participate (including not having appropriate clothing) on any given day will not be allowed to participate in any co-curricular practice or competition on that day.

6.36 PICTURES

Individual pictures of all students are taken each fall after the school year starts. Information regarding dates and options for purchasing pictures will be sent home with students when it becomes available. Retake dates will be scheduled for students who were absent on "picture day" and those whose parents would like the pictures retaken.

6.37 REPORT CARDS

Kindergarten students receive report cards after each semester. All other students receive report cards after each quarter, with the exception of Lake Superior Learning Community students, who are on a trimester report card schedule. High school and middle school report cards are accessible online through Family Access on the district's website.

6.38 BOARD OF EDUCATION

District policies and meeting schedules are available for viewing on our website under the Board of Education section tab.

6.39 SCHOOL CLOSINGS

Occasionally, it is necessary to close or cancel school due to inclement weather. The district makes the decision to close school after consulting with many state and local officials regarding weather conditions. If school is canceled before classes begin in the morning, the announcement will be carried on the following local radio stations: WBSZ (93.3 FM), WJJH (96.7 FM), WNXR (107.3 FM), WATW (1400 AM) and television stations WDIO-10, KBJR-6 and KDLH-3. Additionally, the announcement will be communicated on the district website and Facebook. If classes are already in session and it is necessary to close the schools or if individual schools must be closed because of maintenance problems (such as no water or no heat), the announcement of school closing will be made in the same manner. [Policy 8220 Inclement Weather](#)

Following two inclement weather days, the school district will prioritize a remote learning model for instruction to preserve the academic calendar. Remote learning will provide students with asynchronous opportunities to engage in and/or reinforce learning, as well as the option to connect with their teacher should they need the support. For specific details on what to expect during these days, please see the linked [Guide to Remote Instruction for Students and Families](#).

Extreme Snow and Hazardous Road Conditions - When there is extreme snow and/or hazardous road conditions, school officials will consult with the bus company. School closings will be based on the buses' ability to safely transport students.

Extreme Cold - Extremely low temperatures, by themselves, are not usually a reason to close school. School buildings are warm and comfortable and a nourishing meal is available for children on such days. However, when the National Weather Service has a Wind Chill WARNING for Ashland County, in effect for the time just before the school day begins, we will make a decision if our schools should close. If there is a WIND CHILL ADVISORY (and not a WARNING) for the county, schools will likely be open. Additional factors in the decision are:

Temperature Guidelines

A. School will be canceled if the forecast for 6:00 a.m. the following morning shows the wind chill is below -40 degrees Fahrenheit or air temperature is below -25 degrees Fahrenheit.

B. The decision to close school will be made by 7:00 p.m. the night before a cancellation.

Recess - When the real feel temperature is 0 degrees or lower, students will be kept inside.

Parents/guardians are urged not to call the school to ask if the school will close. Doing so ties up the telephone line and prevents its use in case of an emergency.

Parents/guardians may decide the weather is too severe to send their child to school (especially a younger child).

Parents/guardians must call their child's school by 8:30 a.m. the day of the absence to report that the child will not be in school. A phone message from a parent/guardian before business hours will also be accepted.

Parents/guardians are asked to send a note with their child stating the reason for their absence upon their return.

If school is closed due to inclement weather (or other unforeseen circumstances), the Superintendent will make a determination by noon whether or not any after school activities such as clubs, practices, games, or other events will be allowed. This decision will be communicated via social media, district website, district app, and the mass notification system. [Board policy 8220 - Inclement Weather](#).

6.40 SCHOOL GROUNDS/PROPERTY

School grounds include the school building and immediate grounds and parking lots, school transportation, stadiums, gymnasiums, and other facilities under the jurisdiction of the School District of Ashland.

[Board policy 5513 - Care of District Property.](#)

6.41 SCHOOL SUPPLIES

The complete list of school supplies needed for each child at the beginning of each school year is listed on the respective school website. If you do not have access to a computer, please call the school office to obtain a hard copy.

6.42 STUDENT ASSESSMENTS

Students in grades 3-11 participate in various state assessments. Students in grades 4K-10 participate in universal screening assessments three times per year. Students participate in a variety of local assessments to measure growth and progress toward learner outcomes.

6.43 STUDENT PUBLICATIONS

A student publication includes any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, t-shirts, and other school-sponsored clothing), as well as material in electronic or online form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by email, wireless broadcast, or other similar distribution/dissemination). Student productions shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). The following is prohibited in all school-sponsored student publications and productions.

Speech that is: defamatory, libelous, obscene or harmful to juveniles; reasonably likely to cause substantial disruption of or material interference with school activities of the educational process; infringes upon the privacy or rights of others; violates copyright law; promotes activities, products, or services that are unlawful (illegal) for minors as defined by state or federal law; and speech that otherwise violates school policy and/or state or federal law. The administration will engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech. School officials may further prohibit speech that is ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences. Publication/performance of student media to the general public must be approved by the class/activity advisor(s) and/or building principal. The school board prohibits publications, productions, and advertisements that promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election; fail to identify the student or organization responsible for the publication/performance; solicit funds for non-school organizations or institutions when such solicitations have not been approved by class/activity advisor(s) and/or building principal. [Board policy 5722 - School-Sponsored](#)

6.44 STUDENT SURVEYS

No student shall be required to participate in any survey associated with a school program, the district's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items: 1) Political affiliations or beliefs of the student or the student's parent(s)/guardian(s); 2) Mental and psychological problems of the student or the student's family; 3) Sexual behaviors or attitudes; 4) Illegal, anti-social, self-incriminating, or demeaning behavior; 5) Critical appraisals of other individuals with whom students have close family relationships; 6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; 7) Religious practices, affiliations, or beliefs of the student or the student's parent(s)/guardian(s); 8) Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The superintendent or designee shall notify parent(s)/guardian(s) the exact or approximate dates during the school year when the above surveys are expected to be scheduled. Parent(s)/guardian(s) shall be given the opportunity to request that their child not participate in a survey containing the above information. Possible surveys include the *Colorado Relationship Survey* will be administered annually to students in grades 3 through 11. *School climate surveys* will be given annually to all elementary students in the fall and the spring, as well as a parent perception survey. A *Youth Risk Behavior Survey* will be given annually to all middle school and high school students in the late winter or early spring.

6.45 SUMMER SCHOOL

A summer school program is offered for students in grades K-12. Courses provided are dependent upon enrollment and availability of the course and a teacher. Summer school information is available in the spring of each year.

6.46 STAFF LUNCHROOM / WORKROOM, DESK, COMPUTER AND MAILROOM

These areas are off limits to students at all times.

6.47 TEXTBOOKS/INSTRUCTIONAL DEVICES

Each student is responsible for the care of our educational resources. It is expected that all resources will be returned at the end of the school year in a condition as good as when they were given out, except for the result of ordinary usage. Parents/students will be charged for lost or damaged resources.

6.48 VEHICLES (OFF ROAD) ON SCHOOL PROPERTY

Because of safety factors and security and liability issues, non-district owned snowmobiles, go-carts, dirt bikes, all-terrain vehicles, and other off-road type vehicles are prohibited from being on school property without the express written consent of the school district.

6.49 VISITORS

Visitors are welcome and encouraged to visit our schools. All visitors must report to the office to obtain permission and receive a visitor badge before going to any other part of the building. For safety and security reasons, anyone in the building without a visitor's badge will be escorted to the school office. Classroom visits should be prearranged and will be permitted if the teacher and the building principal agree that the time for visitation is appropriate. Classroom visits must be non-obtrusive to the educational process and learning environment, and should not occur on an excessive basis. [Board policy 9150 - School Visitors.](#)

6.50 WITHDRAWING FROM THE DISTRICT

Students withdrawing from the school should have their parents/guardians contact the main office. Students must have returned all school materials, books, resources and pay outstanding balances before leaving the district, or the parents/guardian will be billed accordingly. [Board policy 5130 - Withdrawal from School.](#)

7.0 STUDENT ACTIVITIES

7.1 ASSEMBLIES AND EVENING PROGRAMS

Assemblies, concerts, plays, and other programs are a regularly scheduled part of the curriculum. They are designed to be educational and entertaining experiences. They also provide opportunities to learn formal audience behavior. Courtesy demands that students be attentive, respectful, and appreciative. Parents/guardians and other guests should help model good audience behavior while attending evening programs and performances. As audience members, please do not leave during the middle of a performance, as it is disruptive to both the performers and other audience members. Parents/guardians are responsible for their young children's behavior. Young children need to remain with their parents/guardians at all times during these events.

7.2 CLUBS AND ORGANIZATIONS (APPROVAL OF)

A club or organization must be approved by the principal to function in the schools. Each club or organization must have a faculty sponsor approved by the principal. Criteria for membership in any club or organization that functions in the School District of Ashland must be consistent with federal and state legal requirements for programs and operation in public schools and district policy. No student will be denied the opportunity to become a member of a club or organization solely on the basis of race, color, creed, national origin, sex, religion, or age. [Board policy 5840 - District Recognized Student Groups.](#)

7.3 CLUBS/ACTIVITIES INVOLVEMENT

The program of co-curricular activities in the district offers many clubs, organizations, activities, and sports. These clubs/activities are academic, athletic, vocational, and musical, as well as for publication, recreation, speech, leadership and service. All students are highly encouraged to participate in co-curricular activities. If you have any questions, contact the Director of Athletics and Activities.

7.4 CO-CURRICULAR ACTIVITIES

Students who participate in co-curricular activities (sports and non-sports) are expected to maintain academic standards, acceptable behavior, and satisfactory attendance. Students elected to leadership positions (such as class officers, class representatives, special program representatives, etc.) are also expected to meet these standards. Failure to maintain academic standards, excessive discipline problems, or poor attendance will render the student ineligible for participation. [Board policy 2430 - District-Sponsored Clubs and Activities.](#)

7.5 CO-CURRICULAR CODE

Students participating in co-curricular activities will be required to abide by the co-curricular code of conduct. A meeting will be held prior to the start of the activity to familiarize students with the code. For more information, contact your school office. To view the co-curricular code, go to www.ashland.k12.wi.us.

7.6 FIELD EXPERIENCES AND WORK SITE VISITS

In the case of field trips, whether they are academic activities or co-curricular, all school policies apply to all in attendance, including chaperones. Students will only be allowed to participate when the district form (*parent/guardian permission for school sponsored field trip consent to medical treatment and release of information*) has been entirely completed, signed by the parent or guardian, and returned to school. Students on all district-sponsored trips remain under the supervision of the Board and are subject to district policies. *No phone calls or substitute written notes will be accepted under any circumstances.* [Board policy 2340 - Field and Other](#)

7.7 FIREWORKS

Unless approved by an administrator for celebration events and a permit from the City of Ashland has been obtained, the use of fireworks and pyrotechnic special effects are not permitted in the School District of Ashland. Note: Once the use of fireworks is approved by a school administrator, a fireworks permit from the City of Ashland must be on file in the district office.

7.8 FUNDRAISING

Students are to be involved in fundraising for the benefit of School District of Ashland clubs or activities. Fundraising projects by students or parents/guardians must be planned in advance and be approved by the principal. The decision of the principal will be based on three factors: educational value for students, benefits for students, and the safety of the students.

7.9 PATRIOTIC CEREMONY PARTICIPATION

According to state law, no student shall be compelled against their objections or those of their parents or guardian to recite the Pledge of Allegiance. Students do not need permission from their parents/guardians to refrain from reciting the Pledge of Allegiance. Students must, however, respect the rights of other students to participate by remaining silent during the pledge or other patriotic ceremonies. Students have the right to remain seated during the playing or singing of the “Star Spangled Banner” or national anthems of other countries.

7.10 POSTING BULLETINS

Bulletins may only be posted in the school after the building principal or their designee has approved the bulletin. The requester’s name must be on the posting. Postings cannot be obscene, libelous, or likely to cause disruption.

[Board Policy 9700 - Relations with Non-School Affiliated Groups](#)

7.11 SPORTING EVENTS

Students must follow all school rules and policies when attending athletic events at home or away. Violations of these rules may result in suspension from attending future contests and/or disciplinary action. Only participants (players, coaches, managers, cheerleaders in uniform, and bands) are allowed on athletic playing surfaces. All others in attendance are to remain in areas identified for spectators. Students and fans shall not bring confetti and other mess-making materials to games. Violators may be asked to leave the event and may be subject to further disciplinary action. [Board policy 5850 - Social Events.](#)

7.12 STUDENT ACTIVITIES

It is our belief that students who are engaged in extracurricular activities have a more well-rounded school experience. We encourage all students to participate in student activities that interest them the most, but it should be remembered that participation in these activities is a privilege, not a right. Therefore, to participate in any of these activities, students must follow school rules and remain in good standing. Students who do not follow the student Code of Conduct and the district’s co-curricular guidelines may have their privileges withheld.

7.13 UNAPPROVED ORGANIZATIONS

The activities of unapproved organizations must be kept completely outside the school program. Any student who belongs to an unapproved organization will not be permitted to bring the activities of that organization within the school.

8.0 STUDENT ATTENDANCE

8.1 ABSENCE AS IT AFFECTS CO-CURRICULAR PARTICIPATION

Participants and managers must be present for all classes to participate in any co-curricular event/program after school or in the evening, unless a valid doctor/dentist appointment documentation is presented and the principal or designee has excused the student. Students are required to follow the Co-Curricular Code. Students who are habitually truant by board policy will not be allowed to participate in co-curriculars until they have had 15 consecutive days without an unexcused absence. [Board policy 5200 - Attendance.](#)

8.2 ABSENCE NOTIFICATION

Parents/guardians must call their child's school by 8:30 a.m. the day of the absence to report that the child will not be in school. A phone message from parent/guardian before business hours will also be accepted. If a phone call is not received, school personnel will attempt to contact parents/guardians. If parents/guardians cannot be reached, the student will be marked with an unexcused absence. If no parent/guardian contact has been made the day of the absence, a written or verbal statement stating the reason for the absence is required the day the student returns to school, or else the absence will remain unexcused. If the parent/guardian has not contacted the school regarding an absence within two school days, the unexcused absence will remain on the student's record and will not be changed unless documentation is provided. The district reserves the right to verify such statements and to investigate the cause of each. [Board policy 5200 - Attendance.](#)

8.3 TRUANCY

Students who are not in attendance, as per §118.15, will be referred for habitual truancy to the appropriate authority. The Board of Education recognizes the obligation to educate the students of the School District of Ashland, and the district is ready, willing, and able to do so when the student chooses to return. An eligible student shall be exempt from school attendance if their parents/guardians petition the Board of Education for attendance exemption based upon a health deferment prepared by a medical doctor licensed to practice in the State of Wisconsin. A student will be considered truant if they are absent part or all of one or more days from school during which the school has not been notified of the acceptable reason of such absence by the parent/guardian of the absent student. A student will also be considered truant if they have been absent intermittently for the purpose of defeating the intent of the Wisconsin compulsory attendance statute. Students are considered habitual truants if they are absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester or as described in [Board policy 5200 - Attendance.](#)

8.4 LATE ARRIVAL TO SCHOOL

Students arriving late to school must report to the school office. The student will be subject to the guidelines of tardy or truancy policies.

8.5 MAKE-UP SCHOOL WORK FOLLOWING AN ABSENCE

A student whose absence was excused (except for an expelled student) shall be permitted to make up coursework and any quarterly, semester, or grading period exams missed during the absences when they return to school. Teachers shall have the discretion to assign substitute coursework and exams. Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based on extenuating circumstances. Teachers have a responsibility to give students any needed help and direction. Students should see a counselor or building principal if there are special circumstances. [Board policy 5200 - Attendance.](#)

8.6 TARDINESS

All students are expected to be on time to school and arrive at all classes during the day on time. Students are

considered tardy if they are not in the classroom at the beginning of the class period.

9.0 STUDENT CONDUCT

9.1 AGE OF MAJORITY

Students who are 18 years of age or older must still comply with all school rules, including attendance procedures. They continue to be subject to school consequences, including detentions, suspensions, and expulsions.

9.2 ALCOHOL AND OTHER DRUGS

Use, possession, or being under the influence: Use, possession, or being under the influence of alcohol or other drugs, including street, synthetic and prescription look-alike drugs, drug paraphernalia, steroids and performance-enhancing substances, or inhalants in school, on school property, or at any school-sponsored activity is strictly prohibited. Violations will result in parent/guardian notification, police involvement, intervention programming, suspension, and/or expulsion. Chemical assessment and/or counseling may also be required. Students involved in co-curricular activities may be subject to additional consequences, as per the co-curricular code.

Possession with intent to distribute or sell: Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute alcohol and/or other drugs, including street and prescription, look-alike drugs, drug paraphernalia, steroids and per performance enhancing substances or inhalants in school, on school property, or at any school sponsored activity is strictly prohibited. Violations will result in parent notification and police involvement. Chemical assessment and/or counseling may also be required. Students in violation will be referred for disciplinary action, up to and including suspension and/or expulsion. Students involved in co-curricular activities may be subject to additional consequence, per the co-curricular code. [Board policy 5530 - Drug Prevention.](#)

9.3 ASSEMBLIES – (Student Behavior)

During an assembly, all students are to sit in their assigned areas with their classmates. Students are not to leave the assembly area until they have been properly dismissed. Students who do not demonstrate appropriate behavior during assemblies or auditorium programs may be removed from the program and may not be allowed to attend future events.

9.4 BEHAVIOR OFF SCHOOL GROUNDS

A student's inappropriate behavior toward other students or adult school personnel off school grounds may be considered an extension of school issues, which could result in a referral for disciplinary action up to and including suspension and/or expulsion.

9.5 BOMB THREATS

Any student found guilty of maliciously and/or intentionally, conveying or causing to be conveyed any threat or false information, knowing such to be false concerning an attempt or alleged attempt being made or to be made to destroy any property by means of explosives, is guilty of a Class E felony. For a Class E felony, the penalty is a fine of up to \$50,000, imprisonment of up to 15 years, or both. Students who maliciously or intentionally turn in a bomb threat shall be referred for disciplinary action up to and including suspension and/or expulsion. Students will also be referred to local law enforcement agencies.

9.6 CANINE SEARCHES

For the safety of students and staff, random drug searches may occur throughout the school year, using specifically trained drug dogs. These dogs may be used to conduct periodic searches of lockers and school parking areas. [Board policy 5771 - Search and Seizure.](#)

9.7 CARE OF DISTRICT PROPERTY

Students who cause damage to district property shall be subject to disciplinary action, up to and including suspension and expulsion. Also, parents/guardians shall be financially liable for such damage. The Board authorizes the imposition of fines for the loss, damage, or destruction of district-owned, borrowed, or leased equipment, materials, etc., or for damage to district buildings. The district may report to the proper authorities any student whose damage of district property has been serious or chronic in nature. [Board policy 5513 - Care of District Property.](#)

9.8 CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action, as is necessary and not forbidden by law, to ensure the discipline of students and operation of the school. Action may be taken with respect to any offense that interferes with the orderly conduct of the school or that affects the safety and welfare of students, either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. Acts that are crimes outside of school are also considered crimes in school, and they will be treated similarly.

9.9 CODE OF CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules, as well as general provisions of law. Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. The building principal or their designee shall be responsible for developing and administering reasonable rules and regulations for proper student conduct on district property or while involved in school-sponsored activities. Such rules and regulations shall not conflict with Board policies or statutory or case law. Students may be subject to disciplinary action for violations of the Code of Classroom Conduct or other conduct rules and regulations. In addition, failure to abide by the Code of Classroom Conduct may result in student removal from class by the teacher and placement in an alternative setting by the building administrator or designee. [Board policy 5500 - Student Code of Classroom Conduct.](#)

9.10 COMPLIANCE WITH DIRECTIVES OF SCHOOL PERSONNEL/PERSONAL IDENTIFICATION

Students are expected to comply with all reasonable requests from any school personnel. Requests for a student's name, to accompany the staff member, or to report to the office, or directives to cease an activity, are always considered reasonable requests. Refusal to comply with a reasonable directive, fleeing, refusal to identify oneself, or giving a false name will be treated as insubordination. The student(s) in question may be referred for disciplinary action, up to and including suspension and/or expulsion.

9.11 COMPLICITY

Any student determined to have helped or aided other students to violate school rules and regulations is subject to disciplinary measures.

9.12 CONFISCATION OF ILLEGAL, UNAUTHORIZED OR INAPPROPRIATE ITEMS

Illegal, unauthorized, or inappropriate items found may be confiscated. The items shall be inventoried by the school principal/designee and may be returned to the student's parent/guardian or to the student if they are an adult; be held for disciplinary proceedings; or be turned over to law enforcement officers. Any item that may endanger safety will not be returned. Appropriate disciplinary action will be taken when necessary.

9.13 CORPORAL PUNISHMENT/USE OF PHYSICAL RESTRAINT

School employees may not use corporal punishment in any of its forms. School employees are not prohibited, however, from using reasonable and necessary force: 1) To quell a disturbance or prevent an act that threatens physical injury to any person; 2) To obtain possession of a weapon or other dangerous object within a student's control; 3) For the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes; 4) To remove a disruptive student from school premises, a motor vehicle, or school-sponsored activity; 5) To prevent a student from inflicting harm on him/herself; or 6) To protect the safety of others. Further, school officials and employees are not prohibited from using incidental, minor, or reasonable physical contact designated to maintain order and control. The building principal shall be notified immediately after any application of force. [Board policy 5630 - Corporal Punishment](#) and [Policy 5630.01 - Use of Restraint with Students](#).

9.14 COPYRIGHT

The illegal duplication of copyrighted materials in any form within the School District of Ashland is prohibited. Any student or staff member who willfully disregards the law or district policy assumes all liability and responsibility for such action. [Board policy 2531 - Copyrighted Works](#).

9.15 DETENTIONS

Detentions may be assigned to students by the principal/designee for violations of the code of conduct. [Board policy 5500 - Student Code of Classroom Conduct](#)

9.16 DISCIPLINE

Discipline in our school district is a cooperative undertaking involving the student, the teacher, the parent/guardian, and the administration. A high standard of conduct is expected of all students. All students should behave appropriately in school. Each school building establishes developmentally appropriate behavioral guidelines and procedures. Referrals for disciplinary action may lead to suspension and/or expulsion.

Every effort will be made to not exclude students from school when discipline infractions occur. These infractions may include unexcused absences (from school or class), tardies, or students "out of place". When safety and the learning environment are not adversely affected, students will be assigned to alternative to suspension, "The Harbor", where students will receive academic, social, and restorative support in lieu of out of school suspension.

[Board policy 5500 - Student Code of Classroom Conduct](#) and [Board policy 5610 - Suspension and Expulsion](#)

9.17 DISORDERLY CONDUCT

Disorderly conduct is any deliberate activity by an individual or a group, whether peaceful or violent, that is reasonably likely to disrupt the normal operation of the school. This includes unlawful student assemblage; group acts of violence, disruption, profanity, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students. Students who engage in such activities may be punished to the full extent of the law and may face district disciplinary action, which may include, but not be limited to, suspension or expulsion from the district. Board policy 5520 - Disorderly Conduct and [Board policy 5610 - Suspension and Expulsion](#)

9.18 EXPULSION

Expulsion means the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend, at a maximum to the student's 21st birthday. The Board may expel a student from school whenever it finds the student guilty of noncompliance with rules or school board rules; or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to

destroy any school property by means of explosives; or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health, or safety of others; or finds that a student, while not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority; or finds that a student endangered the property, health, or safety of any employee or school board member of the school district in which the student is enrolled and is satisfied that the interest of the school demands the student's expulsion.

Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage the property. In addition, the Board may expel a student who is at least 16 years old if it finds that the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority. The Board will expel a student who possesses a firearm while at school or while under the supervision of a school authority in accordance with the provisions of law. Federal law 18USC 921 (a)(3) defines a firearm as: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. [Board policy 5610 - Suspension and Expulsion.](#)

9.19 FALSE ALARMS

Intentionally making a false alarm of fire, tampering with a fire alarm or extinguisher, or interfering with any fire alarm in any other way is prohibited and subject to school and legal consequences. Any student intentionally setting a false fire alarm may be referred for disciplinary action, up to and including suspension and/or expulsion. Making a false alarm is a **FELONY** offense.

9.20 FALSE INFORMATION/FALSE WITNESS/LYING

The presentation of information or testimony (oral or written) that is knowingly misleading, untrue, or knowingly misrepresenting facts, or an actual attempt to defraud or lie, is prohibited.

9.21 FEES AND FINES

In accordance with state statutes, the district may charge student fees for certain activities, courses, and services that may require additional funding. When school property, equipment, or supplies are damaged, lost, taken by a student, or returned late, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. [Board policy 6152 - Student Fees, Fines, and Charges.](#)

9.22 FIGHTING

Students who are in conflict with other students are expected to seek the assistance of an adult to help them resolve the conflict. The district will not tolerate battery or any fighting in school, on school grounds, on school buses, or against school personnel. When a fight or assault occurs, the student(s) involved may be referred for disciplinary action, up to and including suspension and/or expulsion. In addition to normal school discipline, the police may be called. Police may escort the offending student(s) off campus. In appropriate cases, warrants of arrest will be requested by school personnel.

9.24 GANG ACTIVITY

The Board will not tolerate any type of gang or gang-related activities occurring on District property or while students are under the auspices of the Board. Gang activity includes, but is not limited to, the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in

any form of physical violence involving persons or property. Gang identifiers, which change periodically, may not be allowed to be displayed by anyone at any time, including during after-school events. Students may not display or wear any sign, gesture, insignia, symbol, color, and combination of colors or combination of clothing, wearing apparel, or accessories that the administration has designated as a gang identifier. Students in violation may be referred for disciplinary action, up to and including suspension and/or expulsion.

9.25 HARASSMENT

The district will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension and/or expulsion of students. Harassment is defined as behavior toward a student or group of students based, in whole, or in part, on their sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, learning disability, or any other characteristic protected under state, federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Any questions concerning this policy or requests for the formal complaint procedure should be directed to the District's harassment/discrimination officer at *2000 Beaser Avenue, Ashland, WI 54806, (715) 682-7080*. Students should contact the building principal or guidance counselor first to report the alleged harassment.

9.26 HAZING

Any student engaged in hazing another student on school premises, at any school activity, or in relation to any school-sponsored activity over which the school has jurisdiction may be referred for disciplinary action up to and including suspension and/or expulsion. If the student(s) involved is in co-curricular activities, the co-curricular code will also apply. Hazing is defined as subjecting another individual or individuals to pranks and humiliation or horseplay, or to harass by imposing heavy or disagreeable tasks.

9.27 IMPERSONATION

Students may not claim to be someone else with the intent to deceive school personnel, other students, or members of the community, or in connection with any school district activity or function.

9.28 INAPPROPRIATE LITERATURE/IMAGES

Students will not be permitted to bring, draw, write, or download any material which may be deemed inappropriate or offensive in any way. Examples would include, but not be limited to, offensive and/or unpatriotic flags, alcohol and/or other drugs, sexual drawings, pictures or writing that is racial, sexual, or obscene.

9.29 INAPPROPRIATE SEXUAL BEHAVIOR

Inappropriate sexual behaviors are prohibited. This includes, but is not limited to, de-panting or attempting to de-pant a student, indecent exposure (clothing, or lack of clothing, which exposes the body in an immodest manner that does not meet common standards of decency and good taste), and entering an opposite-sex locker room or restroom facility. Anyone in violation of this will be disciplined.

9.30 LAW ENFORCEMENT AGENCIES QUESTIONING OF STUDENTS

If it appears there is a violation of the law, it may be necessary for the school resource officer or members of law enforcement to question students. State statute does not dictate that law enforcement officers contact parents before talking with students during a police investigation. However, when possible and when it is not a deterrent to the investigation, an attempt will be made to contact parents as soon as possible.

9.31 LOITERING

Students are expected to be in assigned areas at all times. Unless at school-designated times, students may not be in unassigned areas such as restrooms, locker rooms, hallways, pods, stairwells, commons, outside the building, or in cars in the parking lot at any time without permission from school staff. Students found in unassigned areas may face disciplinary action.

9.32 NEIGHBORHOOD RELATIONS

Property adjoining the school grounds is private; loitering and trespassing are not permitted.

9.33 PLAGIARISM

Plagiarism is a piece of writing that has been copied from someone else and is presented as the student's own work. Plagiarism is prohibited.

9.34 POLICE USE OF PBT (PERSONAL BREATH TESTER)

In the event the building principal or designee suspects a student may have consumed alcohol or is under the influence, a breath test may be administered at the school by the local police department and/or a designee. Civil and school district procedures and penalties will apply in the event of a positive reading.

9.35 PROFANE OR VULGAR LANGUAGE

The use of profane or vulgar language or other means of expression is forbidden on school grounds, on school buses, and at school activities (home or away). Students using such language or other modes of expression may be subjected to disciplinary action.

9.36 PROHIBITED ITEMS (Personal Property Not Allowed At School)

Lasers/pointers, shoes with wheels, scooters, skateboards, cap guns, water guns, water balloons, chains, butane lighters, matches, OC gas dispensers, and sharp or dangerous or nuisance items are not allowed in school or on school grounds. Such items shall be taken from the student and returned to the parent upon request. A prohibited item is considered to be in a student's possession if the item is in a pocket, apparel, purse, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used for holding or carrying personal belongings or any kind that belongs to or is controlled by the student; in a school locker, desk, or other facility or space assigned to, or chosen by, the student for the storage of personal belonging or any kind; or is in any vehicle which belongs to, is driven by, or is controlled by the student. Illegal, unauthorized, or inappropriate items found may be confiscated. The items shall be inventoried by the school principal/designee and may be returned to the student's parent/guardian or to the student if they are an adult; be held for disciplinary proceedings; or be turned over to law enforcement officers. Any item that may endanger safety will not be returned. Appropriate disciplinary action will be taken when necessary.

9.37 PUBLIC DISPLAYS OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Kissing, hugging, and other similar displays of affection are inappropriate for the school environment. Consequences for excessive displays of affection may include a warning, parent/guardian notification, referral to counselors, and referral for disciplinary action up to and including suspension and/or expulsion.

9.38 RECKLESS PLAY

Students are expected to refrain from reckless play during school hours or at school functions. Examples include pushing, hitting, and mock fighting. Students in violation may be referred for disciplinary action up to and including suspension and/or expulsion.

9.39 REMOVAL FROM CLASS

All students are expected to behave in the classroom in such a manner that a positive learning atmosphere can be maintained. Any student who engages in inappropriate or dangerous behavior may be subject to removal from class, at the discretion of the building principal or their designee.

9.40 SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's locker, or student motor vehicles when there is reason to believe the student is in possession of or storing a substance or object that is illegal, or any material posing a hazard to the safety and good order of the schools. All school property shall remain under the control of school officials and shall be subject to search. [Board policy 5771 - Search and Seizure.](#)

9.41 STEROIDS

State law prohibits students from using, possessing, dispensing, delivering, or administering an anabolic steroid.

9.42 SUSPENSION

In-school suspension (ISS) may be assigned to a student whose disruptive behavior forces their temporary removal from the regular classroom. The student will be assigned an ISS by school administrators and will be under the supervision of school personnel. The administration shall maintain procedures for in-school suspensions, including conditions under which credit will be given for work completed during the period of an in-school suspension.

Alternative to Suspension "The Harbor"- Every effort will be made to not exclude students from school when discipline infractions occur. These infractions may include unexcused absences (from school or class), tardies, or students "out of place". When safety and the learning environment are not adversely affected, students will be assigned to alternative to suspension, "The Harbor ", where students will receive academic, social, and restorative support in lieu of out of school suspension.

Out-of-school suspension - The authority to suspend students is granted to administration or their designee. A student may be suspended up to five school days or, if a notice of expulsion hearing has been sent, for up to 15 consecutive school days. Suspension will follow Wisconsin Statutes. Out-of-school suspension is a form of discipline placed on a student for acts of repeated refusal to obey rules or authority or for conduct that endangers the property, health, or safety of others. Length of suspension will be determined by school personnel and will reflect the offense committed. The parent or guardian will be notified of the action taken. Students who are suspended are required to have a re-entry conference with the building administrator or their designee before resuming classes. A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period exam or to complete course work missed during the suspension period. [Board policy 5610 - Suspension and Expulsion.](#)

9.43 THEFT

Taking another's property without their permission is theft; a theft report may be filed with law enforcement agencies, as well as referred for disciplinary action up to and including suspension/expulsion.

9.44 THREATS AND SAFE SCHOOLS

All threats, including drawings, pictures, and/or statements, are evaluated. Threats may result in serious disciplinary consequences up to and including suspension and/or expulsion. Threats may also result in a police investigation and arrest.

9.45 TOBACCO USE AND TOBACCO LOOK-ALIKES

Tobacco products and tobacco look-alike products (such as non-tobacco chew and vaping devices) are subject to the same penalties and are prohibited. Students using tobacco-related products may be referred for disciplinary action up to and including suspension and/or expulsion. All tobacco-related incidents are referred to law enforcement. [Board policy 5512 - Use of Tobacco and Nicotine by Students](#).

9.46 TRESPASSING

A suspended student, an expelled student, or a student directed to leave school grounds may not be present on school property, may not attend on-campus or off-campus activities, and may not participate in any school-sponsored activities, until the suspension or expulsion period has officially ended. Students considered to be trespassing may be referred for disciplinary action up to and including suspension and/or expulsion, and may be referred to law enforcement.

9.47 VANDALISM

Littering, defacing, cutting, or damaging property that belongs to the school district, other students, staff members, or other individuals is prohibited. Students in violation may be referred for disciplinary action up to and including suspension and/or expulsion. Local law enforcement agencies may also be contacted. Students will be required to pay for damages they cause.

9.48 VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the district and on school buses. Recordings of students will be kept confidential. The primary purpose for using surveillance cameras is to provide a safe and secure environment for all students, staff, and visitors. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the district's schools and facilities, and for law enforcement purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding. The stored images are the property of the district. The district reserves the discretion to refuse to provide copies to students, parents, staff, community members, or other individuals or groups. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate state and/or federal law (i.e., the privacy rights of any other students whose images appear on the recording). In cases in which surveillance recordings involve student disciplinary action, the recording may become part of that student's record and shall be dealt with in a manner consistent with the district's student records policy and procedures. Disciplinary action may be taken based on video documentation. [Board Policy 7440.01 - Video Surveillance and Electronic Monitoring](#)

9.49 VIOLENCE AGAINST SCHOOL PERSONNEL

Any person who commits the offense of battery against a teacher or other school personnel, while engaged in the performance of official duties or while on school property, will be referred for disciplinary action up to and including suspension and/or expulsion. Law enforcement may also be contacted.

9.50 WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the district for the purpose of school activities approved and authorized by the district, including, but not limited to, property leased, owned, or contracted for by the district; a school-sponsored event; in a district vehicle or vehicle being used to transport a student to a school activity; or at a school activity. The term "weapon" means any object that, in the manner in which it is used or is represented, is capable of inflicting

serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type (including air and gas-powered guns), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. This also includes look-alike weapons. Any student who violates this policy may be referred to law enforcement and the Board of Education for expulsion.



10.0 STUDENT HEALTH AND SAFETY

10.1 ACCIDENTS/ILLNESS/CONCUSSION

All accidents/illnesses on school property or during school time (including co-curricular activities home or away) are to be reported to the teacher/supervisor in charge immediately. A student who is injured or becomes ill during the day will be sent or assisted to the health room and the parent will be notified. Each school year, students/parents shall be provided with an information sheet on concussions and head injuries. If a student is going to participate in an activity in which a concussive event may occur, the appropriate release must be signed at least once per school year. Serious accidents should be brought to the immediate attention of the principal or designee. Attempts will be made to notify parents or emergency contacts listed on the emergency card of any accident requiring medical attention. The school reserves the right to take any action deemed necessary in a given situation, which may include transportation to the hospital by emergency vehicle. Costs incurred are the sole responsibility of the parent/guardian of the student.

10.2 CHRONIC ILLNESSES

Parents/guardians are requested to inform the school of any chronic conditions, such as physical disability, heart condition, diabetes, epilepsy, or other chronic illness, at the time of enrollment.

10.3 CRISIS RESPONSE PROCEDURES

Procedures have been established to alert school staff that an emergency/crisis exists at or near a school building. It requires all students to be accounted for and under supervision. Staff are trained annually on crisis response procedures.

10.4 COMMUNICABLE DISEASE

A student suspected of having a communicable disease may be excluded from school until guidelines for readmission are met. Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and district, county and state policy. Non-immunized students may be required to remain home based on district, county, and state policy/guidelines. Readmission to school is based on condition and appropriate treatment. An effort will be made to notify parents/guardians about school exposure to chickenpox or other communicable disease that may pose a risk to students.

10.5 DOCTOR AND DENTAL APPOINTMENTS

Parents/guardians are to notify school office staff that their child will be absent for an appointment. The student will be excused at the appropriate time. For elementary school students, the parent/guardian or designee must pick up the student in the school office.

10.6 EMERGENCY DRILLS

Emergency drills will be conducted periodically. It is essential that when signals are given, everyone obeys orders promptly by following teacher directions and meeting in the area designated by the teacher as quickly as possible. Directions will be given to students by the classroom teacher for drills related to fire, tornado, etc.

10.7 EMERGENCY MEDICAL AUTHORIZATION

All students are required to have an Emergency Medical Authorization Form on file. In case of emergency, the district will adhere to the instructions on the authorization form. A new form is sent home with the start of each school year. If you need to change procedures or phone numbers, stop by or call the school office. Please keep the school informed of any changes in address, phone numbers, or emergency contacts. In the event of an emergency, it is crucial to have updated emergency contacts available. Please list someone who can be reached during the day

if parents/guardians are unable to be reached.

10.8 EMERGENCY RESPONSE PLAN

The district has developed an Emergency Response Plan, which is updated annually and is designed to address sudden, traumatic events that affect the school community. Such events might include, but are not limited to, the death of a student or staff member, situations that would require a building lockdown or evacuation, or an emergency condition not covered in other drill procedures. The Emergency Response Plan is written to reflect the particular needs of that school's population, is designed around the conditions and resources of the individual school, and is available for inspection. Please contact the school principal or designee.

10.9 FOOD ALLERGIES (LIFE-THREATENING)

Allergic reactions vary among students, ranging from mild to severe to life-threatening anaphylactic reactions. Notify school office staff if your child has a life-threatening allergy, including a current written statement from the physician. The health assistant will record any allergies in the student record system.

10.10 HEAD LICE

Current evidence and recommendations from the Centers for Disease Control and Prevention do not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children.

"No-nits" policies that require a child to be free of nits before they can return to school are also not recommended. The parents of students diagnosed with live head lice will be notified and requested to pick up their child for treatment. Students will be provided with treatment and support from the district, and the student can return to school the following day.

In light of federal guidance and recommendations of the Wisconsin School Nurse Association, the district will respond to the presence of head lice in the following manner: 1) Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern; 2) The district shall take measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice; 3) School health personnel shall cooperatively work with parents to determine the appropriate course of action for each presentation of head lice on a case-by-case basis; 4) School health personnel will help educate parents on proper treatment and prevention of head lice.

Parents have the option and right to excuse their child from school for this medical reason (excused absence). If you suspect your child may have head lice, consult your physician or pharmacist for treatment. The school health assistant also has information available upon request on how to examine for lice and administer treatment. For more information, contact the National Pediculosis Association at 1-800-446- 4672 or www.headlice.org.

10.11 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The district endeavors to preserve the privacy and confidentiality of the protected health information/medical records maintained by its various schools and departments. It strives to fulfill this responsibility in accordance with state and federal statutes and regulations. Further, the district acknowledges its general obligations of trust and confidentiality reposed in its employees and students who have medical or mental health treatment information at the district. As an entity under HIPAA, the School District of Ashland will ensure that its designated "covered components" comply fully with the requirements of 45 C.F.R. Parts 160, 164, which are the HIPAA Privacy Regulations.

10.12 IMMUNIZATIONS

The Board requires that all students be properly immunized pursuant to the provisions of the State of Wisconsin Health Department regulations. Students in grades 4K-6 who do not meet the immunization requirements on the opening day of school shall not be admitted to school. Transfer students shall be granted thirty (30) days in which to submit proper evidence of required immunizations. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. The District Nurse (RN) shall submit to the county district attorney the names of all students who have not completed the immunization requirements or submitted a written waiver within sixty (60) days of admission. For more information, please visit the DHS website - [student immunizations](#). [Board Policy 5320 -Immunization](#).

10.13 IMPAIRED/HANDICAPPED ACCESS

The district wishes to meet the needs of all its students and families. If any member of your family needs assistance or has any questions regarding mobility-impaired issues or handicapped access, please contact the principal of your school building.

10.14 MEDICATION PROCEDURES

All student medications, both prescription and non-prescription (Tylenol, etc.), will be administered by the nurse, health assistant, or designee. Students are NOT allowed to carry and self-administer ANY medication while attending school, with the exceptions of inhaled medication (inhalers) and injectable epinephrine (EPI pens). All medications brought to school must meet the following requirements.

Prescription Medications - All prescription medications, including inhalers and Epi pens, require a Prescription Drug Administration Consent Form signed by the prescribing physician and parent. These forms are available from the school health office. Parents will have up to 48 hours to submit a completed official authorization to the school. Prescription medications will be administered according to physician orders by the school health assistant. Medications to be given at school must be in the ORIGINAL CONTAINER and must have: 1) Student's full name on the container; 2) Prescription number; 3) Name of medication on the container; 4) Physician's name; 5) Pharmacy name and phone number; 6) Dosage. Please be aware that Narcotic pain medications, such as Vicodin, Hydrocodone, Tylenol #3, Oxycontin, etc., will not be administered by the health services department personnel. Students are NOT allowed to carry and self-administer ANY medication while attending school. If your child is recovering from an injury or surgery, it is in their best interest to remain at home while taking this type of medication.

Non-Prescription Medications (Over the Counter) - All non-prescription medications require a Non-Prescription Drug Administration Consent Form signed by the parent/guardian. The parent/guardian will provide the school with the supply of non-prescription medication. A signed parent/guardian note can suffice up to 48 hours, but must include: student's full name; date; name of medication; time, days, and amount to be given; reasons for use. The student's supply of non-prescription medication (Tylenol, Aspirin, Midol, etc.) will be kept at school in the health room for occasional use by the student throughout the school year (with completed parent authorization form) and will be administered by appropriate personnel according to policy. All medication will be kept in a locked container or cabinet in the health room. The health assistant, at a time conforming to the indicated schedule, will supervise the student while taking the medication. Self-administered medications (bronchial inhalers, EPI pen) are an exception to this and require specific consent. A medication record will be kept for each student receiving any medication (prescription and non-prescription), at school, with the exception of self-administered medications. Parents/guardians must notify the school when a drug is discontinued. A physician's order is required for any prescription medication dose change. New permission must be received at the start of each school year for any medication. All medications will be disposed of 10 days after the end of the school year.

Inhalants (self-administered medication) – A student may possess and self-administer medication for chronic diseases or medical conditions, provided the student’s parent files a written authorization with the principal or designee. Written authorizations must be filed annually. A physician’s written statement must be included with the parent’s authorization. The physician’s statement must be filed with a school nurse at the building the student attends annually and include the following information: 1) An acute or chronic disease or medical condition exists for which the medication is prescribed; 2) The student has been given instructions on how to self-administer the medication; 3) The nature of the disease or medical condition requires emergency administration of the medication. The school or board is not liable for civil damages as a result of a student’s self-administration of medication for an acute or chronic disease or medical condition, except for an act of omission amounting to gross negligence or willful and wanton misconduct.

10.15 WELLNESS

The School District of Ashland promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools improve academic achievement and positive life-long practices. The school community will recognize the important role they play regarding good health and wellness practices. [Board policy 8510 - Wellness.](#)

11.0 STUDENT/FAMILY SUPPORT

11.1 GIFTED AND TALENTED PROGRAMS

Gifted and talented services are provided as part of Response to Intervention/Instruction (RtI), where needs of the majority of students are addressed in the regular classroom through differentiation and support, as well as through Rural Virtual Academy (<https://ruralvirtual.org/>). Gifted and Talented programming uses the Wisconsin Comprehensive Integrated Gifted Programming Model.

11.2 GUIDANCE AND COUNSELING PROGRAM

Each school offers a comprehensive and developmental counseling program that is an integral part of the total educational program. It is designed to promote the academic, social, and career development of all students. As an essential part of the instructional program, school counseling helps build a foundation for student learning and academic success. Certified school counselors provide a variety of services, including classroom guidance, crisis intervention, and individual and group counseling. School counselors also facilitate communication among parents, teachers and students. Counselors consult with teachers and parents and serve as a resource for parents, staff, and students.

11.3 HOMEBOUND INSTRUCTION

The district shall provide, pursuant to the rules of the Wisconsin Department of Public Instruction or appropriate state agency and state/federal law, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Contact the building principal if you believe your child requires homebound instruction.

11.4 ONLINE LEARNING

The district has online learning options available to students through Rural Virtual Academy. Additional information is available on the district web page, at www.ashland.k12.wi.us, online <https://ruralvirtual.org/>

11.5 OPEN ENROLLMENT

Wisconsin’s inter-district public school open enrollment program allows parents to apply for their children to attend

school districts other than the one in which they live. Students in four-year-old kindergarten to grade 12 may apply to participate. The open enrollment application period begins in February of each year. Parents/guardians may apply online at <https://apps4.dpi.wi.gov/Opal2012/> or by obtaining paper applications from the Department of Public Instruction at (608) 266-3390. If you need additional information, please contact the open enrollment coordinator at (715) 682-7080.

11.6 SCHOOL RESOURCE OFFICER

The district utilizes a school resource officer (SRO), who is a police officer with the City of Ashland. The role of this officer is to build positive lines of communication between students, the school community, and local law enforcement; educate the school community on law issues; and enforce policies and laws throughout the district. The school resource officer is shared between Ashland High School at (715) 682-7089 and Ashland Middle School at (715) 682-7087.

11.7 SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 prohibits discrimination against persons with a disability in any program receiving federal financial assistance, such as schools. Section 504 defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities, such as caring for oneself; has difficulties performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; has a record of such an impairment; or is regarded as having such impairment. The School District of Ashland acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its students and employees. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district. Under section 504, the district has a responsibility to identify, evaluate, and, if the student is determined to be eligible under Section 504, afford access to appropriate educational services.

11.8 SEXUAL HARASSMENT POLICY

All students must be allowed to study in an environment free from sexual harassment. Sexual harassment refers to behavior that is not welcome, is personally offensive, may debilitate self-concept, and interferes with learning. In fulfilling the board's obligation to maintain a positive and productive educational environment, the School District of Ashland will attempt to halt any harassment of which it becomes aware. Anyone who believes they have been sexually harassed may file a verbal or written complaint with the District Office at (715) 682-7080. A complaint form is available upon request. Please contact any school office for a copy.

12.0 STUDENT TRANSPORTATION

12.1 BUS COMPANY

The buses servicing the district are owned and operated by Lakeshore Buses, Inc. All questions and concerns should be addressed to the bus company at (715) 682-3669.

12.2 BUS CONDUCT

Includes regular bus routes, co-curricular and field trips:

Students: One of the district's top priorities is to provide safe transportation for all eligible students. Transportation is a privilege and can be revoked. All students are responsible for their behavior on the bus, as disruptive behavior could affect the safe operation of the bus. Behavior infractions are therefore reported by the bus driver and disciplinary action is taken in accordance with established guidelines.

Parents: Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that become necessary to help their child change inappropriate behavior that could jeopardize their bus riding privileges.

Drivers: The primary responsibility of the driver is to safely transport the students to and from school and school-related activities. While transporting students, the driver has the critical responsibility of maintaining discipline on the bus. The bus should be viewed by parents and students alike as an extension of the classroom. Any student who engages in misconduct, disrupts school bus travel, disrespects the school bus driver, or jeopardizes the safety of school bus rides is subject to disciplinary action, including suspension or removal from the bus transportation program.

12.3 BUS CONDUCT GUIDELINES AND CONSEQUENCES

Bus behavior consequences will escalate if the child insists on repeating the unacceptable behavior. The following behaviors will not be permitted on the bus:

<u>Minor Infractions</u>	<u>Major Infractions</u>
<ul style="list-style-type: none">• Hitting/pushing/tripping• Eating/drinking on bus• Making loud noises• Failure to obey bus driver’s instructions• Spitting• Profanity• Obstructing aisle• Littering• Other	<ul style="list-style-type: none">• Possession/use of tobacco• Vandalism*• Throwing/Propelling objects• Possession/Use of weapon• Possession/Use of alcohol and or other drugs• Repeated failure to obey bus driver’s instructions• Fighting• Hanging out windows• Assault*• Water guns/bottles/balloons• Other

The above list is not all-inclusive. A student’s bus riding privilege may be suspended or revoked for misconduct that endangers the property, health, or safety of others, even though such conduct is not expressly identified in the above list. *If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon. The categorization of infractions as MINOR or MAJOR is at the sole discretion of the administration. The above list is only a guide. The administration may determine to sanction any of the items that are listed as minor infractions, as major infractions, and vice versa, depending on the circumstances of a student’s misconduct.

12.4 BUS STOP SUPERVISION

Parents are responsible for the supervision and safety of students receiving bus transportation from the time children leave home in the morning until the time of boarding the school bus. The same rule applies at the time of discharge from the bus on the way home from school. School administration and the bus driver acquire supervisory responsibility while children are on the school bus.

13.0 STUDENT TECHNOLOGY

13.1 APPROPRIATE USE OF TECHNOLOGY/ONLINE RESOURCES

Students have the opportunity to use a variety of computerized resources and access the internet. With this educational opportunity comes responsibility, to be shared by the student user, parents(s)/guardians(s), and staff. If you do not want your child to access networked computer services, such as electronic mail and the internet, please sign the form in the back of this booklet and return it to your child’s school.

Technology use and research is a part of any student’s academic life. All use of district technology must be in

support of the mission and educational goals of the district. The following guidelines are being used throughout the district. For more information, please refer to the [Board policy 7540.03 - Student Network and Internet Acceptable Use and Safety and the Student Technology Handbook](#).

The district notifies students of their usernames and passwords to access district technology. Users are expected to protect their password to ensure system security and their own privilege and ability to continue to use the system.

Responsible Use of Equipment:

Students should not play online games, participate in “chat rooms” or use computers for nonacademic activities, unless given specific permission by the classroom teacher. Students should not damage technology resources. Students should not waste or take supplies such as paper, toner cartridges, or jump drives. Students and families will be held financially responsible for damage to technology equipment that is a result of willful or neglectful behavior.

Ethical Use:

Students should upload or email only material that is accurate, inoffensive, non-threatening, and legal. If, at any time, the classroom teacher or other students find a student’s online viewing/writing to be threatening or offensive, that student will have online access restricted. Students who repeatedly seek out inappropriate information or who publish offensive information will have their access revoked. Students should tell the classroom teacher if they encounter any information online that is offensive, excessive, violent, and obscene, or that makes them uncomfortable. Students must follow copyright laws pertaining to web authorship, plagiarism, etc. Trespassing in another’s folders, work, or file space, using another person’s passwords, imitating another person, and cyber bullying is not allowed.

Safe Use:

Students should not give out personal information (e.g., full name, address, phone, age, social security number) while online. Students should also not give out personal information about other people. Students should never agree to meet in person someone they have met online. Students may not use online resources or computers in the school district to purchase materials or services. The district utilizes software to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Although filters are in place, no filter can be 100% guaranteed.

Students may not download any type of software, plug-in, etc., onto district-owned technology resources.

Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. The district reserves the right to review any material stored on network files or other technology devices to which the users have access. Students and other users should not expect files stored on district computers to be private.

13.2 CYBER BULLYING

Cyber bullying is prohibited and will result in disciplinary action. Cyber bullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – accomplished through electronic means. “Electronic means” include, but are not limited to, information and communication technologies like email, voice mail, cell phone and pager text messages, instant messaging (IM), personal websites, web blogs, and online personal polling websites.

The district’s computer network and the internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of the district’s acceptable use policy and procedures. Malicious use of the district’s computer system to develop programs or to institute procedures that harass other users or gain unauthorized access to any entity on the system and/or damage the components of any

entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures, and digital images; website postings, including blogs, posting slurs or rumors or other disparaging remarks about a student or staff member on any website or web blog; or taking and sending an unauthorized and unwanted photograph of a student or staff member.

The district will discipline a student it determines has engaged in cyber bullying that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, through the use of the district internet system or on any district equipment, or at any time off-campus if the cyberbullying causes or threatens to cause a substantial and material disruption at school or interference with a student's education or security. Disciplinary action may include, but is not limited to, the loss of technology privileges/access, detention, suspension, or expulsion. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement officials.

13.3 FAMILY ACCESS/ONLINE INFORMATION

Skyward Family Access is a web-based information and communication center designed to provide parents and guardians with information regarding their students. The features include real-time access to grades, assignments, report cards, attendance, schedules, and discipline.. Food service payments may be made through Family Access.

To log onto Skyward Family Access, the School District of Ashland must have your email address recorded in your student's Skyward record. If you are unsure if we have your email address on file, please contact your child's building administrative assistant. To log in to Family Access, visit our website www.ashland.k12.wi.us> Under "Oredocker Links" on the left, click on "Family Access – LOGIN" > continue with your username and password or click on the "forgot your login/password?" link. If you are requesting your login and/or password, the next screen will request that you enter the email address that the School District of Ashland has on file. Your user name and password will be emailed to you. If you have questions or concerns about the process, please contact your building administrative assistant.

13.4 PHOTO REFUSAL FORM

Photographs, videotape, and digital video footage of students involved in various school-related activities are often used as part of district publications. While we look for every opportunity to showcase the programs and activities of the School District of Ashland, it is crucial to the safety, security, and privacy of our children and families that we do not violate anyone's rights or cause unhappiness by featuring students whose parents/guardians do not want publicity. If, for any reason, you do not want photographs, film, or video of your child to be used in district publications, please complete the form on the district website or obtain a copy from office personnel checking the appropriate box. This request, however, does not apply to pictures taken by photographers employed by local news media covering school events and activities.

13.5 WEB PAGE

The School District of Ashland has its own website and Facebook pages: www.ashland.k12.wi.us
<https://www.facebook.com/SchoolDistrictOfAshland>

13.6 WIRELESS ACCESS

The district provides wireless internet access in all buildings. Appropriate use and other technology policies apply when using the district wireless access. The School District of Ashland uses electronic filtering to block out

inappropriate websites; this filtering also applies to wireless access.

14.0 DISTRICT-OWNED STUDENT TECHNOLOGY DEVICES

14.1 RECEIVING YOUR CHROMEBOOK

Student Technology will be distributed during the first week of school. ***Parents/guardians and students must complete and sign the Technology Acceptable Use Form and insurance form before the technology may be issued.*** These documents will need to be submitted at student registration.

14.2 INSURANCE

The School District of Ashland requires that technology insurance be purchased or waived prior to deployment of the technology to your child. The annual fee will be \$25 per device and must be paid prior to the student receiving the technology. Details of this policy are on page 9.

14.3 RETURN

Student technology and accessories (charger) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original technology each year while enrolled at SDA.

When asked to do so, students must surrender/return the technology and accessories to SDA. Any student who transfers out of SDA will be required to return their technology and accessories. If technology and accessories are not returned, the parent/guardian will be billed a non-refundable late fee of \$50 and will be responsible for the full replacement cost of the device, case, and charger. If payment is not received, the account will be turned over to a collection agency and/or law enforcement agency. Student technology must be returned by June 15th in order to avoid the late fee charge.

14.4 TAKING CARE OF YOUR TECHNOLOGY

Students are responsible for the general care of the technology they have been issued by the school district. Technology devices that are broken or fail to work properly must be taken to the technology drop center located in the library. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

14.5 GENERAL PRECAUTIONS

- No food or drink is allowed next to your technology while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the technology.
- Students should never carry their technology while the screen is open, unless directed to do so by a teacher.
- Technology should be shut down when not in use to conserve battery life.
- Technology should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose your technology to extreme temperatures or direct sunlight for extended periods of time.
- Extreme heat or cold may cause damage to the technology.
- DO NOT LEAVE TECHNOLOGY IN A VEHICLE.

14.6 CARRYING TECHNOLOGY

The protective shell of the technology will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in its protective case in a padded backpack or padded book bag is highly recommended, provided the backpack or bookbag is handled with care. For example, you should not toss the bag or drop the bag if your device is inside. Replacement protective padded cases are available in your designated building location at cost for \$60.

14.7 SCREEN CARE

Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover or screen.
Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You may also purchase individually packaged pre-moistened eyeglass lens-cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Do not spray directly on the screen. Apply cleaner to cleaning cloth and proceed to clean the screen.

14.8 USING YOUR TECHNOLOGY DEVICE

At School

Student technology is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the technology. Students must be responsible for bringing their device to all classes unless specifically advised not to do so by their teacher.

At Home

If students are required to take devices home, ***Chromebooks must be brought to school each day in a fully charged condition.*** If students leave their Chromebook at home, they must immediately phone parents/guardians to bring the Chromebook to school (*under certain circumstances, loaner Chromebooks may be temporarily issued for the day*). *Loaner chromebooks are not available unless the student's chromebook is in for repairs.*

It is recommended that students not carry the AC adapter power cord (charger) to school. If fully charged at home, the battery should last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds can be used, per teacher directions.

Printing at School

Printing functionality will be available on a limited basis at school and is subject to classroom requirements. Teachers are encouraged to accept assignments electronically through Google Drive.

Managing Your Files and Saving Your Work

Students will create and save documents in Google Drive, which is a cloud storage service that allows students to store their documents, photos, videos, and more online, in one place. From Drive, students can also access Google

Docs, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive here: <http://goo.gl/7uM7SX>

Personalizing the Technology

Student technology must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the School District of Ashland. Spot checks for compliance will be conducted by administration or SDA technicians at any time. Cleaning fees of \$30 will be assessed if not in compliance.

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the School District of Ashland's acceptable use policy.

14.9 SOFTWARE

Originally Installed Software

All software on devices is deployed via the district software management system. Students are not allowed to install software on their devices.

Virus Protection

Virus protection is unnecessary on the district's student devices due to the unique nature of its design.

Inspection

Students' devices will be inspected at mid-year and the end of the year. The purpose for inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the device will be restored to factory defaults. In a one-to-one environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the device will restore it to the state in which the user originally received it.

All student-created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory *that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

14.10 PROTECTING & STORING YOUR DEVICE

Device Identification

Technology will be labeled in the manner specified by the school.

Technology can be identified in the following ways:

- Record of serial number and SDA asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. There will be a \$5 charge to replace missing or damaged identification labels.

Storing Your Chromebook for Students

When students are not monitoring their Chromebook, the devices should be stored in their lockers **with the lock**

securely fastened. Nothing should be placed on top of the Chromebook when it is stored in the locker. Students need to take their Chromebook home with them every night or place them in their respective secure charging station provided by the school, if available. The Chromebook is not to be stored in lockers or anywhere else at school besides the school-provided charging station outside of school hours. The Chromebook should be charged fully each night at the student's home or in the school-provided charging station. Chromebooks should **never** be stored in a vehicle.

At Extracurricular Events

Students are responsible for securely storing their Chromebook during extracurricular events.

In Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular buses, vehicles, or any other place that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office. Lost, stolen, or damaged district technology may require repair and/or replacement costs.

14.11 REPAIRING OR REPLACING YOUR TECHNOLOGY

Technology Undergoing Repair

Loaner technology may be issued to students when they leave their device for repair at the designated drop zone.

If repair is needed due to malicious damage, the school may refuse to provide a loaner. Repaired devices will end up with the original factory image, as first received.

It is important that students keep their school data synced to cloud drives so that documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Parents/guardians will be charged for device damage that is a result of **misuse** or **abusive** handling. Parents/guardians will be billed for device parts and labor.

Technology Warranty

Technology warrants the device from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date SDA takes delivery of the device. This limited warranty covers normal use, mechanical breakdown, or faulty construction, and will provide replacement parts necessary to repair or, if necessary, replace the device. The device warranty **DOES NOT** warrant against damage caused by misuse, abuse, or accidents. Please report all device problems to the designated repair location in your building.

If a device becomes defective (at no fault of the student) after the device warranty expires, SDA will replace the device, at no charge, with a refurbished device of the same age or newer.

Accidental Damage or Loss Protection

The District is requiring the purchase or waiver of accidental damage insurance prior to the deployment of devices to students. The School District of Ashland will be the sole provider of this insurance. Under this insurance policy, the devices are protected against accidental damage or loss due to an act of nature. The District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be referred to the police for prosecution. A student making a false report will also be subject to disciplinary action, as outlined by the school

discipline code.

This insurance policy **does not** cover loss of the device and/or its accessories, cosmetic damage, or damages caused by misuse and abuse. The School District of Ashland will assess the device damage and repair or replace it if the damage is determined to be accidental and within the protection guidelines.

Parents/guardians/students will be charged for full replacement cost of a device that has been damaged due to misuse or abuse.

School District of Ashland Technology Device Insurance

The School District of Ashland requires that insurance be purchased or waived prior to the deployment of technology to your student. The insurance cost is \$25.00 annually for each device, with a family maximum of \$50.00. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$15.00, with the deductible increasing by \$15.00 for the second claim made and \$20.00 for the third claim made within the current school year (not to exceed \$50.00). After the third claim, a student becomes a day user. Increments start over each year. If a student withdraws from the District and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated, along with the number of claims made prior to withdrawal.

Annual Premium Due	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$25 per device	\$15	\$30	\$50

Charging cords and cases are not covered under this insurance.

Lost or Intentionally Damaged Device and Accessories

A device or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent/guardian involved in the loss of property. The student may be issued a loaner and become a day user for the remainder of the time the device is missing. If technology and accessories are not found, the parent/guardian will be responsible for the full replacement cost of the device, case, and charger. If the Chromebook is found while the model is still in active circulation, the student will be reimbursed the charges. If payment is not received, the account will be turned over to a collection agency and/or enforcement agency.

Day User

Students will leave the issued technology at school in a locked cabinet. The student is responsible to pick up the device before school and return it at the end of the day. If the student fails to return the device for the first offense, the student will be reminded. On the second offense, the student will be issued a loaner for one week to be picked up in the morning and returned at the end of the day. The original device will remain in the locked cabinet for the duration of the loan. If the original device is not returned, the student will be billed for the replacement cost of the device, the case, and charger. After one week, the student day user privileges will be reinstated with the original Chromebook, with day user privileges. On the third offense, the student will only be able to use a Chromebook in the library.

Technology Technical Support

The device support portal located in the library will be the first point of contact for repair and pickup of devices. Services provided by the library include:

- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Operating system or software configuration support



- System software updates

14.12 TECHNOLOGY ACCEPTABLE USE

General Guidelines

- Students will have access to forms of media and communication that are in support of education and research and in support of educational goals and objectives at SDA. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of SDA.
- Access to SDA technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the District's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the system administration staff and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the District's Acceptable Use Policy and abide by the rules defined in that policy. This is in addition to the rules and policies that this document (School District of Ashland Chromebook Policy) contains.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the District's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the SDA discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by SDA. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the 1:1 Technology Handbook or the District's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another individual is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. SDA cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

14.13 TECHNOLOGY DEVICE REQUIRED FORMS

The following form must be signed and submitted prior to a student receiving his/her technology device.

1. SCHOOL DISTRICT OF ASHLAND - TECHNOLOGY INSURANCE AGREEMENT

2. SCHOOL DISTRICT OF ASHLAND - STUDENT/PARENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Parents/guardians must indicate the election of and pay a \$25 insurance fee or waiver of fee prior to receipt of the technology device. This document is good for one school year and cannot be revised during the school year (i.e., change from waived to paid).

15.0 ANNUAL NOTICES

15.1 ASBESTOS MANAGEMENT NOTIFICATION

The School District of Ashland has conducted an extensive asbestos survey of all its buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions the district will take regarding asbestos-containing materials found in buildings. This plan is available for inspection during normal business hours at the District Office, at 2000 Beaser Avenue, Ashland, Wisconsin. The district complies with the Asbestos Hazard Emergency Response Act by the completion of a six-month periodic surveillance inspection. Three-year inspections are continuing as part of the district's planned maintenance program.

15.2 ATTENDANCE

In accordance with state law, all children between 5 and 18 years of age must attend school full time until the end of the school term quarter or semester in which they reach eighteen (18) years of age, unless they have a legal

excuse or have graduated. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 16 years of age may be excused by the School Board from regular school attendance if the child and their parent or guardian agree, in writing, that the child will participate in a program or curriculum modification, leading to the child's high school graduation or a high school equivalency diploma. Any student who is excused from regular school attendance under the law has the right to be readmitted to school upon request, as long as the student remains of school age. The Board shall specifically inform the student who is excused from regular school attendance of this right for re-admittance. A person, 18 years of age or older, requesting withdrawal from school attendance, may be required to wait until the beginning of the next semester to return to school. Upon the child's request of the School Board and with the written approval of the child's parent/guardian, any child who is 16 years of age or over and a child at risk, as defined by state law, may attend, in lieu of high school or on a part-time basis, a technical college if the child and the parent/guardian agree, in writing, that the child will participate in a program leading to the child's high school graduation. Students shall be required to attend school regularly and punctually as prescribed by state statutes. Student attendance enforcement shall be in accordance with state and established procedures. [Board policy 5200 - Attendance](#).

15.3 BULLYING

Bullying is a conscious, willful, and deliberate hostile activity intended to harm or induce fear through the threat of further aggression. Bullying encompasses a variety of negative acts carried out repeatedly over time. In addition, bullying involves a real or perceived imbalance of power, with the more powerful person or group attacking those who are less powerful. Gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation will not be tolerated. If an investigation finds an instance of aggressive behavior, it will result in prompt and appropriate remedial and/or disciplinary action, up to and including suspension and/or expulsion for students and discharge for employees. The bully will be referred for disciplinary action up to and including suspension and/or expulsion. [Board policy - 5517.01 - Bullying](#)

Our district is now using *SafeSchools Alert*, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration five ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 855.502.6924
3. Text: Text your tip to 855.502.6924
4. Email: 1759@alert1.us
5. Web: <http://1759.alert1.us>

You and your child can easily report tips on bullying, harassment, drugs, vandalism, threats of violence, or any safety issue you are concerned about through SafeSchools Alert. When you submit a tip, be sure to use our district's identification code (**1759**) in your communication.

Complaint Procedures

Any student who believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the district administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the district administrator. Complaints against the district administrator should be filed with the board president.

Every student is encouraged to report any situation they believe to be bullying behavior directed toward another student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or to the district administrator.

Reports of bullying may be made verbally or in writing, and may be made confidentially.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related student records, to the extent required by law.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. [Board policy 5517 - Student Anti-Harassment](#) and [policy 5517.01 - Bullying](#).

15.4 CHILD NUTRITION PROGRAM

The school district offers lunch and breakfast at all schools. Ala carte items are offered at middle and high schools during lunch. (At the high school and Middle School, a salad bar is also offered.) The district uses an automated lunch accounting system to record food service payments and monitor food purchase transactions. The automated system functions as a debit system. All students will receive a 4-digit Personal Identification Number (PIN). After making a meal selection, students enter the PIN number on the keypad at the cashier's table. The cashier will subtract the total purchases from the child's account. At the elementary schools, teachers will collect payments from the students and forward them to the food service cashier. At the middle and high schools, cashiers will accept payments in the commons each morning before school starts and during lunch service.

Students with delinquent accounts will not be permitted to purchase a meal from the Food Service Department, but will instead be provided an alternative meal until the school collects on the delinquent lunch accounts or an approved payment plan has been established. Students are expected to follow directions, comply with behavior expectations, clean up their area when finished, and exhibit appropriate table manners. Cafeteria usage is considered a privilege and subject to sanction. Behavior guidelines will be established in each school building. [Board policy 6152 - Student Fees, Fines, and Charges](#) and [policy 8500 - Food Services](#).

15.5 CHILD NUTRITION PROGRAM (Free and Reduced Priced Meals Application)

Every family is encouraged to fill out an application for free or reduced-price meals. Free and reduced-price breakfasts and lunches are available to all students whose family eligibility follows guidelines published each fall. An application will be sent to households at the beginning of each school year, and is also available at each school building or on the District website at www.ashland.k12.wi.us. Instructions are included with the application form. Please fill out one application form per family. All the names of the children living in your household must be listed on the form with their grade level, including all those children not yet in school and foster children. If family financial circumstances or household size change at any time during the school year, parents are encouraged to complete an application. In accordance with federal law and the U.S. Department of Agriculture policy, the district is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write to: USDA, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250 or call (800) 795-3272 or (202) 720-6382 (TTY). It is required to complete a new form each school year, even if approved the previous school year.

15.6 EDUCATIONAL OPTIONS

Annually, each public school, including a charter school, must provide to the parent or guardian of each pupil enrolled in or attending the school a list of the [educational options](#) available to children who reside in the pupil's resident school district. This list includes public schools, private schools participating in a parental choice program, project-based virtual schools, full-time open enrollment, Early College Credit/Start College Now options, and options for pupils enrolled in a home-based private educational program.

Public Schools

- Ashland High School grades 9-12
- Ashland Middle School grades 6-8
- Lake Superior Elementary grades 4K-5
- Marengo Valley School grades 4K-5

Private Schools

- Ambleside School of Ashland
- Our Lady of the Lake Catholic School

Additional Options

- [Advanced Placement Courses](#) - grades 9-12
- Advanced Standing and Transcribed Credits through NWTC WITC - grades 9-12
- CTE: Work Based Learning Programs Certified - grades 11-12
- CTE: Work Based Learning Programs Uncertified - grades 11-12
- [Early College Credit Program](#) (not Technical Colleges) - grades 11 & 12
- Gifted and Talented Program - all grades
- [Home-Based Private Education Program](#) - all grades
- Independent Study Opportunity - grades 9-12
- [Start College Now Program](#) (Technical College) - grades 9-12
- [Online Learning Option \(RVA\)](#) - grades KG-12 (Must be enrolled in the School District of Ashland)
- [Open-Enrollment](#) - all grades

Homeschooling Option

The part-time attendance law, s.118.53, Wis. Stats., allows homeschooled students to attend a public school on a part-time basis. A school district is required, space permitting, to allow pupils who are enrolled in a homeschool program to take up to two courses per semester at any public school. Students must satisfy the minimum standards for admission to a course offered by the school district.

15.7 ELECTOR REGISTRATION

All citizens of the United States are eligible to vote beginning on their 18th birthday once they have registered. Students may register in one of three ways: 1) *In person*: register in the municipal clerk's office from 8:00 am to 4:00 pm Monday through Friday. If you live in a township, you must contact your town- ship clerk. You must have a picture ID with you. 2) *At the polling place on Election Day*: If you wish to register to vote at your polling place, you must bring proof that you have lived at your present location for at least 10 days preceding the election. You must have a picture ID with you. 3) *By mail*: Download the [Application for Voter Registration](#) (EB131), complete the form, and mail it into the municipal clerk's office. The application must be postmarked no later than the 20th day (3rd Wednesday) before the election. For more information, please visit the election website at elections.wi.gov.

15.8 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when a student reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. To review a student's record, a parent/guardian must contact the school guidance office and bring proper identification. Files may not leave the guidance area. Parents or eligible students have the right to request that a school correct records they believe to be inaccurate or misleading. This request shall be in writing to the district's director of pupil services, at 2000 Beaser Avenue, who will review the request and respond to the parent/guardian.

If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; to appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student. Parents/guardians must inform the school, in writing (form in back of booklet) that all or any part of the directory data may not be released without the prior consent of the parent, guardian, or guardian ad litem. The Request to Withhold Release of Directory Data form is located in the back of this booklet. You may also have a high school student's name, address, and telephone number withheld from branches of the U.S. Armed Forces or colleges/universities by completing the Request to Withhold High School Student's Name, Address, and Telephone Number form in the back of this booklet. At the end of this two-week period, those students for whom permission to release all of the information the district has designated as directory data has been denied will be appropriately marked. The designation will remain in effect until it is modified by the written direction of the student's parent/guardian/guardian ad litem or the adult student during the school year.

15.9 HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act (MVHAA) defines homeless children as individuals who lack a fixed, regular and adequate nighttime residence. This includes children who share the housing of other persons due to the loss of housing, economic hardship or a similar reason. Children living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations are also included in this population. The following services may be provided for homeless children: enrollment assistance, free breakfast/lunch, books, school supplies, and referral to social service agencies, community resources, and other related services that can assist with basic needs. If you are or are aware of families who are homeless, or if you are in need of additional information on how homelessness is defined, please call the School District of Ashland Homeless Liaison Officer at (715) 682-7080.

[Board policy 5111.01 - Homeless Students.](#)

15.10 HUMAN GROWTH AND DEVELOPMENT CURRICULUM

The goal of Ashland's human growth and development curriculum is to provide accurate and comprehensive knowledge and responsible decision making, as well as to support and enhance the efforts of parents to provide moral guidance to their children in a developmentally appropriate manner. Parents/guardians have the opportunity to exempt their children from participation in human growth and development activities. If you do not wish your child to participate in the activities, please inform your child's teacher in writing. Please note that students exempted from instruction will still receive:

- 1) Instruction on physiology and hygiene, sanitation, the effects of controlled substances and alcohol on the human system, symptoms of disease, and the proper care of the body, unless exempted (please inform your child's teacher in writing if you want your child exempted from the preceding also); and

- 2) Instruction on effective means by which pupils may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to pupils.

15.11 LIMITED ENGLISH LANGUAGE LEARNERS PROGRAM

Persons requesting more information may contact the building principal.

15.12 LOCKER SEARCHES

School lockers are the property of the School District of Ashland. Lockers are furnished for student use only and remain district property. When a student uses a school locker, it is understood that the student assumes all responsibility for the contents therein and for the locker itself. At no time does the School District of Ashland relinquish its exclusive control of lockers provided for the convenience of students. Locker searches may be conducted at any time. Locker searches may be conducted by school authorities, as determined necessary or appropriate, without notice, without student consent, and without a search warrant. A showing of reasonable cause or suspicion is not a necessary precondition to a search. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel. Whenever a locker search occurs, it will be conducted by building principals, assistant principals, a school resource officer, and other authorized personnel. The authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. [Board policy 5771 - Search and Seizure.](#)

15.13 MENINGOCOCCAL DISEASE INFORMATION

State law specifically requires the school to provide the following information:

What is meningitis? - Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms? - Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis? - If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread? - None of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented? - Don't share food, drinks, utensils, toothbrushes, or cigarettes. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side

effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

Where can you get more information? - Your school health assistant, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the web site for the Centers for Disease Control and Prevention, www.cdc.gov.

15.14 NON-DISCRIMINATION

The School District of Ashland is committed to equal educational opportunity for all students and staff. The Board will vigorously enforce its prohibition of harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by federal or state civil rights laws. No federally protected person, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil services, recreational, food service, facility use, or other program. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. **Transgender students will be addressed by the name and pronoun corresponding to the student's gender identity, regardless of whether the student has obtained a court ordered name or gender change.**

If any person believes the School District of Ashland or any part of the school organization has discriminated against them, they may bring forward a complaint to the non-discrimination officer, the Director of Pupil Services, in the District Office, at 2000 Beaser Avenue, Ashland, Wisconsin, (715) 682-7080. The person who believes that they have a valid basis for a complaint shall discuss the concern with the district non-discrimination officer, who shall in turn investigate the complaint and reply to the complainant in writing. If this reply is not acceptable to the complainant, they may initiate formal procedures. Please refer to [policy 5517 – Student Anti-Harassment](#) for a complete description of procedures. If a complainant wishes to appeal a negative determination by the discrimination/harassment officer, they have the right to appeal the decision to the Office for Civil Rights at: Office for Civil Rights, Chicago Office, U.S. Department of Education, 500 W. Madison Street, Ste. 1475, Chicago, IL 60661 - (312) 730-1560; (312) 730-1576 FAX; (312) 730-1609 TDD; E-Mail: ocr.chicago@ed.gov.

15.15 RECRUITER ACCESS TO STUDENT RECORDS

The school is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the school not to release their child's information without prior written consent. A form is included in the back of this packet for you to complete if you do not want the school to provide this information to military recruiters or institutions of higher education.

15.16 SCHOOL ACCOUNTABILITY REPORT

The School Accountability Reports can be found on the DPI website at:

- [District and School Report Cards \(http://dpi.wi.gov/accountability/report-cards\)](http://dpi.wi.gov/accountability/report-cards)
- [WISEdash Portal \(http://wisedash.dpi.wi.gov\)](http://wisedash.dpi.wi.gov)
- [School Performance Report \(https://apps2.dpi.wi.gov/sdpr/spr.action\)](https://apps2.dpi.wi.gov/sdpr/spr.action)

Contact the District Office at (715) 682-7080 if you would like a printed copy.

15.17 SPECIAL EDUCATION SERVICES

Parents or guardians who suspect their child has a disability that affects their learning can initiate an evaluation

process in which their child will be tested and evaluated to determine if the child qualifies for special education services. The rules that govern this process come under a law called IDEA, the Individuals with Disabilities Education Act. Teachers who suspect a child has a disability may also contact parents to initiate the process. If a parent or teacher initiates the process, the parents will be given complete information regarding their rights in this process. An IEP (Individual Education Plan) team will be established with parents, teacher, principal, social worker, school psychologist, and district evaluators to discuss outcomes of the evaluation process and if services can be provided. Parents control the process, giving permission from beginning to end. Contact your child's teacher, the principal, or the district's director of pupil services at 682-7080 if you wish to find out more information about these services. Students are permitted to inspect and review their educational records upon the issuance of a written request to the respective building principal.

15.18 SPECIAL NEEDS SCHOLARSHIP PROGRAM (Private School Voucher Program)

Pursuant to section 115.7915(5) (a) of the state statutes, this notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the "Special Needs Scholarship Program." Under this scholarship program, a child with a disability may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend a private school that is participating in the scholarship program. Students who apply for and receive a scholarship may first attend an eligible private school under the program beginning in the 2016-17 school year. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI.

The initial eligibility requirements a child must meet to receive a program scholarship that covers attendance at an eligible private school beginning in the 2017-18 school year (or beginning in any later school year) should be verified with DPI. Additional information about the Special Needs Scholarship Program should be available on the website of the Wisconsin Department of Public Instruction: <http://dpi.wi.gov/>.

15.19 STUDENT ACADEMIC STANDARDS

The District adopted the following Student Academic Standards: The recently revised Wisconsin Standards for Mathematics and English Language Development. The Wisconsin Academic Standards in all other content areas, including: English Language Arts, Social Studies, Science, Music Education, Art & Design Education, Physical Education, Health Education, World Languages, Early Learning, Literacy in All Subjects, Personal Financial Literacy, Essential Elements for ELA, Mathematics, Science, Family & Consumer Education, Marketing, Management, & Entrepreneurship, Agriculture, Food, & Natural Resources, Business & Information Technology, Technology & Engineering, and Information & Technology Literacy.

15.20 STUDENT ASSESSMENTS

Annually, students enrolled in the district participate in various student assessment examinations at various grade levels. At any time prior or during the testing window, a parent may submit a written request for a student to opt out of assessment testing to the principal or the School Board. Per Wis. Stats. 118.30(2)(b)3., if the student is in grades 4, 8, and 9-11, the request must be granted. However, if the student is not in the abovementioned grade levels, the decision to grant the request is at the discretion of the Board. Additional information, including the assessment examination window, can be found on the DPI Assessment website (<http://dpi.wi.gov/assessment>).

15.21 STUDENT RECORDS

An accurate record shall be maintained for all students attending this school district. Records of a student shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or other individuals or organizations as permitted by law. Student records shall remain confidential. Parents and eligible students are permitted to inspect and review their educational

records upon the issuance of a written request to the respective building principal. [Board policy 8330 - Student Records.](#)

15.22 TEACHER QUALITY NOTICE

As a parent of a student in the district, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher. Specifically, you have the right to ask for the following information about each of your child's classroom teachers: **1)** Is my child's teacher licensed to teach the grades/subjects assigned? **2)** Has the state waived any requirements for my child's teacher? **3)** What was the college major of my child's teacher? **4)** What degrees does my child's teacher hold? **5)** Are there instructional assistants working with my child? If so, what are their qualifications? If you would like to receive any of this information, please call your child's building principal.

15.23 TITLE I

All schools in the School District of Ashland are part of schoolwide Title programming. The district has a Title I Parent Involvement Policy, which details how you can be involved in your child's education. You can find this information on our district website. In addition, the district provides opportunities throughout the year for parents and families to engage in district and building meetings. In the district, we want to establish regular, two-way, meaningful communication between our parents and our school personnel. Your school will inform you about academic standards, your child's progress, school and district activities, and educational issues. At the same time, it is important our schools receive your parental input and involvement in matters that affect your children's education.

[Board policy 2261 - Title I Services](#); [Board policy 2261.01 - Family and Parent Engagement in Title I Programs](#); and [Board policy 2261.02 - Title I Parents' Right to Know.](#)

15.24 PERSONAL COMMUNICATION DEVICE (PCD)

Students may use PCDs before and after school, during their lunch break, during after school activities (e.g., extracurricular activities), and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education related communications in a structured learning environment is expressly prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles, or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep a PCD "on" with prior approval from the building principal.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy

rights of another person may have their PCD confiscated and lose the privilege to bring the PCD on school grounds. Students may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The district administrator and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit, or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in “sexting” (i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form). Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services, as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale, ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in district custody unless they reasonably suspect the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with [Policy 5771 – Search and Seizure](#). If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse, or unauthorized use of PCDs brought onto its property.

Parents/Guardians are advised that students may not receive/respond to communications during class times. For additional information, please refer to [Board policy 5136 - Personal Communication Devices](#).

16.0 STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENTS AND SIGNATURES

16.01 PARENT REQUEST TO WITHHOLD NETWORK ACCESS

All students are granted network computer access (including electronic mail and the internet). If you **do not** grant permission for your son/daughter to access network computer services, please check the following box: ☐

16.02 REQUEST TO WITHHOLD RELEASE OF DIRECTORY DATA

Students' "directory data" may be released by the school district, without parental consent, to anyone who requests it. Based on the federal No Child Left Behind Act of 2001, the School District of Ashland will provide high school students' names, addresses, and telephone numbers to the U.S. Armed Forces or to colleges, universities, and technical schools without the signed, written consent of the parents/guardians or eligible student (age 18 or older). Under state and federal laws, the parent/guardian or eligible student (age 18 or older) has the right to withhold the release of any or all of the information listed below. To request that any or all of the information **not be released to any requestor**, please check the appropriate items, and sign and date the form. *Please Note: Some items are specific to AHS students only.

- | | |
|---|---|
| <input type="checkbox"/> Name of student Telephone numbers | <input type="checkbox"/> Address of student |
| <input type="checkbox"/> Student participation in officially recognized activities/sports | <input type="checkbox"/> Weight /height of members of athletic teams |
| <input type="checkbox"/> Degrees and awards received | <input type="checkbox"/> Name of school previously attended Requests from colleges/universities/ technical schools* |
| <input type="checkbox"/> Requests from Branches of Armed Services | |

If you have questions, please contact your school principal. If this form is not received in your child's school by **September 15th**, it will be assumed that the above information may be released for the remainder of the school year.

16.3 PHOTOS AND VIDEO FOOTAGE

Students involved in various school-related activities are often used as part of the district's community relations program (newspaper articles, website information, etc.). If you do not want your child's picture(s) used in this manner, please check the following box:

☐ I do not give permission for photographs or videotape of my child used in publications, productions, or the internet.

16.04 STUDENT / PARENT SIGNATURES

STUDENT'S NAME (please print): _____ **Grade 2023-24 School Year:** _____

Parent / Guardian Signature

Date

Student Signature

Date

***This form is effective for the current school year and must be completed annually.
Please submit this form to your child's school. Thank you!***

17.0 DISTRICT-OWNED STUDENT TECHNOLOGY DEVICE ACKNOWLEDGEMENTS AND SIGNATURES

In this agreement, "Technology" means iPad or Chromebook or equivalent and all its components (software, battery, cover and charger).

TERMS:

You agree to pay the \$25 annual device insurance premium per year. You will comply at all times with SDA Technology Handbook and its guidelines, as well as the SDA Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

TITLE:

Legal title to the technology is to the School District of Ashland and it shall remain in the school district. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the 1:1 Technology Handbook.

LOSS OR DAMAGE:

If the property is accidentally damaged or incurs loss due to an act of nature, SDA technology staff will assess the technology damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be referred to the police for prosecution.

REPOSSESSION:

Students not complying with all terms of this agreement and the 1:1 Technology Handbook, including the timely return of the property, will be declared to be in default. Authorities may be sent to their place of residence or another location of the technology to take possession.

TERM OF AGREEMENT:

Your right to use and possession of the property terminates no later than the last day of classes during the school year, unless earlier terminated by the school or upon student withdrawal from the School District of Ashland.

APPROPRIATION:

Your failure to return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property

- ☐ I agree to pay the \$25 technology insurance fee per device up to a maximum of \$50 per family. (The insurance fee can be paid in Skyward via debit/credit card or at the school with cash or check. The fee must be paid prior to being issued a device.)
- ☐ I waive the \$25 technology insurance fee per device, up to a maximum of \$50 per family, with the understanding that I will be liable for the full replacement cost. Common Damage (without insurance cost). The prices below are estimates, and are subject to change based on the cost to the district:
 - Replacement of each key (\$20)
 - Replacement of Cord (\$25)
 - Chromebook case (\$30)
 - Replacement of screen (\$50)
 - Replacement of Padded Cover (\$60)
 - Replacement of whole keyboard (\$100)
 - Replacement of System Logic Board (\$120)

- iPad replacement (\$300)
- Replacement of Chromebook (\$250)

- I will take good care of my Technology and know that I will be issued the same Technology each year.
- I will never leave my Technology unattended in an unsecured or unsupervised location.
- I will never loan out my Technology to other individuals.
- I will keep my Technology in its District-assigned protective case, if provided.
- I will know where my Technology is at all times.
- I will charge my Technology's battery to full capacity each night.
- I will keep food and beverages away from my Technology, as they may cause damage to the device.
- I will not remove or rearrange the keyboard keys
- I will not remove any serial numbers, district labels or name tags.
- I will not disassemble any part of my Technology or attempt any repairs.
- I will protect my Technology by always carrying it in a secure manner to avoid damage.
- I will use my Technology in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on my Technology and/or case.
- I understand that the Technology I am issued is subject to inspection at any time without notice and remains the property of the School District of Ashland.
- I will follow the policies outlined in the 1:1 Technology Handbook and the District Acceptable Use Policy at school, as well as outside the school day.
- I will file a police report in case of theft or damage caused by theft or fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Technology and power cord/charger in the event that any of these items are lost or intentionally damaged.
- I agree to return the Technology and power cord/charger in good working condition at the end of each school year or when I exit the school district.
- I will follow the guidelines outlined in the District Student and Parent Handbook.

List all siblings in the district (last name if different) _____

STUDENT'S NAME (please print): _____ **Grade 2023-24 School Year:** _____

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. To use technology resources, I agree to abide by SDA Acceptable Use Policy Guidelines, as stated in this document.

Student Signature

Date

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the SDA technology and computer resources, I hereby release the SDA and its agents from any and all claims of any nature arising from my child's use or inability to use the SDA technology and computer resources. I agree to the terms of the Technology Insurance Agreement on the reverse side of this form.

Parent / Guardian Signature

Date

***This form is effective for the current school year and must be completed annually.
Please submit this form to your child's school. Thank you!***

18.0 SCHOOL ADDENDUMS

19.0 ADDENDUM A – LSE/MVS

Student and Parent Handbook Lake Superior Elementary / Marengo Valley Elementary School Addendum 2023-2024 School Year

Lake Superior Elementary

Principal

Kathleen Thiele ext: 3001

Associate Principal

Heidi Oliphant ext: 4501

Dean of Students

Kayla Evensen ext: 3302

Administrative Assistant

Angelique Brilla ext: 4502

Attendance Assistant

Karen Petras ext: 3002

School Counselor 4K-2nd Grades

Nicole Landucci ext: 4002

School Counselor 3rd - 5th Grades

Kelly Sundeen ext: 3410

Tribal, School and Community Liaison

Myron Burns ext: 3412

School Social Worker

Courtney Rauschenback ext. 2118

Marengo Valley Elementary

Principal

Elizabeth Erickson ext: 5012

Administrative Assistant

Tracy McDonald ext: 5001

School Counselor 4K-2nd Grades

Nicole Landucci ext: 4002

School Counselor 3rd - 5th Grades

Kelly Sundeen ext: 3410

School Social Worker

Courtney Rauschenback ext. 2118

ATTENDANCE

Arrival Time

If your child does not ride the bus, please time their arrival for **no earlier than 8:00 a.m.** Supervision is provided on the playgrounds at 8:00 a.m. The bell rings at 8:25; children are expected to be in their rooms, ready to learn at

8:30 a.m. A child who arrives after 8:30 a.m. is considered tardy. Students who arrive after 8:25 a.m. must check in at the office with an adult to make a lunch choice, receive a pass to class, and have their arrival time noted. If you know your child will be tardy, please call the school office.

School Day and Office Hours

The school day begins at 8:25 a.m. and ends at 3:10 p.m. The Lake Superior Elementary School Offices are open 7:30 a.m. to 4:00 p.m.; Marengo Valley Elementary School Office is open 7:30 a.m. to 3:30 p.m.

Student Drop-Off and Pick-Up (LSE Only)

When dropping off or picking up students by personal vehicle, use the **STUDENT DROP-OFF LANE** (the right lane as you enter). **DO NOT** leave your vehicle unattended in this lane. If you need to get out of your car for any reason, use the left PARK lane and park in a visitor spot in the front row. Please **DO NOT drop off your child BEFORE 8:00 a.m.**, as there is no supervision available. **Please pick up your child as soon as possible after school is dismissed. DO NOT** use the bus/fire lane to park or pick up children. This applies to before and after school daily.

Absences

Parents and guardians should call the school office to report their child's absence or the absence will be considered unexcused.

After three days of unexcused absences, the process of reporting truancy begins. After five unexcused absences, truancy must be filed with the county. Please call or send a note or email to the main office to excuse your child's absence. There is no substitute for student attendance in class. Research shows that children gain the most from their education when they are present; therefore, we expect children to be at school every day they are able. If your child must be absent, please call the school office.

BUS TRANSPORTATION

Bus Changes

Students **must** have a written note to ride a different bus home or to be allowed to stay at school to wait for a ride. If there is no note, students will be put on their regular bus. Although a written note is the preferred method, parents who are unable to send a bus change note to school with their child may call in to the office with bus change information **before 2:30 p.m.**

Please note: The end of the day is a busy time in the school office. We will attempt to deliver bus change information to students and teachers that is received **BEFORE 2:30 p.m.** Requests for bus changes received **AFTER 2:30 may not be able to be honored.** Children will be sent home on their normally assigned bus, barring an extreme and unforeseen emergency.

Bus Company

Busing services are provided by Lakeshore Bus Company. Questions or concerns about bus services or bus problems should include the bus number and be directed to Lakeshore Bus Company at 715-682-3669.

Bus Conduct

Please review the district-wide Student Handbook section on Student Transportation for more information. Please note that bus suspensions apply to all school buses, including field trip buses. Bus suspensions are not excused absences from school. Students are expected to be in school on days of bus suspensions.

DISCIPLINE and BEHAVIOR EXPECTATIONS

Discipline in our school is a cooperative undertaking among the student, the teacher, the parent, and the

administration. Students attending our schools are expected to conduct themselves with respect for self and others through their actions and language.

We realize that we are working with young children, many of whom are in the early stages of developing self-control and self-discipline. For our students to learn from their choices, they need to have logical and reasonable consequences that provide them with some meaningful feedback regarding their actions.

PBIS and Responsive Classroom

At LSE and MVS we use *Positive Behavioral Intervention and Supports (PBIS)*, which is a systemic approach to proactive, school-wide behavior based on a Response to Intervention (RtI) model. PBIS applies evidence-based programs, practices, and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Schools implementing PBIS build on existing strengths, complementing and organizing current programming and strategies.

The PBIS model has been successfully implemented in thousands of schools in more than 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. Data-based decision making is a hallmark of PBIS, allowing successes to be easily shared with all relevant stakeholders.

The universal social curriculum our schools use to facilitate this good work is *Responsive Classroom*, a research-based approach to K-8 teaching that focuses on the strong link between academic success and social-emotional learning (SEL). We believe that a high-quality education for every child is built on the foundation of a safe and joyful learning community. We provide professional development for elementary and middle schools worldwide.

To support this, each classroom has a posted behavior matrix, and teachers practice these elements in each school environment throughout the year to ensure students know and understand them.

School-wide Behavior Expectations

- Be Here and Ready
- Be Respectful and Kind
- Be Safe

When children behave in a manner that violates these expectations, their behavior will be dealt with according to the LSE/MVS Discipline Guidelines and Procedures, a guiding document that was developed collaboratively between teachers and building principals. Responses to poor student behavior may include one or several of the following: loss of privileges, calls to parents, detentions, restorative practices (talking circles, apologies, reparations, restitution, etc.), both in- and out-of-school suspensions, and even expulsion, in rare cases.

Behavior Intervention Specialist (LSE Only)

At LSE, we utilize a Behavior Intervention Specialist (BIS) at the primary and intermediate level to support student behavior. The BIS runs Remove add movement breaks, , meets with students to discuss discipline issues like Behavior Incident Reports and Remove , facilitates Restorative Practices Talking Circles, and contacts parents about student behavioral issues.

If you have any questions about discipline practices at LSE, please contact your child's classroom teacher or the Lake Superior Elementary Office.

Restorative Practices

Restorative Practices is a social science that examines how to build social capital and achieve social discipline through participatory learning and decision making. According to the International Institute for Restorative

Practices, the fundamental premise of restorative practices is that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things *with* them, rather than *to* them or *for* them.

Your child may be invited to participate in a talking circle, which is a form of conferencing with a student or students who have violated the social contract or behavior expectations. The purpose of this conferencing is to offer those involved an opportunity to hear from their peers and caring adults about how their behavior has affected others and to work collaboratively toward developing a solution. This is a powerful experience for those involved and contributes to a positive environment school wide.

FOOD at SCHOOL

Meals

The district is committed to producing quality meals that are nutritious and appealing to students. Meals are provided by Elmor K-12 Food Service. Breakfast, lunch, and fresh fruits and vegetables menus are provided on the district web page.

Breakfast - Lunch Program

Breakfast Prices:

Student full price \$1.50 **

Student reduced price \$.30 **

Adult \$2.05

** For the 2023-24 School Year the school board has approved free breakfast for all students.

Lunch Prices:

Student full price \$2.70

Student reduced price \$.40

Adult \$4.65

Snacks/Treats:

Speak with your child's teacher about the proper protocols for sending snacks to school.

Fresh Fruits and Vegetables Grant

Each year, LSE and MVS apply for a grant to provide fresh fruits and vegetables to students daily for much of the school year. If the school is awarded the grant, more information will be provided.

Birthday Treats and Parties

Please let your child's teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. A nutritious snack may be sent with your child instead of sweet treats. Please do not hand out birthday party invitations at school for parties. Students may feel hurt if they are not invited.

PLAYGROUND and RECESS

Use of the playground before school and during the school day is viewed as part of the child's total school experience. It is expected that students will demonstrate the same good citizenship during their time on the playground as they do during the rest of the school day.

Outdoor exercise is an important part of student wellness, including cardiovascular health and optimal brain

development. For this reason, students will go out for recess whenever possible. Occasionally, the weather will require indoor recess. Students will be outdoors unless the following conditions apply:

Winter (cold): If, according to [AccuWeather.com](https://www.accuweather.com), the Real Feel Temperature is 0 or colder at the designated determination time, or if there is a wind chill advisory or warning from the National Weather Service, children will have indoor recess. The decision to remain inside will be made five minutes prior to recess.

Fall/Spring (rain): If it is actively raining, students will have indoor recess. Otherwise, students will be outside, including if the ground is wet, if there are puddles, or if it is misting or there is some other mild form of precipitation.

Once outside, playground teachers determine if conditions allow continued outside recess or whether to come back inside. Playground teachers supervise students in classrooms for the remainder of the recess time on those days. All students should be dressed appropriately for the season so that they may safely and comfortably enjoy their recess time. (If you need assistance in providing your child with appropriate winter clothing, please contact the school guidance counselor.)

Playground Expectations

Responsible behavior promotes a safe and enjoyable playground recess. We want all our students to be safe while having fun on the playground. Therefore, the following rules have been established and will be enforced throughout the school year. Consequences for not playing responsibly may include a warning; time out; losing the right to play on equipment for the rest of the day or the next day (or longer), as determined by school officials; loss of recess privilege; and/or implementation of school discipline policy and consequences.

- Be Here and Ready
 - Walk from the buses or building to the playground, hands and feet to self
 - Move immediately to the building when the bell rings or whistle blows
 - Enter the building with a Level 2 or quieter voice
 - Wear appropriate clothing for the weather
- Be Respectful and Kind
 - Play hard, but fair, and have fun
 - Respect others' space; speak kindly to others
 - Help others if needed
 - Follow playground teacher instructions
- Be Safe
 - Stay in the designated playground space
 - Use equipment responsibly
 - Avoid unsafe behaviors, such as tackling, pushing, throwing snowballs, etc.

STUDENT AND SAFETY PROTOCOLS

Building Security

In our continued efforts to maintain a safe learning environment for our students and staff, we are leveraging these security protocols for entering our buildings throughout the district:

- The building is locked at all times. All visitors will enter through the main entrance.
- All visitors will be granted access by activating the camera/buzzer system next to the entrance.
- All visitors will check in at the office using the electronic sign in system.
- All visitors will wear their visitor badge prominently during their entire visit.

- Students will be picked up and dropped off from the sidewalk at the front of the building.
- Children are expected to go to the playground or breakfast area on their own or with the available guidance and support of school staff in the morning. Parents or guardians will not be allowed to escort children to classrooms or wait with them in the lobby area before or after school.
- Parents wishing to meet with teachers will schedule an appointment to ensure the teacher and parent are available and prepared to have a productive meeting.
- All visitors will be granted access TO and FROM the office by electronic door access systems operated by the main office staff. No one will be granted access to the building prior to signing in at the kiosk.

Pick up and Drop off Procedures

At LSE and MVS, we strive to help our children develop the skills necessary to become independent, self-sufficient, and confident individuals. You can help them with this journey by adhering to our school's pick up and drop off procedures, as follows:

Drop off procedures-

- Drop children off for school no earlier than 8:00 a.m. and no later than 8:30 a.m.
- In the morning, children go to the appropriate playground. 4K students wait with their teachers until 8:10 am and then go into their classroom. On "in days" due to inclement weather, students enter at the 4K-2 or 3-5 entrance and go to designated day areas.
- Students interested in working with a teacher between 8:00 and 8:20 a.m. will need to have a pass from the teacher. This pass will be shown to the office staff at the front desk prior to the child being given permission to enter the building.
- Students arriving after 8:25 a.m. will need to check in at the main office. Their attendance and lunch choice will be noted at this time.

Pick up procedures-

- Parents picking up children at the end of the day will wait outside the building. Parents can wait near one of the three main exits (LSE) at the front of the school or anywhere on the sidewalk connecting the entrances to the parking lot.
- Children being picked up before the regular end of the school day will be called down to the office. Parents will wait in the main office for their children.

Guest Sign in procedures

To best ensure the safety and security of all staff and students at LSE and MVS, all guests will follow this procedure for entering the building:

- ALL guests who enter our building are required to sign in via the electronic sign in system.
- ALL guests in our building are required to wear their visitor badge in a clearly visible manner, on their person at all times.

Background checks for ALL volunteers

Those who wish to volunteer in classrooms or on field trips need to have a current background check on file with the school. Background checks need to be re-submitted annually and typically take several days to complete. For this reason, parents interested in volunteering are encouraged to complete a background check at the beginning of the year. If there is no current background check on file, those wishing to support student learning by volunteering will need to complete the background check at least one month in advance of the intended date of volunteering to ensure sufficient time is afforded for proper background check completion. Background check requests received less than one month prior to the event will likely be denied due to insufficient time for completion.

Admission of New/Transfer Students

To enroll in 4K, kindergarten, or first grade at any time during a school year, a child must be four (4), five (5) or six (6) years old, respectively, on or before September 1 of the current school year. All children being enrolled for the first time must present a certified birth certificate, photo ID of enrolling adult, and proof of residency.

ADDITIONAL INFORMATION

Class Assignment/Parent Requests

LSE/MVS staff strive to provide the best learning environment possible in each classroom by balancing the diversity of student backgrounds, the numbers in each class, gender, special needs, abilities, etc. This is an arduous, complex process, involving many variables. Our discussions and planning sessions include regular education classroom teachers, special education teachers, school counselors, and principals working together to create balanced class groupings for all classrooms. At LSE and MVS, we have caring and competent teachers who provide outstanding classroom experiences for all our children. Please know that we appreciate your support as we endeavor to create the best educational experiences possible for our children.

Due to the ever-evolving nature of education, students are increasingly being taught by several teachers from their grade throughout their school days, such as by having one teacher for language arts, another for math, and another for intervention and enrichment time. As a result of this approach, which allows children to receive targeted instruction at their level to achieve maximum results, students may only spend some of their class time with the same students or same teacher for their whole school day. For this reason, we do not accept teacher requests for class placement. We appreciate your understanding.

Field Trips

During field trips, both academic and co-curricular, all school policies apply to all in attendance, including chaperones. All chaperones need to have a current clear background check on file at least 30 days prior to the event. Students will only be allowed to participate when the district form (parent/guardian permission for school-sponsored field trip consent to medical treatment and release of information) has been entirely completed, signed by the parent or guardian, and returned to school. Students on all district-sponsored trips remain under the supervision of the Board and are subject to district policies. Students will be expected to demonstrate appropriate behavior in school to be eligible for field experiences.

Student Success Meetings

LSE/MVS Student Success meetings are multidisciplinary meetings that provide support and consultation to teachers and families regarding a wide variety of student concerns, including academic, emotional, and behavioral. Student Success Meetings assess needs, develop intervention strategies, and provide follow-ups.

Child Abuse and Neglect Reporting

Any staff member who suspects a child has been abused or neglected is required by law to immediately report such suspicions. Reports are made directly to the Ashland County Human Services Department, Indian Child Welfare, and/or law enforcement.

Report Cards

Report cards are issued after each quarter for grades 1-5, three times a year for students in 4K and twice each academic year for kindergarten students. The grading periods are listed on the school calendar.

Safety and Security Measures

All Ashland schools conduct monthly fire drills, often with fire department officials observing. The school also conducts tornado disaster and severe weather drills regularly. If the warning comes when children are at school, school personnel and students will proceed with appropriate protective measures, as practiced in drills.

Supply Lists

School supply lists are available on the LSE or MVS web page or from the school office.

Volunteers

Volunteers are encouraged, appreciated, and essential. School experiences are greatly enhanced by volunteers. If you are interested in volunteering, contact , the parent volunteer coordinator, at 715-682-7083, or contact your child's classroom teacher. If you're interested in volunteering this year, please complete a background check request form by the end of October to be sure there is enough time to complete it prior to the event for which you would like to volunteer. To ensure the safety and wellbeing of our students, volunteers will be screened using a criminal background check. New background checks need to be completed every two years. Please join us!

Walking/Biking to School (LSE only)

Walking and biking are healthy, safe, and environmentally conscious methods of getting to and from school. We encourage students and families to choose walking and biking along our Safe Routes To School (SRTS) pathways as an alternative to motorized transportation. Due to their age, K-2 students walking and biking to and from school should always be accompanied by an adult. Walking in groups is recommended. Bicycle racks are located at the back of the building. Bike helmets are STRONGLY recommended.

Concerns/Questions

If you have questions or are concerned in any way about your child's education:

1. Contact your child's teacher
2. If your concern has not been resolved, then contact the building principal.

We sincerely hope this year will be a happy and productive year for your child. Please take time to visit your school, become acquainted with your child's teacher, and be involved in school. We are proud of our school and trust that your child will find this year to be a rewarding experience.



**Student and Parent Handbook
Ashland Middle School Addendum
2023-2024 School Year**

Principal		
Angela Parduhn	ext: 2001	
Associate Principal		
Paul Fandre	ext: 2002	
Dean of Students		
Katie Seitz	ext: 2005	
Administrative Assistant		
Maija Herlevi	ext: 2003	
Administrative Assistant / Attendance		
Lyndsay Laakonen	ext: 2004	
School Counselor		
Holly Hagstrom	ext: 2011	
School Counselor		
Sasha Voldberg	ext: 1008	
Tribal, School and Community Liaison		
Doreen Maday	ext: 2012	
School Social Worker		
Courtney Rauschenbach	ext: 2118	

YEAR-LONG HONOR ROLL ACHIEVEMENT

Students will have the opportunity to earn the Year-Long Honor Roll Achievement Recognition when they earn a 3.0 or higher GPA for each of the four quarters. Students who receive honor roll distinction may be presented with certificates at the end of the year, recognition in the newspaper, and accomplishments posted in the commons area.

WEB: WHERE EVERYBODY BELONGS

WEB, which stands for “Where Everybody Belongs,” is a middle school orientation and transition program that welcomes sixth graders to Ashland Middle School and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help other students succeed, the program trains mentors from our eighth-grade class to be WEB leaders. As positive role models, WEB leaders are mentors and student leaders who guide the sixth graders to discover what it takes to be successful during the transition to middle school and help facilitate success.

Increasing numbers of studies show that if students have a positive experience during their first year in middle school, their chances for success increase dramatically. WEB provides the structure for sixth graders to receive support and guidance from eighth graders who have been through the challenges that middle school poses and understand that the transition to a larger school can sometimes be overwhelming.

WEB also serves as an anti-bullying program for our school by providing it with a cadre of student leaders who look for bullying behavior and help stop it. WEB gives older students permission to be aware of and report any negative behavior they see, creating a safer school for everybody.

Any incoming eighth grade student has the opportunity to apply to become a WEB Leader. The applicants must want to make a difference, lead, be a positive role model, and participate in all WEB events.

COLOGNE AND AEROSOL PERSONAL CARE PRODUCTS

Due to staff and students with allergies, the possession and use of aerosols and colognes is not allowed on the premises.

PARENT CALLS TO STUDENTS

Contacting students during instructional time is very disruptive to classrooms. Please try to communicate plans with your children before the school day begins. When you call the school, we will take a message and give it to your child. Calls will not be put through to the classroom teacher while class is in session, except in the case of an emergency. Please do not expect your child to take calls or messages on their cell phones during the school day, except during the lunch period.

ADVANCED MATH CRITERIA

AMS offers advanced math courses. Only students who meet the criteria can be considered eligible. Criteria includes state assessment data, universal screening data, grades, skill rubrics, and other evaluations/assessments. Please encourage your child to always do their best on all assessments.

SUMMER SCIENCE 9

Science 9 may be an offered summer school course for AMS students the summer after their eighth grade year.

ELECTRONIC DEVICES AND CELL PHONE

Cell phones or other PCDs that are confiscated from students may be picked up during school hours by a parent/guardian. Please see board policy 5136.

FOOD DELIVERY SYSTEMS - Non-family members may not make deliveries for students including DoorDash, UberEat and other delivery services. Delivery drivers will be turned away. Food deliveries should be made only by parents or guardians listed in Skyward during lunch hours. School personnel are not responsible for food being dropped off. Students may not leave class to pick up their food or be late to class due to food delivery. Students should pick up their food only during their assigned lunch period. Parents or guardians will be required to sign in to the Raptor system to receive a visitor sticker when delivering food for a student. The sticker will be placed on the food item for the student to pick up during their assigned lunch period.

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 a.m.-4 p.m.) at 715-682-7089. To find the email address of a teacher, please visit our website staff directory at <https://www.ashland.k12.wi.us/domain/277>. Parents are also encouraged to use Family Access to see grades, attendance, and other information regarding their child(ren).

STUDENT SERVICES OFFICE

It is the intention of the counselors that the guidance program at Ashland Middle School help students grow educationally, socially, physically, and mentally. Students needing to talk with a guidance counselor should send an email to their guidance counselor, have their teacher call their guidance counselor, or 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. Students who are in crisis or need immediate assistance may always go to the main office where we will help them find appropriate supports.

SCHEDULE CHANGE PROCESS

At the start of each quarter students will have 5 school days to request a schedule change. These requests are made through our school counselors, based upon course availability. Schedule change requests after the 5 day period will be made with the main office.

CALLING IN AN ABSENCE

Parents and guardians may call 715-682-7087 to report their student's absence. During non business hours, dial extension 2004. All absences must be excused as soon as possible. Also, if a student has attended a class on a given day, they must be excused by the office prior to leaving the building or the absence will be considered unexcused and will not be changed. Students must enter and exit the building through the main office.

STUDENT SUCCESS MEETINGS

AMS Student Success meetings are multidisciplinary meetings that provide support and consultation to teachers and families regarding a wide variety of student concerns, including academic, emotional, and behavioral. Student Success Meetings assess needs, develop intervention strategies, and provide follow ups. Parents, teachers, or other staff may request a Student Success meeting by contacting the student's Advisory teacher or the Student Services office.

PICK UP AND DROP OFF PROCEDURES

At AMS, we strive to help our children develop the skills necessary to become independent, self-sufficient, and confident individuals. You can help them with this journey by adhering to our school's pick up and drop off procedures, as follows:

DROP OFF PROCEDURES

- Drop children off for school no earlier than 7:45 a.m. and no later than 8:05 a.m.
- Vehicles may drop off in front of the school at the main entrance or on 11th street by the playground in the mornings. Buses will drop off on 10th street in front of the Dodd Gym.
- In the morning, children go to the main entrance for breakfast or to the playground. On "in days" due to inclement weather, students enter the main entrance and go to gym.
- Students interested in working with a teacher between 7:45 and 8:00 a.m. will need to have a pass from the teacher. This pass will be shown to the office staff at the front desk prior to the child being given permission to enter the building.
- Students arriving after 8:05 a.m. will need to check in at the main office. Their attendance will be noted at this time.

PICK UP PROCEDURES

- Parents picking up children at the end of the day will wait outside the building. Parents can wait/park on 11th St or 10th St, on the South or North Sides of the building. Buses will use the pick up lane in front of the school.
- Children being picked up before the regular end of the school day will be called down to the office. Parents will wait in the main office for their children.

GUEST SIGN IN PROCEDURES

To best ensure the safety and security of all staff and students at AMS, all guests will follow this procedure for entering the building:

- ALL guests who enter our building are required to sign in via the electronic sign in system in the main office.
- ALL guests in our building are required to wear their visitor badge in a clearly visible manner, on their person at all times.
- All guests are required to sign out and exit through the main office.

BACKPACKS

All backpacks, bags and/or purses are to be stored in student lockers during school hours. Any other similar items may be restricted by administration.

**Student and Parent Handbook
Ashland High School Addendum
2023-2024 School Year**

Principal

Brian Trettin ext: 1001

Associate Principal

Pam Huston ext: 1002

Dean of Students

Tyler Johnson ext: 1238

Co-Curricular Director

Brian Miller ext: 1012

Administrative Assistant

Amy Zak ext: 1003

Attendance Assistant

Lisa Sturgal ext: 1004

Student Service Assistant

Cheryl Tody ext: 1007

School Counselor (Grades 10-12, M-Z)

Nancy Larson ext: 1009

School Counselor (Grades 10-12, A-L)

Jennifer Kempf ext: 1008

School Counselor (Freshman)

Debra Eichman ext. 1029

Tribal, School and Community Liaison

Joe Corbine ext. 1011

School Social Worker/Wellness Coordinator

Greta Blancarte ext. 1018

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 a.m.-4 p.m.) at 715-682-7089 to leave a message for the teacher or by email. 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 first two rows of parking near the main entrance area are 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 p.m. daily for student safety.

Student Parking: Student parking is provided for free to Ashland High School students. Students may pick up a parking pass at "The Port". Students must place their parking pass in the front window to park in the student lot. Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion. In addition, the principal or their designee is authorized to remove vehicles from school property when such vehicles are parked improperly or violate safety laws and/or school board policy. The speed limit is 10 mph. It is highly recommended that student vehicles are locked at all times. Students may face school consequences for being in the parking lot during the school day without permission. Reckless behavior/driving will result in the loss of the on-campus parking privilege including permanently for severe or multiple infractions.

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 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.

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

CLASS CHANGE PROCEDURES - Each year, Ashland High School prepares its budget, hires teachers, and orders materials based on 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 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 three 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 three days of a semester, unless approved by administration.

Courses may be dropped after the three-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 students 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 three 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, but are not limited to:

- Errors made by the school
- Student accidentally placed in inappropriate level class
- Teacher recommended level changes
- Senior student short of credits
- Student who has 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 to prevent it affecting their 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 average of 3.50 or higher. The honorable mention of “B” honors requires a grade point average of 3.00 to 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 must have attended Ashland High School for at least one semester and possess a cumulative GPA of 3.5. Students academically eligible are notified and informed 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 and complete an essay. Finally, a student must complete 15 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, explaining why meeting the other objective criteria should not be considered. Rumor, gossip, and hearsay have no place in the NHS selection process, and the faculty council will not include this information in their deliberations. 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 in September of the student’s senior year and is based on the second semester of their junior 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 have the opportunity to respond orally before the Executive Committee or in writing. If the member decides to appear in person, a parent/guardian may be present; however, the primary focus of the hearing is to allow the member to

present their 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 - AHS dances are for AHS students and any other high school enrolled students who have been approved by the principal or associate principal. Approval forms can be picked up in the main office and must be turned in one week prior to the event.

Students wishing to be court members must meet standards set forth in the Co-Curricular Activities section of this handbook. Court members for Homecoming, Sweeties, and/or Prom may not distribute "gifts" 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 715-682-7089 to report their student's absence. During non-business hours, dial extension 1004. All absences must be cleared as soon as possible. Also, if a student has attended a class on a given day, they 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 the 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.

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

- Students at AHS that are Juniors or Seniors are the only students allowed to leave during their lunch period.
- Juniors may leave during the school day if they are successfully enrolled in a 'Pathways Option' (Youth Apprenticeship, School to Work, Early College Credit, Advanced Placement Course, Military Pathway, RVA on-line or Start College Now program).
- Seniors must be on track to graduate and currently passing all courses in order to leave campus during study hall.
- If a student is not currently enrolled in one of these programs they must attend the entire school day as listed on their schedule.
- Freshmen and sophomores are under a closed campus environment. They cannot leave at lunch unless they are excused by their parent/guardian as part of their allowed excused absences.
- Students signing out to the library from the 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 "Pathways 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 administration.

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

BACKPACKS - Students may carry a purse or similar bag that is no more than approximately 8"x6"x2," or they may carry a backpack. Any purse or bag that is deemed as too large or bulky may be restricted by administration.

FOOD DELIVERY SYSTEMS - Non-family members may not make deliveries for students including DoorDash, UberEats and other delivery services. Delivery drivers will be turned away. Food deliveries should be made only by parents or guardians listed in Skyward during lunch hours. School personnel are not responsible for food being dropped off. Students may not leave class to pick up their food or be late to class due to food delivery. Students should pick up their food only during their assigned lunch period. Parents or guardians will be required to sign in to the Raptor system to receive a visitor sticker when delivering food for a student. The sticker will be placed on the food item for the student to pick up during their assigned lunch period.

GRADUATION - To participate in graduation and its related activities, students must complete all graduation requirements. Unless pre-approved by the building principal, students are required to attend graduation rehearsal on the Friday prior to graduation to participate in the graduation ceremony. Students are permitted to decorate their graduation cap in accordance with the SDA Dress and Groom policy. [Policy 5511 - Dress and Grooming](#); and [Policy 6152 - Student Fees, Fines, and Charges](#)

**NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION, THE DISTRICT'S TITLE IX COORDINATOR(S),
AND PRODURES FOR REPORTING OR FILING A COMPLAINT OF SEX DISCRIMINATION**

Title IX Nondiscrimination Policy Statement –

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: Policy 2266, Policy 5517, Policy 5517.01, Policy 2260, Policy 2260.01, Policy 3362, Policy 3362.01, Policy 4362, 4362.01.

District Title IX Coordinators –

The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

Katie Matthias/Brian Trettin/Melissa Gessert
2000 Beaser Avenue
Ashland, WI 54806
(715) 682-7080

Reporting Sex Discrimination –

Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

1. To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.
2. By any other means that results in a Title IX Coordinator actually receiving the person’s verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment –

As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the

District's formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above. Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Policy 2266 within the School Board's policies.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX –

The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in Policy 2266 as published on the District's website. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in [Policy 2266](#) as published on the District's website.

23.0 ADDENDUM E - LESSON RECORDINGS

NOTICE OF SCHOOL DISTRICT POLICIES ON USE OF LESSON RECORDINGS FOR VIRTUAL AND HYBRID INSTRUCTION

Lesson Recordings Policy Statement –

Recorded lessons as part of virtual and hybrid learning are to be used for instructional purposes only. Recordings are not to be shared on social media platforms or with any third-party websites.