

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 web and Facebook pages: www.ashland.k12.wi.us
<https://www.facebook.com/SDAshland>

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 ANNUAL NOTICES

14.1 - 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.

14.2 - 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 his or her 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.](#)

14.3 - 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:

App: Search for "SafeSchools Alert" in the App Store to download for free

Phone: 855.502.6924

Text: Text your tip to 855.502.6924

Email: 1759@alert1.us

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](#).

14.4 - 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, 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.

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](#).

14.5 - 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.

14.6 - 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

- Our Lady of the Lake Catholic School

Additional Options

- 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
- Start College Now program (Technical College) - grades 9-12
- [Online Learning Option](#) - grades KG-12 (Must be enrolled in the School District of Ashland)
- [Open-Enrollment](#) - all grades
- [Gifted and Talented Program](#) - all grades
- Advanced Placement Courses - grades 9-12
- Independent Study Opportunity - grades 9-12
- Advanced Standing and Transcribed Credits through WITC - grades 9-12
- [Home-Based Private Education Program](#) - all grades

- [Can my child take courses at a public school while they are enrolled in homeschooling?](#)

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.

14.7 - 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 township 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.

14.8 - 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 he or she 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 his or her 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.

14.9 - 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 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.](#)

14.10 - 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. The curriculum outline is available on the district website. Parents/guardians may also review the curriculum outline and any instructional materials any time during the school year by contacting their child's building principal. 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.

14.11 - LIMITED ENGLISH LANGUAGE LEARNERS PROGRAM

Persons requesting more information may contact the building principal.

14.12 - 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.](#)

14.13 - 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.

14.14 - 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.

14.15 - 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.

14.16 - 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>)
- WISEdash Portal (<http://wisedash.dpi.wi.gov>)
- School Performance Report (<https://dpi.wi.gov/spr>)

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

14.17 - 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.

14.18 - 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/>.

14.19 - 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.

14.20 - STUDENT ASSESSMENTS

Annually, students enrolled in the district participate in various student assessment examinations at various grade levels. More information regarding the annual assessment examinations can be found on the district's website, www.ashland.k12.wi.us, under Curriculum and Assessments. 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>).

14.21 - 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](#).

14.22 - 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.

14.23 - TITLE I

Each Title I school in the School District of Ashland has a Title I Parent Involvement Policy, which details ways you can be involved in your child's education. These items are available on our district website. In addition, the district has a Parent Participation in Title I Programs Policy available on our website. 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](#).

14.24 - 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 his/her 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. 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 his/her 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](#).

15.0 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:

16.0 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 |
| <input type="checkbox"/> Requests from Branches of Armed Services (Air Force, Army, Marine Corps, National Guard, or Navy)* | Requests from colleges/universities/ technical schools* |

If you have questions, please contact your school principal. If this form is not received in your child's school by **September 17th**, it will be assumed that the above information may be released for the remainder of the school year.